



School Admissions Forum

Time and Date

1.30 pm on Friday, 6th February, 2015

Place

Committee Rooms 2 and 3 - Council House

1. **Introduction and Apologies**
2. **Minutes of the meeting held on 23 October 2014** (Pages 3 - 6)
3. **Matters Arising**
4. **Consultation on School Admission arrangements for 2016** (Pages 7 - 8)
Report from Sue Heawood
5. **Primary Co-ordinated admissions scheme 2016 and Community and Voluntary controlled schools admission policies** (Pages 9 - 20)
Report from Sue Heawood
6. **Secondary Co-ordinated admissions scheme 2016** (Pages 21 - 26)
Report from Sue Heawood
7. **Expanding Schools**
Presentation from Judith Applegarth
8. **New School update** (Pages 27 - 28)
Report from Sue Heawood
9. **Free school meals and pupil premium** (Pages 29 - 30)
Report from Sue Heawood
10. **Any Other Business**
11. **Date of next meeting**
Proposed meetings – October 2015 and January 2016

Chris West, Executive Director, Resources, Council House Coventry

Thursday, 29 January 2015

Note: The person to contact about the agenda and documents for this meeting is Gurdip Paddan

Membership: Councillors J Blundell and D Kershaw

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

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Public Document Pack Agenda Item 2

Coventry City Council

Minutes of the Meeting of School Admissions Forum held at 12.00 pm on Thursday, 23 October 2014

Present:

Members: Councillor D Kershaw (Chair)
Councillor J Blundell
Councillor D Chater

Other Members: Rev T Colling
H Quinn
I Rose
R Tonks
R Williamson
M Simpson

Employees (by Directorate):

People: S Heawood,
Resources: G Paddan, J Warren

Apologies: P Burns
N Wicks

Public Business

1. Introduction and Welcome

The Chair welcomed everyone to the meeting and this was followed by introduction of the membership of the Forum.

2. Minutes and Matters Arising

a) The minutes of the meeting held on 7 February 2014 were agreed as a true record.

b) Matters Arising:

Blue Coat Policy Changes – Members were advised that the policy had been changed and the new policy was contained within the Secondary Education in Coventry 2015 booklet. There was no longer a complex points system and a much simpler supplementary form.

Secondary School Expansion Planning – Following the last meeting in February where a presentation was received on expanding secondary schools; members were advised of consultants visiting schools and that their findings would be presented in November. It was agreed that a report be brought to the February 2015 meeting explaining the consultants' findings.

Members expressed concern in relation to the number of schools seeking to expand and complexity of future expansion planning matters.

3. Admissions for September 2014

The table illustrating the Secondary School allocations for 3/3/2014 was reviewed and the figures were explained. It was noted that 68% had applied online and there had been an increase; the figures presented included an update of the position at 22/09/2014.

The following points were raised:

- Difficulties caused by parents having the option of keeping two places for new free schools
- Home education and it was noted that approximately 60-80 pupils were currently being educated at home and they were visited annually to ensure that they met learning standards.
- Concerns about the movement between schools and the fact that information and planning for this in the summer term had to change again in many cases by September. This was particularly true this year for late application children moving from Year 9 to WMG Academy, and those taking up places in Year 8 at Eden Girls School.

The Forum reviewed the Reception classes' map for September 2014 and noted the current position as at 23/09/2014. 89.4% had received offers at their first preference school. There were no spaces available at the Catholic schools and the Reception spaces remaining were considered as presented in the table.

4. In Year Admissions 2013/14

The Forum received reports on the primary and infant school In Year Admissions and Transfers for the years listed within the tables. Officers explained the movements and allocation of places. The secondary school two year analyses were also considered.

The following points were considered:

- Concern about the lack of additional funding available to support children coming from abroad with English as a second language
- The Chair requested that it be recorded that he had received a copy of an application which included a hand written note expressing the preferred choice had been inserted by a member of the MGSS Team; was this practice endorsed? It was clarified by officers that on some occasions where staff carried out home visits they insert notes on application forms with the family member present.
- Difficulties in primary schools where siblings are not able to find a place in the same school and the impact on pupil movement within the City when places do become available. Questions were raised about primary academies starting to deal with siblings differently but it was confirmed that schools that had converted to academies had not changed their policies.

RESOLVED that the reports be noted and funding issues raised be considered via Schools Forum.

5. **In Year Fair Access protocol 2013/14**

Members received a report on the In-Year Fair Access Protocol together with the appendices displaying the data in detail for the managed transfers (in and out) and hard to place pupils. It was noted that Social Inclusion meetings were held monthly and the data collected was being shared with Headteachers.

RESOLVED that the report be noted.

6. **Information for Parents for 2015**

Members received Primary and Secondary Education booklets for 2015 together with the leaflet on applying online by the appropriate date in 2015. The information is available on the Council's website and it was agreed it would be cost effective to print out booklet information when hard copies are specifically requested rather than have stocks of hard copies printed. The information available on the website is regularly updated e.g. change of closing dates and open days. This would help to eliminate undelivered/unwanted hard copies, which could contain outdated information by the end of the year.

Members requested that the open days listed within the booklets be co-ordinated to avoid clashes and provisional dates be circulated prior to publication in future.

The following points were noted in respect of new school places for 2015:

Eden Girls School – this secondary Muslim faith school changed their name from Coventry Leadership Academy for Girls and the site of the school before opening in September 2014 and are currently located in temporary accommodation. The school is full with 100 places in Year 7 and 50 places in Year 8. Applications for Year 7 in 2015 were being taken as part of the co-ordinated scheme.

Seva School – this school was planning to admit up to 450 pupils into Reception, Year 1, Year 2 and Year 7. Due to difficulties in obtaining a suitable site they opened with 175 places available for primary pupils only. For 2015 they propose to admit an additional 100 pupils in Reception, 150 in Year 7 and 100 in Year 8. This will take place within the co-ordination scheme arrangements for the City.

Members expressed concern in respect of the Seva School not having a site sufficient for the number of pupils for 2015. It was noted that this matter was with the Education Funding Agency at present.

Sidney Stringer Primary Academy – this new primary free school was approved in June 2014 and will be offering 60 places in reception from September 2015. They will not be participating in the co-ordinated scheme which means that applications will have to be made direct to the school until 5 March 2015 and offer sent out on 16 April 2015. Update information for parents had been published on the website.

Finham Park 2 – this free school was approved on 30 September 2014 and will be opening in September 2015 as a secondary school with 120 places in Year 7. No site has yet been confirmed but it is expected to be between Broad Lane and Charter Avenue to the west of A45. Details as they become available will be published on the Council’s website.

Sue Heawood was thanked for her report and the circulation of information for parents.

7. Changes to Schools Admissions Code

The Forum received a report on the consultation on changes to the Admissions Code 2012. The Department for Education had consulted on changes and the Local Authority’s response was considered. A discussion ensued on free school meals, the link to pupil premium funding and the difficulties in primary schools getting parents to complete applications following the introduction of universal free school meals for infant classes. It was proposed that further talks may be required on this matter outside this Forum, and that information would be brought back to the next meeting.

8. Any Other Business

There was no other business.

9. Date of Next Meeting

The next meeting will be held on 6th February 2015.

(Meeting closed at 1.40pm)

Admissions consultation for 2016 by Coventry schools

Only 2 schools have consulted on changes to their admissions policies for 2016.

President Kennedy School

The school consulted on changes from 10 November 2014 until 2 January 2015, and has asked for a response from the Admissions Forum. They have proposed a reduction in their admission number from 273 to 270 which will bring the size of the school into line with the proposed new school buildings in line with Education Funding Agency requirements. Also they have specified a change in the dates within their Post 16 admission arrangements. Internal applicants will now meet to discuss a suitable study programme by 28 February (rather than 31 January).

Eden Girls School

The school published their changed admissions arrangements for 2016 on 8 January 2015. The local authority has highlighted that this will be a consultation period of 7 weeks and 2 days and this does not meet the requirements of the Admissions Code to consult for 8 weeks between 1st November 2014 and 1st March 2015. This may leave the school open to an objection being lodged with the Schools Adjudicator.

The changes that have been highlighted are summarised as follows:

The policy was split into 2 priority groups with 50% of places allocated to members of the Muslim faith and 50% to community applicants. These groups have now been amalgamated with no reference to any faith criteria.

The oversubscription criteria have also been altered as summarised in the box below

2015 policy	2016 proposed policy
Looked after and previously looked after children	Looked after and previously looked after children
Siblings	Siblings
Medical or social circumstances	Children of staff
Children of staff	Medical or social circumstances
Children by distance from the school	Up to 10% of remaining places to girls resident in Nuneaton
	Up to 50% of remaining places to girls residing within a 2 miles radius of the school
	Up to 40% of remaining places to girls residing outside a 2 miles radius of the school

New mandatory changes required

An updated School Admissions Code was published on 17 December 2014. This contains some new requirements which are mandatory and so all admissions authorities are being advised to vary their admission arrangements straightaway to comply with the Code. Any such changes do not require any consultation.

The specific changes are that all previously looked after children must include those who were adopted under the Adoption Act 1976 as well as under the Adoption and Children Act 2002. As we already follow this guidance in co-ordinating admissions within Coventry, and no individual school has wording in their current policies which do not meet the Code then no changes will be required.

The main area of change is to make clear the process for requesting admission out of the normal age group. To assist with this we have put in place the changes highlighted in the co-ordinated admissions schemes and primary community/voluntary controlled school policies (see items 5 and 6 on the agenda). We will circulate advice on this basis to all schools and are aware that advice has been made available on a similar basis from diocesan colleagues.

All schools will be required to publish updated details of their policies on their websites and the local authority will need to monitor this as well as publishing details on the council website.

Sue Heawood
Admissions and Benefits Manager

Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2016/17

Introduction

1. This primary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulation 2012.

The scheme

2. 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.
3. 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 2016.

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 2015 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 2016. 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 who wish to nominate, or have nominated, their school through this process to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the Local Authority, along with any evidence, so that the relevant forms can be passed to the school/s.
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 2016. 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 2016. 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 2016 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 2016 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 5 February 2016 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 25 February 2016** 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. By 4 March 2016 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 30 March 2016.
- 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 2016** 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 contain 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

17. The closing date for applications in the normal admissions round is **15 January 2016**.
18. All applications received after **15 January 2016** will be late and will only be considered after all those who applied on time.

Waiting Lists

19. After the initial allocation on **16 April 2016** 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 **2016**. 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.
20. 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.
21. 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

22. 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 Admissions and Benefits Team for the most up to date information. Applications are made on a standard application form for all schools. Applicants for Coventry Voluntary Aided Church of England 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. 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. 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

- | | |
|-------------------------|--|
| 15 January 2016 | National closing date for making an online application or returning Coventry Common Application Forms |
| 5 February 2016 | Details of preferences expressed will be sent to Coventry Voluntary Aided schools for "ranking". |
| 25 February 2016 | Coventry Voluntary Aided schools will provide the Local Authority with a "ranked" list of applicants. |
| 4 March 2016 | From this date onwards Coventry Local Authority will compare provisional offers data and finalise the allocation of places. |
| 16 April 2016 | 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 2016/17 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 from the Admissions and Benefits team

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 2015 Autumn Term. Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

Admission Numbers 2016/17

Community and Voluntary Controlled Primary, Infant and Junior Schools

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2016/17 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2016/17
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
Clifford Bridge Primary	60

Coundon Primary	90
Courthouse Green Primary	90
Earlsdon Primary	60
Eastern Green Junior	60
Edgewick Community Primary	60
Ernesford Grange Primary	60
Finham Primary	60
Frederick Bird Primary	120
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Hearsall Community 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
Keresley Grange Primary	45
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
Parkgate Primary	90
Park Hill Primary	60
Pearl Hyde Primary	45
Potters Green Primary	60
Ravensdale Primary	60
Richard Lee Primary	90
Sir Frank Whittle Primary	45
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	60
St Andrew's C.E. Infant (Voluntary controlled)	60
St Christopher Primary	60
Stanton Bridge Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60
Templars Primary	75
Walsgrave C.E. Primary (Voluntary controlled)	60
Whitley Abbey Primary	60
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

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Coventry Secondary School Co-ordinated Admissions Scheme: 2016/2017

Introduction

1. This secondary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulation 2012.

The scheme

2. 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.
3. 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 2016.
4. The scheme complies with the DfE School Admissions Code 2014.
5. 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 2015.
 7. All preferences expressed via the online process or on the Common Application Form are valid applications. The governing body of Voluntary Aided, Trust schools and Academies may request parents who wish to nominate, or have nominated, their school on the Common Application Form, to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the Local Authority, along with any evidence, so that the relevant forms can be passed to the school/s.
 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 Voluntary Aided schools, Trust Schools or Academies (or foundation in another Local Authority area) 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.

Processing of Applications

9. The closing date for applications is **31 October 2015**. 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 2015 will be treated in accordance with the procedure for late applications
10. **By 5 November 2015** primary schools will forward all applications and any supplementary forms to the Local Authority.
11. **By 18 November 2015** 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) 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.
13. **By 27 November 2015** 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 and any supplementary form together with any evidence received by this date which schools require in order to apply their oversubscription criteria.
14. **By 18 December 2015** 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 2015** will be the effective 'cut off' date for parents requesting Coventry Local Authority schools to notify any changes (e.g. home address), which might materially affect their application.
17. **By 8 January 2016** 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. **By 22 January 2016** and again by **5 February 2016** 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 2016** 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 2016** 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 or Trust 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 2016**. 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 2016**.

PART III – WAITING LISTS

23. After the initial allocation of places on **1 March 2016**, the Local Authority will establish a waiting list for community schools, and this will operate up until the end of the Autumn term 2016. Parents, who wish for their children to continue to be considered for any places that might become available after this time must contact the Local Authority.
24. Voluntary Aided and Trust 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.
25. 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

26. The Local Authority co-ordinates in year admissions for all community, trust and voluntary aided schools and academies within Coventry unless the school has indicated otherwise in their admission arrangements. Contact Admissions and Benefits 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 own admission authority 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. Voluntary Aided schools, Trust schools and Academies 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 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. 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 Admissions and Benefits Team

28. 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 2015: Closing date for the Common Application forms to be returned to the local authority or primary schools.

18 November 2015: Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

- 27 November 2015:** Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
- 18 December 2015:** Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
- 31 December 2015:** Cut off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc
- 8 January 2016:** 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.
- 22 January 2016
and 5 February 2016:** 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 2016:** 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 2016:** 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.

New schools update

Eden Girls School

This secondary Muslim faith school girls school has gone out to consultation to increase their PAN from 100 to 120 from 2016 (see consultation report) and has made significant changes in the oversubscription criteria.

Seva School

The site and school building arrangements for Seva School which opened in September 2014 are still a “work in progress”. A new planning application is currently pending for the school to move to premises on the Walsgrave Business Park for the start of the 2015/16 academic year. They will be transferring their current primary pupils and will be taking in an additional 100 pupils in Reception, 150 in Year 7 and 100 in Year 8. This will take place within the co-ordinated scheme arrangements for the city.

Sidney Stringer Primary Academy

This new primary free school was approved in June 2014 and will offer 60 places in reception from September 2015. They are not participating in the co-ordinated scheme which means that applicants will be able to apply direct to the school until 5 March 2015 and they will make offers on 16 April 2015. This will mean that up to 60 pupils who will be offered places by the local authority on 16 April will receive a second offer from Sidney Stringer primary school. They are liaising closely with the local authority to ensure that other schools will be aware of which pupils will be receiving double offers. The pre-opening consultation has recently taken place. Following this the DfE will make a decision about final approval of the funding agreement for the school. Once the school funding agreement is signed both the school and the local authority will be requesting that parents make a choice and release places for other children who may be on school waiting lists.

Finham Park 2

This new free school was approved on 30 September 2014 for opening in September 2015 as a secondary school with 120 places in Year 7. No permanent site has yet been confirmed but it is expected to be in the South West section of Coventry bordered by the A45, Kenilworth Road, up to the boundary with Solihull. I understand from recent discussions with the Education Funding Agency that they are pursuing a proposal for the school to open on Finham Park School's existing site in September 2015 on a temporary basis.

The school is oversubscribed which means that 120 pupils who will be offered places by the local authority on 2 March will receive a second offer from Finham Park 2. As with Sidney Stringer primary the pre-opening consultation process has recently closed and we will await further information regarding the signing of a funding agreement for the school.

Sue Heawood

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Free school meals and pupil premium for key stage one pupils.

The October 2014 census data showed the impact of the introduction of universal infant free school meals on the numbers applying for free school meals. We have an increased level of pupils in Reception but an 8% decrease in numbers of pupils across the city entitled to free school meals (FSM). There is also a slight decrease across the city in pupils in Years 1 and 2 claiming FSM. The impact on individual schools will be to lose out on pupil premium payments (£1320 per child) so action was taken by schools to encourage all parents, particularly those with children in Reception, to make applications before the January 2015 census.

Schools shared ideas on how to encourage take up:

- Completion of FSM forms as part of the induction process for new pupils
- Regular flyers to parents with key messages that identify the difference pupil premium funding can make
- Offers of free uniform items or uniform vouchers to all those applying
- Offering reduction costs for school trips to those applying
- Use of learning mentors or other staff to make direct contact with parents about applying eg at parents evenings
- Checking FSM pupil lists and identifying any siblings in infant classes so that specific pupils who will qualify can be identified.

The School Admissions and Benefits Team issued a revised application form which highlights the need to apply to assist the school with pupil premium payments.

January 2015 census data was not available at the time of completing this report but we will hope to provide an update of the impact of this work at the meeting.

Sue Heawood
Admissions and Benefits Manager

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