

**WAKEFIELD METROPOLITAN DISTRICT COUNCIL  
CHILDREN AND YOUNG PEOPLE SERVICE**

**PRIMARY CO – ORDINATION SCHEME**

**Wakefield's Co-ordinated Admission Arrangement Scheme for  
Pupil Allocation to Primary Schools in 2016/2017**

## **1. Introduction**

- 1.1 Wakefield's scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with the School Admissions (Co-ordination of Admissions Arrangements) (England) Regulations 2008.

## **2. Interpretation**

- 2.1 "the LA" means Wakefield Metropolitan District Council acting in their capacity as local authority.
- 2.2 "the LA area" means the area in respect of which the LA has responsibility for education.
- 2.3 "school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA.
- 2.4 "VA schools" means such of the schools as are "voluntary aided schools".
- 2.5 "foundation schools" means schools which are part of a Trust e.g. Education Ossett Community Trust or the Aspire Trust and are their own admissions authority.
- 2.6 "specified year" means the school year beginning at or about the beginning of September 2016.
- 2.7 "academy schools" means a school which has academy status and is their own admissions authority.
- 2.8 "admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or VA school means the governing body of that school.
- 2.9 "admission arrangements" means the arrangements for a particular school or schools which govern the procedures and the decision making for the purposes of admitting pupils to the school.
- 2.10 "in-year admissions" means any application for a place in the first year of primary school (reception) and the first year of a junior school (year 3) that is received on or after 18 April 2016.
- 2.11 "neighbouring LAs" means the LAs of Barnsley, Doncaster, North Yorkshire, Kirklees or Leeds.

### 3. Explanation

- 3.1 For the school year 2016/2017 the LA will be co-ordinating the arrangements for the admission of pupils to all year groups. This scheme however concerns the co-ordination of admissions for the normal year of entry and is for all maintained primary schools (including Infant/Junior and Infant and Junior) in the LA area (including Academies) and the local authorities of Barnsley, Doncaster, Kirklees, Leeds and North Yorkshire (our “co-ordinating LAs”). Co-ordination for in-year admissions is dealt with by the separate “In-Year Admissions scheme”.
- 3.2 Wakefield LA will become the “clearing house” for all primary schools in the Wakefield district. The co-ordination scheme for admission to primary schools is a mechanism that will ensure that every parent resident in Wakefield who has applied for a school place in Wakefield or one of the co-ordinating LAs during the normal admission round receives a single offer of a school place on the same day from the LA.
- 3.3 For children of parents applying for either a Wakefield LA or co-ordinating LAs school this scheme will enable one and only one offer of a place to be offered. Under this scheme the LA responsible for the area in which the parent and child reside is known as the home LA. Parents must apply to their home LA. For example a Barnsley resident wishing to apply for a Wakefield primary school must apply to Barnsley LA and a Wakefield resident wishing to apply for a Barnsley school must apply to Wakefield LA.
- 3.4 Eligibility for admission to a school is determined by the respective admissions authority. This is Wakefield LA for all community and voluntary controlled schools in Wakefield, for Voluntary Aided (VA) and foundation schools, the Governing Body of the school and for the schools within co-ordinating LAs it is the respective LA or Governing Body where appropriate.
- 3.5 For children resident in Wakefield the scheme will determine a single offer of a school from potential offers at primary schools in Wakefield and/or any other co-ordinating LA. The scheme will not determine a single offer of a school place to a child living in another LA. It will be for that LA’s admission co-ordination scheme to determine the child’s eligibility for admission and make any potential offer.
- 3.6 The LA will make the single offer of a school place at a primary school to Wakefield residents as follows:
- For community and voluntary controlled schools where the LA is the admissions authority;
  - On behalf of foundation schools in Wakefield;
  - On behalf of Academies
  - On behalf of VA schools; and
  - On behalf of any primary school/academies maintained by another LA.

3.7 All offers will be communicated to parents on 18 April 2016.

## 4. The Scheme

- 4.1 The co-ordination scheme will be administered by Wakefield LA and shall apply to every primary school in the LA.
- 4.2 There will be a standard form known as the Wakefield Common Application Form (WCAF).
- 4.3 The WCAF will be used for the purpose of admitting pupils into the first year of primary school, (reception year) and the first year of junior school, (year 3), where the school is a separate junior school, in the specified year
- 4.4 The WCAF must be used as a means of expressing up to three preferences by parents resident in the LA area in rank order of preference :-
- a) for admission to a school within the LA area (including VA and foundation schools)
  - b) for admission to a school located in another LA's area (including VA and foundation schools and Academies).
- 4.5 Residents of Barnsley, Doncaster, Leeds, Kirklees or North Yorkshire wishing to apply for a place in a Wakefield school must apply to their home LA on that LA's CAF.
- 4.6 The WCAF will invite parents to give their reasons for each preference.
- 4.7 This scheme shall be classed as an "equal preference scheme". All applications will be considered against published admissions criteria, but without reference to how the school applied for has been ranked by parents.
- 4.8 The LA will make appropriate arrangements to ensure:
- a) that the WCAF is available on request from the LA; and
  - b) that the WCAF is accompanied by details of the co-ordinated admissions scheme which includes an explanation that the parents will receive no more than one offer of a school place from Wakefield LA for a school in a Wakefield school and that:
    - A place will be offered at the highest ranked preferred school for which they are eligible for a place; and
    - If a place cannot be offered at a preferred school, a place will be offered at an alternative school.
    - If a place cannot be offered at a preferred school, and the address is not in Wakefield, the home authority will be responsible for allocating an alternative school.

- 4.9 The LA will take all reasonable steps to ensure that every parent resident in the LA who has a child about to start reception year or year 3, where appropriate, receives a copy of the WCAF (and the Guide for Parents).
- 4.10 All preferences expressed on the WCAF are valid applications. The governing body of a VA or foundation school may require parents who have nominated their school on the WCAF, to provide additional information on a Supplementary Information Form (SIF). This form can only be used where additional information is required for the governing body to apply their over subscription criteria to the application. Where a supplementary information form is required it is available from the school and LA and it must be returned to the school. All WCAF must be returned to the LA.
- 4.11 Where a VA or foundation school requests a SIF it cannot consider an application unless they receive a WCAF or, if resident in another area, their home area CAF, and the school is nominated on it. Where a SIF is received directly by a VA or foundation school the school must inform the LA immediately so it can verify whether a WCAF or neighbouring CAF, has been received from the parent, and if not contact the parent and ask them to complete a WCAF. Parents are not under any obligation to complete a school's individual school's supplementary information form however not completing one may have a detrimental effect when that Governing Body considers the application against its admissions criteria.

## 5. Timetable

- 5.1 Completed WCAF are to be returned to the LA by the **15 January 2016**. Any SIF accompanying a WCAF must be returned by this date also.
- 5.2 By **4 February 2016** the LA will :
- where the parent has listed a VA, foundation or co-ordinating LA school the LA will send the WCAF plus any SIF to the admission authorities for them to apply their admission policies.
  - have received from co-ordinating LAs copies of their Common Applications forms where a Wakefield school is named by a parent.
- 5.3 By **12 February 2016** the LA will forward any applications received up to and including 13 February 2015 to respective LAs and Wakefield VA or foundation schools.
- 5.4 By **4 March 2016** the LA will have received the eligibility list from the VA or foundation schools in Wakefield LA indicating who will and will not be offered a place.
- 5.5 By **11 March 2016** the LA will have determined eligibility for those schools for which it is the admissions authority.

- 5.6 Where a child is eligible for admission to more than one Wakefield school the LA will apply the scheme to determine the single offer of a school place.
- 5.7 Where an application has been received for a Wakefield VA or foundation school, the VA or foundation school will be informed of the outcome of the application. Wakefield VA or foundation schools to update Wakefield LA with any changes.
- 5.8 Where an application has been received from a resident in a co-ordinating LA, the co-ordinating LA will be informed of the outcome of the application.
- 5.9 Where a Wakefield resident has applied for a place at a school in a co-ordinating LA, the co-ordinating LA will inform Wakefield of the outcome of that application.
- 5.10 By **18 March 2016** the LA applies the scheme for a second time to take account of those offers by co-ordinating LAs and any changes received from Wakefield VA or foundation schools.
- 5.11 By **25 March 2016** Wakefield and co-ordinating LAs will exchange information on which offers of school places in their respective LA are to be accepted.
- This exchange of information will allow Wakefield to identify vacancies at its schools.
- 5.12 By **1 April 2016** the LA will allocate vacant places at schools where it is reasonable and practicable to do so.
- 5.13 In addition for those applications from Wakefield residents where none of the three preferences can be met a place will be allocated to the child in accordance with “preferences not met”.
- 5.14 On **18 April 2016** Wakefield residents will be sent the single offer of a primary school place as determined by the scheme. On the same day all Wakefield primary schools will be sent a list of those children whose parents have been sent a single offer of a school place at their respective schools.

## 6. Determining Offers in Response to the WCAF

- 6.1 Wakefield LA will act as a clearing house for applications for places by the relevant admission authority in response to the WCAF. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the WCAF where:
- :
- it is acting in its separate capacity as an admission authority;
  - an applicant is eligible for a place at more than one Wakefield school;
  - an applicant is not eligible for a place at any school that the parent has nominated and lives in Wakefield

- 6.2 Wakefield will match the ranked list against the ranked list of the other nominated schools and:-
- where a child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
  - where a child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
  - Wakefield will use the over-subscription criteria in its admissions policy as published in the Guide for Parents for deciding places in Community and Voluntary Controlled schools. Similarly, VA and foundation schools will apply their own over-subscription criteria in its published admissions policy.
- 6.3 Where the LA cannot make a single offer for any of the preferences expressed by a parent resident in Wakefield a place will be allocated in accordance with the guidelines set out in “preferences not met”.
- 6.4 Where the child is not eligible for a place at a nominated school, and the parents are not resident in Wakefield, the home LA will be responsible for their education.

## **7. Preferences Not Met**

- 7.1 Where the LA cannot make a single offer for any of the preferences expressed by a parent resident in Wakefield, a place will be allocated to the child at the nearest community or voluntary controlled primary school in Wakefield with places available, to their normal place of residence.
- 7.2 Places will be allocated to these pupils after all preferences for a school have been met. This will also apply where foundation schools have agreed to adopt the LA’s admissions policy.

## **8. Changes of Address**

- 8.1 Any changes of the parental addresses on the WCAF will be accepted up to and including the 12 February 2016 and the application will then be considered on this new address. If the original application was received on time then any change of address up to and including the 12 February 2016 will not result in the application being categorised as late. Should a change of address result in a change of preference by a parent then this will be deemed a new application and will be dealt with accordingly. Due to the need to exchange data with surrounding VA and foundation schools any change of address received after the 12 February 2016 will be deemed as a late application.

## **9. Late Applications**

- 9.1 The closing date for applications in the normal admissions round is the 15 January 2016.
- 9.2 Applications received by the LA up to and including 14 February 2016 will be classed as being on time and will be included in the determination of potential offers.
- 9.3 Any WCAF received from 15 February 2016 onwards will be classed as late application.
- 9.4 Late applications will be dealt with in the following way:-
- For applications received from 15 January 2016 and up to and including 18 April 2016 they will be considered after the allocation period has ended but before the 18 April 2016. As far as possible late applications received prior to 18 April will be offered a school place on 18 April but the closer the 18 April deadline an application is received, the less likely it will be that an offer will be made on that date.
- 9.5 No WCAF received on or before 18 April 2016
- Where Wakefield LA is aware of a pupil, for whom it has not received an application, a place at the nearest community or voluntary controlled school will be offered on or before 1 July 2016.
  - Applications received from 18 April 2016 onwards will be classed as a casual application and will be dealt with under the arrangements for "casual admissions".

## 10. Casual Admissions

- 10.1 Applications received from **18 April 2016** onwards and for places in year groups other than the normal year of entry to primary school will be treated as in-year admissions and will be dealt with in the following way:
- 10.2 **Application received from 18 April 2016 and up to and including 31 August 2016**
- 10.3 Applications for the first year of primary school, (reception year) and the first year of junior school, (year 3), received up to and including 31 August 2016 from Wakefield residents applying for either a Wakefield school or a school in one of the co-ordinating LAs of Barnsley, Leeds, North Yorkshire and Kirklees school must be made on a Wakefield Common Application Form. The LA will co-ordinate applications for Wakefield schools and the co-ordinating LAs of Barnsley, Leeds, North Yorkshire and Kirklees only.
- 10.4 Applications from Doncaster residents or Wakefield residents for Doncaster schools will not be co-ordinated and parents could receive multiple offers ie an offer from a Wakefield school and a further offer from a Doncaster school.

- 10.5 Residents in the neighbouring LAs of Barnsley, Leeds, North Yorkshire and Kirklees wishing to apply for a Wakefield LA school must complete their home LA CAF. The LA will ensure that only one offer of a place in a Wakefield school is given. Residents in Doncaster LA who wish to apply for a Wakefield school should apply to Wakefield LA directly and complete the WCAF.
- 10.6 A Wakefield resident wishing to apply to the neighbouring LAs of Barnsley, Leeds, North Yorkshire and Kirklees must complete a WCAF and the LA will forward the application to that LA. It will be for that LA to determine if a place can be offered. Wakefield residents wishing to apply for a Doncaster school should apply direct to the relevant admissions authority.
- 10.7 If any parent approaches a voluntary aided or foundation school directly, the governing body must ensure that the parent completes a WCAF and forwards the application to the LA to process the application, along with the governing body's decision on the application. The LA will notify the parent of its decision and, if the parent is refused a place, the right of appeal must be offered.
- 10.8 The WCAF will:-
- Invite the parent to express up to three preferences by completing the form, including, where relevant, any schools in a co-ordinating LA in rank order of preference;
  - Invite the parent to give their reasons for each preference.
- 10.9 Casual applications received from 18 April 2016 and up to and including 31 August 2016 will be dealt with in the date order of receipt.
- 10.10 The determination of a place at a primary school will be based on the provisions of the co-ordination scheme as set out in "Determining offers in response to WCAF"
- 10.11 The single offer of a place at any Wakefield school will be made by the LA.
- 10.12 Parents who are not offered a place at their preferred schools will be placed on the waiting list subject to the conditions of the co-ordination scheme as set out in "Waiting Lists" and have the right of appeal.
- 10.13 **Application received from 1 September 2016 onwards:**
- 10.14 Applications received from 1 September 2016 onwards, and for places in year groups other than the normal year of entry to primary school will be dealt with through the "In-Year Co-ordination Scheme".

## 11. Waiting Lists

- 11.1 The LA will establish a waiting list for all community and voluntary controlled primary schools in Wakefield where the number of applications for those schools has exceeded the places available in Year R or Y3, respectively.
- 11.2 Voluntary Aided or foundation schools in Wakefield LA will maintain their own waiting list where the number of applications for those schools has exceeded the places available in Year R or Y3, respectively.
- 11.3 The waiting list order of priority for schools will be determined as follows:
- For community and voluntary controlled schools in accordance with LA's admission over-subscription criteria;
  - For foundation schools and academies in Wakefield where the LA is acting as admission authority for the school in conjunction with the schools governing body;
  - For VA or foundation schools in accordance with the governing bodies admission criteria.
- 11.4 The waiting list for a Wakefield school will be based on the following principles:
- Where a parent receives a place at their highest ranked school they will not be placed on the waiting list of their second and third placed school.
  - Where a parent has been allocated a place at their second preference school, they will be placed on the waiting list of their first preference but not their third.
  - Where a parent has been allocated a place at their third preference school, they will be placed on the waiting list of their first and second preference.
  - Where a parent has been offered a place at a school they did not nominate, they will be placed on the waiting list of all the schools they preferred.
- 11.5 A vacancy arises in Year R or Y3 only when the number of offers to a particular school falls below the published admission number.
- 11.6 The waiting list will be established on the offer day and be maintained until 31 August 2016 From 1 September 2016 this waiting list will then become the waiting list for the YR or Y3 "in year" applications and will be kept the remainder of the academic year.
- 11.7 Following the offer day, should an application be received for a school where the pupil has a higher priority for a place at the school as determined by the admissions criteria, they will be placed above those with a lower priority.

## **12. Acceptance of Offers**

- 12.1 Parents will be asked to accept any school place offered within one calendar month of that offer being made. Where a parent does not accept the school offered within this time limit then the LA will write to the parent giving a further 7 calendar days to accept the school place. Failure to accept the school place may result in the school place being withdrawn by the LA.

- 12.2 Should a place be withdrawn by the LA then the parent will have to re-apply for a school place.

### 13. Right of Appeal

- 13.1 Any parent\* whose child is not offered a school place for which they have expressed a preference, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into the area), and in respect of admissions at other than normal age (such as a year early or a year late for transfer from primary to secondary school). Parents who have missed the normal deadlines for applying for admission (late applications) or who have had an offer of a place withdrawn also have the right of appeal.
- 13.2 Where a parent is successful at appeal, and accepts the place offered on appeal, the school place they have previously been offered will be withdrawn and will be re-allocated to another parent who is on the waiting list for that school, or who is appealing for a place.
- 13.3 \*(except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since September, 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place).

### 14. False Information

- 14.1 Where the LA has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 14.2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.
- 14.3 Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.

### 15. Timetable for Co-ordination

15 January 2016	Closing Date for applications
4 February 2016	Wakefield LA sends applications for schools in co-ordinating LAs to the respective LA and applications for Wakefield VA

	or foundation schools to the respective Governing Bodies. Applications for schools in other neighbouring LAs are sent to the respective LA.
12 February 2016	Any applications received up to and including 12 February 2016 to the respective LAs and Wakefield VA or foundation schools or Academies.
4 March 2016	Wakefield's VA and foundation primary schools send the list of pupils in eligibility order to the LA.
11 March 2016	<p>Wakefield will have determined eligibility for those schools for which it is the admissions authority and applied the scheme for its Wakefield schools to determine offers to be made.</p> <p>Where an application has been received for a Wakefield VA or foundation school, the VA or foundation school will be informed of the outcome of the application. Wakefield VA and foundation schools to update Wakefield LA with any changes.</p> <p>Wakefield LA informs co-ordinating LAs of any offers for their residents.</p> <p>Co-ordinating LAs informs Wakefield LA of any offers for Wakefield residents.</p>
18 March 2016	Wakefield LA applies the scheme for a second time to take account of offers from co-ordinating LAs and any changes received from Wakefield VA or foundation schools.
25 March 2016	Wakefield and co-ordinating LAs exchange information on the confirmation of offers to be made.
1 April 2016	<p>Wakefield LA will allocate to vacancies where it is reasonable and practical to do so and identify the single offer of a place to be made to a Wakefield resident where no preference can be met.</p> <p>Wakefield LA will inform other neighbouring LAs of places Wakefield LA are offering to their residents.</p>
18 April 2016	Offers made to parents by Wakefield LA.
18 April onwards	Appeals.

## 16. Admission Authorities of Wakefield Primary Schools Covered by the Scheme

### 16.1 Community and Voluntary Controlled Schools – Admissions Authority Wakefield LA

Ackton Pastures Primary  
Ackworth Howard CE (VC) J&I  
Altofts Junior  
Ash Grove J&I  
Badsworth CE (VC) JI  
Bell Lane Primary (J&I)  
Carlton J&I  
Crofton Infant  
Crofton Junior  
Dane Royd J&I  
Fitzwilliam Primary  
Flanshaw J&I  
Girnhill Infant  
Greenhill JI & Nursery  
Grove Lea JI and Nursery  
Half Acres J&I  
Hendal Primary (JIN)  
Horbury Primary  
Horbury St Peter's and Clifton CE (VC) JI  
Kinsley Primary (JI)  
Lawefield Primary  
Lee Brigg Infant  
Mackie Hill J&I  
Martin Frobisher Infant  
Methodist (VC) J&I  
Middlestown J&I  
Mill Dam J&I  
Moorthorpe Primary (J&I)  
Mount J&I, The  
Netherton J&I  
Newton Hill J&I  
Normanton Junior  
Normanton Newlands Primary  
North Featherstone J&I  
Northfield JI & Nursery with Autism Resource  
Pinders Primary (JIN)  
Purston Infant  
Redhill Junior  
Ryhill JI & Nursery  
Sharlston Community  
Shay Lane Primary (J&I)  
Smawthorne Henry Moore Primary, Castleford  
Snapethorpe Primary  
South Hiendley J, I & EY

South Kirkby Common Road Infant and Nursery  
South Parade Primary & Nursery  
Stanley St. Peter's CE (VC) Primary & Nursery  
St Thomas CE (VC) Junior  
Stanley Grove Primary (J&I)  
Stockingate Mill Junior  
Streethouse JI & Nursery  
Throstle Farm J&I  
Townville Infant  
Upton Primary  
Waterton JI & Nursery  
West Bretton J&I  
Wheldon Infant  
Wrenthorpe Primary

**16.2 Foundation/Trust Schools - Admissions Authority the Governing Body of the School**

Cobblers Lane Primary  
Dimplewell Infant  
Flushdyke JI  
Southdale CE (VC) Junior  
Towngate Primary

**16.3 Academies – Admissions Authority the Governing Body of the School**

Airedale Infant  
Airedale Junior  
Carleton Park JI  
Castleford Park Junior Academy  
Criggleshole St James CE (VC) Primary Academy  
Darrington CE Primary School  
DeLacy Primary Academy  
England Lane Academy  
English Martyrs Catholic Primary (a Voluntary Academy)  
Gawthorpe Community Academy  
Glasshoughton Infant Academy  
Halfpenny Lane JI School  
Havercroft Academy  
Heath View Academy  
Holy Family & St Michaels Catholic Primary (a Voluntary Academy)  
Horbury Bridge CE (VC) JI Academy  
Jerry Clay Academy  
Knottingley St Botolphs CE Academy  
Larks Hill JI School  
Normanton Common Primary  
Orchard Head JI School  
Outwood Primary Academy Kirkhamgate  
Outwood Primary Academy Ledger Lane  
Outwood Primary Academy Lofthousegate

Rooks Nest Academy  
Sacred Heart Catholic Primary School, A Voluntary Academy  
Oyster Park Primary School  
Sandal Magna Community Academy  
Simpson's Lane Academy  
South Ossett Infants' Academy  
St Giles CE Academy  
St Helen's CE Primary School  
St Ignatius Catholic Primary (a Voluntary Academy)  
St John the Baptist Catholic Primary (a Voluntary Academy)  
St Joseph's Catholic Primary, Castleford (a Voluntary Academy)  
St Joseph's Catholic Primary, Pontefract (a Voluntary Academy)  
St Joseph's Catholic Primary, Moorthorpe (a Voluntary Academy)  
St Michael's CE Academy  
The Rookeries Carleton JI School  
The Vale Primary Academy  
Three Lane Ends Academy  
Walton Primary Academy  
West End Academy  
Willow Green Academy

**16.4 Voluntary Aided Schools – Admissions Authority the Governing Body of the School**

All Saints CE JI  
Alverthorpe St Paul's CE (VA) J&I  
Holy Trinity CE (VA) JI  
Normanton All Saints CE (VA) Infant  
Sandal Castle VA Community Primary  
St. Austin's Catholic Primary (VA)  
St. John's CE (VA) J&I  
St. Mary's CE (VA) Primary (J&I)