

**From:** Freedom of Information

**Sent:** 14 September 2020 16:10

**To:**

**Subject:** Freedom of Information Response (Our Ref: K/20/341)

Dear

**Freedom of Information Response (Our Ref: K/20/341)**

Thank you for your Freedom of Information (FOI) request dated 3 September 2020, reference K/20/341.

Your request read:

“Please let me know how many firm offers have been made to students for the September 2020 intake and deferred for September 2021 on the basis of 'one up, one down' on their conditional offer e.g. conditional offer B, B, B firm offer on the basis of achieving A, B, C or conditional A, A, A firm on achieving A\*, A, B etc.

Please let me know if this request is unclear and I would be grateful for the information as soon as possible.”

The University of Leeds may hold some of information relevant to your request. However, we consider that to respond to your request as it is currently framed would exceed the cost limit as set out in Section 12(1) of the FOI Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information.

We have outlined the reasons for invoking Section 12(1) below.

The position on acceptance of new students (i.e. whether they met, or missed their offer and by how much) are not held in a central system, but instead are held by the individual Schools (i.e. the grades of new Medicine and Surgery students are held by the School of Medicine). Once an offer is made and accepted, there is no particular need for Schools to keep a record of the exact position of applicants, and as such this information is not readily to hand. This also means that there is no guarantee that information in relation to earlier years (2018 and 2019 entry) will be retained. There are 33 individual schools within the University. Even at a very conservative estimate of one hour per school to locate and retrieve this information, which we expect is held in the form of spreadsheets (which will also contain other information irrelevant to your request) this would take approximately 33 hours, which is more than the 18-hour limit set out at section 12(1) of the FOI Act.

As such, if you were to limit your request to a specific School (or small number of Schools), we may be able to provide a further response.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT

Email: [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website ([www.leeds.ac.uk](http://www.leeds.ac.uk)).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

**Chloe Wilkins**  
Freedom of Information Officer

Secretariat  
University of Leeds