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Cabinet Member for Education and Skills

17 January 2018

**Name of Cabinet Member:**

Cabinet Member for Education and Skills – Councillor K Maton

**Director Approving Submission of the report:**

Deputy Chief Executive (People)

**Ward(s) affected:**

All

**Title: Co-ordinated School Admission Schemes for 2019 and Community and Voluntary Controlled School Admission Policies for 2019.**

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**Is this a key decision?**

No, as the proposals are not expected to significantly impact on communities.

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**Executive Summary:**

Each year the Department for Education requires Local Authorities to determine the co-ordination schemes for school admissions in their areas and the admissions policies for community and voluntary controlled schools which are the responsibility of the local authority, by 28 February.

In April 2006, Cabinet agreed that consideration of reports on school admission arrangements would be delegated to the appropriate Cabinet Member in years where there were no significant changes to admission arrangements. (Cabinet minute number 253/06 refers).

As there have been no significant changes since the 2013 version of the policies, no consultation has been required by the School Admissions Code.

**Recommendations:**

The Cabinet Member for Skills and Education is requested to:

- 1) Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2019/20 and the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2019/20 (see appendix 1 to the report).
- 2) Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2019/20 (see appendix 2 to the report).

**List of Appendices included:**

Appendix 1 - Primary, Infant and Junior School Co-ordinated Admissions Scheme, and Community and Voluntary Controlled School Admissions Policies 2019/20

Appendix 2 - Secondary School Co-ordinated Admissions Scheme 2019/20

**Background papers**

None

**Other useful documents**

School Admissions Code 2014 available at [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

## **Report title: Co-ordinated School Admission Schemes for 2019 and Community and Voluntary Controlled School Admission Policies for 2019**

### **1. Context (or background)**

- 1.1 The School Admissions Code 2014 requires admissions authorities to consult on admission arrangements every 7 years or more frequently where any significant changes are proposed. No significant changes are proposed to the scheme or the admissions policies for community and voluntary controlled schools since the last consultation for admission in September 2013. Therefore no consultation has been required for 2019.
- 1.2 Community and voluntary controlled schools were notified on 7 December 2017 that arrangements including published admission numbers (PAN) for community schools would remain the same and were given until 20 December 2017 to raise any requests for change.

### **2. Options considered and recommended proposal**

- 2.1 As detailed in point 1.1 no significant issues have been identified which require changes to the admission arrangements since the consultation carried out for the 2013 policies.
- 2.2 The first proposal is to determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2019/20 and the admissions policies for community and voluntary controlled schools for 2019/20 (see appendix 1 to the report).
- 2.3 The second proposal is to determine the co-ordinated admissions scheme for secondary schools in Coventry for 2019/20. (see appendix 2 to the report).

### **3. Results of consultation undertaken**

- 3.1 There has been no requirement to undertake public consultation but as detailed at 1.2 community and voluntary controlled primary schools were asked to raise any requests for changes in their PAN. We have had enquiries about making changes for 2018 which have to be dealt with through a separate reporting process.

### **4. Timetable for implementing this decision**

- 4.1 The Local Authority is required to notify the Department for Education that co-ordinated schemes and admissions policies have been determined by 28 February 2018. All admissions arrangements will apply to school admissions from September 2019.
- 4.2 Admission arrangements are reviewed on an annual basis with the next public consultation due to take place next year. An annual report will be produced from the Local Authority to the Department for Education on the effectiveness of admission arrangements.

### **5. Comments from Director of Finance and Corporate Services**

#### **5.1 Financial implications**

There are no financial implications.

#### **5.2 Legal implications**

The Local Authority is the admission authority for community and voluntary controlled schools. Regulation 17 of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 requires every admission authority to determine their admission arrangement by 28 February in the determination year. The local authority is also required to formulate a qualifying scheme for

co-ordinating admission arrangements for primary and secondary school in its area (Regulation 26 refers) and to consult on those arrangements at least every 7 years, or where the qualifying co-ordinated scheme is substantially different from the scheme adopted in the preceding academic year (Regulation 27 refers). The local authority must notify the Secretary of State that a co-ordinated scheme for admissions in 2019, has been adopted by the 28 February 2018 (Regulation 28 refers).

## **6. Other implications**

### **6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The proposed admission arrangements support the aims of ensuring that children and young people are safe, achieve and make a positive contribution, and developing a more equal city with cohesive communities and neighbourhoods.

### **6.2 How is risk being managed?**

The School Organisation Team and Legal Services via the school appeals process continue to consider existing and proposed admission arrangements and monitor their effectiveness

### **6.3 What is the impact on the organisation?**

The proposed admission arrangements support the aims of the City Council in respect of corporate parenting through providing all children with access to education in accordance with their needs. The arrangements support the partnership and strong working relationships between all schools and types of schools across the City.

### **6.4 Equalities / EIA**

An equality impact assessment was undertaken in September 2010 on admissions arrangements and no changes are identified in these proposals.

### **6.5 Implications for (or impact on) the environment**

None

### **6.6 Implications for partner organisations?**

None

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This report is published on the council's website: [www.coventry.gov.uk/councilmeetings](http://www.coventry.gov.uk/councilmeetings)

## Appendix 1

### Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2019/20

#### Introduction

This primary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulation 2012 as amended by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014.

#### The Scheme

Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to primary junior and infant schools in the Local Authority area.

The scheme shall apply to every primary, junior and infant school in the Local Authority area (except special schools) and shall take effect for the admissions process leading to admissions into primary, junior and infant schools in September 2019.

The scheme complies with the DfE School Admissions Code December 2014.

The details of the scheme are set out in Schedule 1 and Schedule 2 of this document.

## SCHEDULE 1

### PART 1 – THE SCHEME

1. The application process will be available online via the Local Authority website or via a paper common application form.
2. The online application and the Common Application Form will be used as a means of expressing preferences for the purposes of Section 86 of the School Standards and Framework Act 1998, by parents resident in Coventry wishing to express a preference for their child to be admitted to a maintained primary, junior or infant school or an Academy/free school.
3. When applying the parent will be able to:
  - a. express **three** preferences, in rank order of preference.
  - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and:
  - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
  - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.
5. The Local Authority will make appropriate arrangements to ensure that:
  - the online application system and the Common Application Forms are available
  - A written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.

6. During September 2018 all maintained primary, junior and infant schools and academies/free schools in Coventry will receive information for parents who wish to apply for admission to a Coventry primary, junior or infant school at the normal age of entry in 2019. Information will also be made available in nurseries and other early years provision, and in other general community settings such as libraries and GP surgeries.

### **Supplementary Information Forms**

7. All preferences expressed on the Common Application Form or via the online process are valid applications. The governing body of a school which is its own admission authority (eg voluntary aided schools or academies) school may ask parents to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. Details of schools using supplementary forms will be included in the admissions booklet on the city council website. If parents complete a supplementary form, this must be returned to the school.
8. Where a school receives a supplementary form from a Coventry resident it will not be regarded as a valid application unless the parent has also completed an online application or Common Application Form and the school is nominated on it. Where supplementary forms are received directly by schools which are their own admission authorities the school must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form.

### **Processing of Common Application Forms**

9. Parents can complete the online application by 15 January 2019. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by 15 January 2019. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 15 January 2019 will be treated in accordance with the procedure for late applications.
10. The primary, junior or infant school should forward any Common Application Forms received directly onto the School Admissions Team by 15 January 2019 at the latest.

### **Determining Offers**

11. The Local Authority will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the online applications and Common Application Forms. The Local Authority will only make a decision with respect to a preference expressed where-
  - (a) it is acting in its separate capacity as an admission authority, or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent has nominated.
12. **By 4 February 2019** Coventry Local Authority will apply the individual admissions policy on behalf of community & voluntary controlled primary schools. Where the governing body is the admission authority, Coventry Local Authority will notify the admission authority for each of the schools of every application that has been made for that school, regardless of ranking. All relevant details and any supplementary forms received which schools require in order to apply their oversubscription criteria will be forwarded to the governing body together with any evidence.

13. **By 15 February 2019** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants 'ranked' according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need 'rank' only as many as it agrees with the Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.
14. The Local Authority will match this 'ranked' list against the 'ranked' lists of the other schools:
  - (a) Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
  - (b) Where the 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.
  - (c) Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, following consultation with own admission authorities where appropriate.
15. In the week beginning **4 March 2019** the Local Authority will commence the exchange of information with other Local Authorities on potential offers of places in Coventry schools. Similarly other Local Authorities will notify Coventry Local Authority of potential offers available to Coventry residents.
16. Following this Coventry and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities, and this work will be completed by **28 March 2019**.
17. **It should be noted that all children with statements of special educational needs or education, health and care plans that name a school must be admitted to that school before all other applicants.**

#### **Decision Letters**

18. **On 16 April 2019** Coventry Local Authority will post letters to parents by second class post notifying them of the primary / junior / infant school place that has been allocated to their child. Emails will also be sent on this date to those parents who have applied on-line. Both will provide the following information:
  - The name of the school at which a place is offered;
  - The reasons why the child is not being offered a place at each of the other schools nominated on the application
  - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - Contact details for applicants to lodge an appeal when they have not been offered a place at a school.



## **PART 11 – LATE APPLICATIONS**

19. The closing date for applications in the normal admissions round is **15 January 2019**.
20. All applications received after **15 January 2019** will be late and will only be considered after all those who applied on time.

### **Waiting Lists**

21. After the initial allocation on **16 April 2019** the Local Authority will establish waiting lists for community & voluntary controlled primary, junior and infant schools, and these will operate up until the end of the Autumn term in **2019**. Parents who wish to have their child's name on a waiting list for a community or voluntary controlled school after this date should contact the Local Authority.
22. Voluntary Aided schools and academies will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct.
23. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

### **Applications outside the normal admissions round**

24. The Local Authority co-ordinates in year admissions for all community, voluntary controlled, and voluntary aided schools and academies/free schools within Coventry unless the school has indicated otherwise in their admission arrangements. Contact School Organisation Team for the most up to date information.
25. Applications are made on a standard on-line application form for all schools. Applicants for some faith schools will need to complete a supplementary information form but only if they are applying on priority faith grounds. Admissions decisions by own admission authority schools will be made within 5 school days in most circumstances. Decision letters will be issued by the Local Authority on behalf of all schools within the co-ordinated scheme and these will include appeal information where an application was unsuccessful.
26. Waiting lists for all Coventry schools will be notified to the Local Authority. Voluntary Aided schools/Academies/free schools will be responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term must contact the schools direct. The Local Authority will maintain lists for community and voluntary controlled schools. Children will remain on these waiting lists for the term in which they apply, but failure to confirm continued interest in a school within 14 days of the beginning of each term will result in removal from waiting lists.
27. Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered individually on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents will be provided with a letter setting out the decision on their application and the reasons for the decision.

## **SCHEDULE 2**

### **Primary / junior / Infant Coordinated Admissions Scheme Timetable**

<b>15 January 2019</b>	National closing date for making an online application or returning Coventry Common Application Forms
<b>4 February 2019</b>	Details of preferences expressed will be sent to Coventry schools that are their own admission authorities for "ranking".
<b>15 February 2019</b>	Schools will provide the Local Authority with a "ranked" list of applicants.
<b>5 March 2019</b>	From this date onwards Coventry Local Authority will compare provisional offers data and finalise the allocation of places.
<b>16 April 2019</b>	Coventry Local Authority will notify its schools which parents have been offered places.  On this date letters will be sent out by second class post notifying parents of the school place offered to their child(ren). Parents who have applied on-line will be notified on this date by email.

### **Community and Voluntary Controlled Primary and Infant School Admissions Policy 2019/20 Oversubscription criteria:**

If the number of applications is less than the published admission number then all applicants will be offered a place.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order**

A looked-after child is defined in Section 22 of the Children Act 1989.

- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year**
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year;**

## **5. Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

### **Brothers and Sisters**

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen independently, will select by drawing lots

### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place

**If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

### **Catchment area**

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at <https://www.coventry.gov.uk/catchmentareas>

### **Deferred entry into Primary School**

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The Authority recommends that the parent/carer contact the headteacher of the preferred school to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The Authority cannot allocate it to another child. Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general City Council admissions policy.

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

### **Part time attendance**

Parents can request that their child attends part time until the child reaches compulsory school age.

### **Children currently attending Local Authority Maintained Nursery Classes**

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

### **Waiting List**

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion. Waiting Lists will remain in operation until the end of the 2019 Autumn Term. After this parents/carers will need to contact the School Organisation Team by the beginning of each term if they want to stay on the waiting list for the rest of the academic year

## **Admission Numbers 2019/20**

### **Community and Voluntary Controlled Primary and Infant Schools**

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2019/20 academic year.

<b>Community and Voluntary Controlled Primary schools</b>	<b>Admission Number 2019/20</b>
Alderman's Green Community Primary	90
Alder Moor Farm Primary	90
All Saints' C.E. Primary (Voluntary controlled)	30
Allesley Primary	60
Allesley Hall Primary	30
Broad Heath Community Primary	90
Cannon Park Primary	30
Charter Primary	45
Coundon Primary	90
Earlsdon Primary	60
Edgewick Community Primary	60
Ernesford Grange Primary	60
Frederick Bird Primary	120
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Henley Green Community Primary	60
Holbrook Community Primary	90
Hollyfast Primary	90
Howes Community Primary*	30
John Gulson Primary	90
John Shelton Community Primary	30
Joseph Cash Primary	60
Limbrick Wood Primary	30
Little Heath Primary	60
Longford Park Primary	30
Manor Park Primary	90
Moat House Community Primary	60
Moseley Primary	60
Mount Nod Primary	45
Park Hill Primary	60
Pearl Hyde Primary	45
Potters Green Primary	60
Ravensdale Primary	60
Richard Lee Primary	90
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	60
St Andrew's C.E. Infant (Voluntary controlled)	60
St Christopher Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60
Templars Primary	90
Whitley Abbey Primary	60
Whitmore Park Primary	90

Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

\*Due to convert to academy status in 2018 and admission arrangements will be part of the conversion process.

## **Eastern Green Junior School Admissions Policy 2019/20**

### **Oversubscription criteria:**

If the number of applications is less than the published admission number then all applicants will be offered a place.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements order or a special guardianship order**

A looked-after child is defined in Section 22 of the Children Act 1989.

- 2. Children who currently attend St Andrew's Church of England Infant School**
- 3. Children who live in the catchment area served by the school, who have a brother or sister attending the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year**
- 4. Other children who live in the catchment area served by the school.**
- 5. Children living outside the catchment area with a brother or sister who currently attends the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year;**
- 6. Children by reference to the distance to the preferred school**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

### **Brothers and Sisters**

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's

residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen independently, will select by drawing lots

### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place

**If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.**

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

### **Catchment area**

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at <http://www.coventry.gov.uk/catchmentareas>

### **Waiting List**

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting Lists will remain in operation until the end of the 2019 Autumn Term. After this parents/carers will need to contact the School Organisation Team by the beginning of each term if they want to stay on the waiting list for the rest of the academic year

### **Admissions number**

The admission number for the school is 60

**Further details on arrangements for late applications and applications outside the normal admissions round or out of the normal age group are in the Coventry Primary, Infant and Junior Admissions Scheme 2019.**

## Appendix 2

### Coventry Secondary School Co-ordinated Admissions Scheme: 2019/20

#### Introduction

This secondary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulation 2012 as amended by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England)(Amendment) Regulations 2014.

#### The Scheme

Coventry City Council is the responsible authority for co-ordinating the arrangements for the admission of pupils to secondary schools in the Local Authority area.

The scheme shall apply to every maintained secondary school and academy in the Local Authority area (except special schools). The following scheme details the admissions process leading to admissions into secondary schools in September 2019.

The scheme complies with the DfE School Admissions Code 2014.

The details of the scheme are set out in Schedule 1 and Schedule 2 of this document.

## SCHEDULE 1

### PART I - THE SCHEME

1. The application process will be available online via the Local Authority website or via a paper Common Application Form.
2. The online application and the Common Application Form will be used as a means of expressing preferences for the purposes of Section 86 of the School Standards and Framework Act 1998, by parents resident in Coventry wishing to express a preference for their child to be admitted to a community, voluntary controlled, voluntary aided, foundation or trust secondary school or Academy within Coventry or located in another Local Authority area.
3. When applying the parent will be able to:
  - a. express **three** preferences including, where relevant, any schools outside the Local Authority's area, in rank order of preference.
  - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and:
  - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
  - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.
5. The Local Authority will make appropriate arrangements to ensure that:
  - a. the online system and the Common Application Forms are available



- b. a written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.
- 6. The Local Authority will take all reasonable steps to ensure that every parent resident in the Local Authority area who has a child in Year 6 in a Coventry primary school receives information on the application process by 12 September 2018.
- 7. All preferences expressed via the online process or on the Common Application Form are valid applications. Schools may request parents to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. Details of schools using supplementary forms will be included in the admissions booklet on the city council website. If parents complete a supplementary form, this must be returned to the school.
- 8. Where a school receives a supplementary form from a Coventry resident it will not be regarded as a valid application unless the parent has also completed an online application or a Common Application Form and the school is nominated on it. Where supplementary forms are received directly by schools they must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one.

### **Processing of Applications**

- 9. The closing date for applications is **31 October 2018**. Parents can complete the online application by this date. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by this date. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 31 October 2018 will be treated in accordance with the procedure for late applications
- 10. **By 2 November 2018** primary schools will forward all applications to the Local Authority.
- 11. **By 12 November 2018** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

### **Determining Offers**

- 12. The Local Authority will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the online applications or Common Application Forms. The Local Authority will only make a decision with respect to a preference expressed where:
  - (a) an applicant is eligible for a place at more than one school, or
  - (b) an applicant is not eligible for a place at any school that the parent has nominated.
- 13. **By 27 November 2018** the Local Authority will notify the admission authority for each of the schools of every application that has been made for that school, regardless of ranking, including all relevant details together with any evidence received by this date which schools require in order to apply their oversubscription criteria.
- 14. **By 18 December 2018** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the

Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.

15. The Local Authority will match this ranked list against the ranked lists of the other schools nominated and:
  - Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
  - Where the 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.
  - Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy following consultation with own admission authorities where appropriate.
16. **31 December 2018** will be the effective 'cut off' date for parents requesting Coventry schools to notify any changes (e.g. home address), which might materially affect their application.
17. In the week beginning **7 January 2019** the Local Authority will commence the exchange of information with other Local Authorities on potential offers of places in Coventry schools. Similarly other Local Authorities will notify Coventry Local Authority of potential offers available to Coventry residents.
18. In the weeks beginning **21 January 2019** and **4 February 2019** Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities.
19. **By 12 February 2019** the Local Authority will complete the exchange of information with other Local Authorities and inform them of places in Coventry schools to be offered to their residents. Similarly other Local Authorities will notify Coventry Local Authority of places in their schools to be offered to Coventry residents.
20. On **1 March 2019** letters will be posted to parents by second class post notifying them of the school their child has been allocated. Emails will also be sent on this date to those parents who have applied on-line. Both will contain the following information:
  - i) The name of the school at which a place is offered;
  - ii) The reasons why the child is not being offered a place at each of the other schools nominated on the application;
  - iii) Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - iv) Contact details for the Local Authority (& those nominated Voluntary Aided schools or Academies where they were not offered a place, so that they can lodge an appeal with the governing body);
21. **It should be noted that all children with statements of special educational needs or education, health and care plans that name a school must be admitted to that school before all other applicants.**

## **PART II - LATE APPLICATIONS**

22. The closing date for applications in the normal admissions round is **31 October 2018**. After that date, the Local Authority will continue to receive applications but these will be considered

to be late and may not be processed until after **1 March 2019**. Parents will be advised in their receipt letter that this will be the case

### **PART III – WAITING LISTS**

23. After the initial allocation of places on **1 March 2019**, schools will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Waiting lists must operate until the end of the Autumn term 2019. Parents, who wish for their children to continue to be considered for any places that might become available after this time must contact the school direct.
24. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

### **PART IV – APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND**

25. The Local Authority co-ordinates in year admissions for all trust, voluntary aided schools, free schools and academies within Coventry unless the school has indicated otherwise in their admission arrangements. Contact School Organisation Team for the most up to date information. Applications are made on a standard application form for all schools for in year admissions and for school transfers. Applicants for some own admission schools will need to complete a supplementary information form to enable school governors to fully consider their application against oversubscription criteria. Admissions decisions by schools will be made within 10 school days in most circumstances. Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

Decision letters will be issued by the Local Authority on behalf of all schools in the co-ordinated scheme and these will include appeal information where an application was unsuccessful. Waiting lists for all Coventry schools will be notified to the Local Authority. Schools are responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct.

26. For those pupils attending a Coventry secondary school who wish to transfer to another Coventry secondary school:-

The parent /carer will be asked to:

- Meet with the Headteacher or other appropriate staff member to discuss the reason for transfer. This will provide the school with an opportunity to identify any issues that may be capable of resolution and that may negate the necessity for a school transfer. This will ensure that changes of school are not undertaken hastily and without discussions with the parent/carer as to the likelihood of educational disadvantage to the pupil that may arise from transfer
- Complete the form and return it to the school

The Headteacher will:

- i) Seek to resolve any issues that may be causing parents/carers to seek a transfer
- ii) Complete the schools part of the form detailing any action that the school has taken to address the parent/carers concerns and provide the school's views on the transfer request

iii) Return the form to the School Organisation Team

27. The Coventry Fair Access Protocol exists to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour. Further information is available from Local Authority.

## **SCHEDULE 2**

### **Timetable of co-ordinated scheme - Secondary Admissions**

**31 October 2018:** Closing date for the Common Application forms to be returned to the local authority or primary schools.

**12 November 2018:** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

**27 November 2018:** Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".

**18 December 2018:** Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.

**31 December 2018:** Cut-off date for parents requesting Coventry schools to notify any changes e.g. home addresses etc.

**In the week beginning 7 January 2019:** Coventry Local Authority will exchange information with other Local Authorities on potential offers that can be made to parents residing in other Local Authorities who are requesting Coventry schools.

Other Local Authorities will also send their potential offers of places available for Coventry parents who have requested a place in another Authorities' school.

**21 January 2019 and 4 February 2019:** Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Authorities.

**12 February 2019:** Coventry Local Authority will again compare provisional allocations from other Authorities and finalise the allocation of places. This information will then be exchanged with other Local Authorities.

**1 March 2019:** National Offer Day. On this date Coventry Local Authority will notify its schools which parents have been offered places. On this date letters will be sent by second class post to notify parents of the school place offered to their child(ren). Parents who have applied on-line will also be notified on this date by email.