



### **Cabinet Member for Education**

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#### **Time and Date**

2.30 pm on Wednesday, 20th January 2016

#### **Place**

Committee Room 2 - Council House

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#### **Public Business**

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 6)
  - a) To agree the minutes of the meeting held on 25<sup>th</sup> November 2015
  - b) Matters arising
4. **Academy Conversion Process: Proposed Recoupment of Costs**  
(Pages 7 - 16)

Report of the Executive Director of Place
5. **Co-ordinated School Admission Schemes for 2017 and Community and Voluntary Controlled School Admission Policies for 2017** (Pages 17 - 38)

Report of the Executive Director of People
6. **Selection, Nomination and Removal of Local Authority Nominated School Governors** (Pages 39 - 46)

Report for the Executive Director of People
7. **Outstanding Issues**

There are no outstanding issues
8. **Any Other Items of Public Business**

Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved.

#### **Private Business**

Nil

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Chris West, Executive Director, Resources, Council House, Coventry  
Tuesday, 12 January 2016

Note: The person to contact about the agenda and documents for this meeting is Michelle Salmon, Governance Services, Tel: 024 7683 3065, E-mail: michelle.salmon@coventry.gov.uk

Membership: Councillors D Kershaw (Cabinet Member) and S Thomas (Deputy Cabinet Member)

By invitation: Councillor J Blundell (Shadow Cabinet Member)

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

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**Michelle Salmon**  
**Governance Services**  
**Tel: 024 7683 3065**  
**E-mail: michelle.salmon@coventry.gov.uk**

**Coventry City Council**  
**Minutes of the Meeting of Cabinet Member for Education held at 1.00 pm on**  
**Wednesday, 25 November 2015**

Present:

Members: Councillor D Kershaw (Cabinet Member)  
Councillor S Thomas (Deputy Cabinet Member)

Employees (by Directorate):

Resources M Salmon

Place A Simpson

Apologies: Councillor J Blundell (Shadow Cabinet Member)

## **Public Business**

### **7. Declarations of Interest**

There were no declarations of interest.

### **8. Minutes**

The minutes of the meeting held on 8<sup>th</sup> July 2015 were agreed and signed as a true record.

There were no matters arising.

### **9. Consultation on a Proposal to make Prescribed Alterations to Tiverton School**

The Cabinet Member for Education considered a report of the Executive Director of Place that sought to establish a primary Broad Spectrum Special School as part of the City Council's wider Inclusion and Special Education Needs (SEN) Strategy approved in July 2005, by making prescribed alterations to Tiverton School, which currently catered for children aged three to eleven who had severe learning difficulties or profound and multiple learning difficulties. This would complement two existing broad spectrum special schools, Castlewood and Riverbank.

The creation of the school would require a formal statutory proposal to be brought forward by the Council in line with the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013. This includes a requirement to consult with key stakeholders. Authority was therefore sought to undertake specific consultation to make prescribed alterations to

Tiverton School which currently catered for children with severe learning difficulties, to the category of broad spectrum.

It was further proposed to co-locate the school with Whitley Abbey Primary School who until recently shared with Alice Stevens School which has now been co-located as a secondary broad spectrum school with Ernesford Grange Secondary School.

The Cabinet Member noted that a proposal to include Early Years provision at the school was not referred to in the report. It was clarified that there was no formal statutory requirement to consult on extending the age range of the school to include Early Years provision. It was confirmed however that the consultation process would seek stakeholders views on this particular aspect of the proposal.

Jane Bicknell, the Chair of Governors at Tiverton School, attended the meeting to offer the other School Governors and the Head Teacher's support for the proposals and the Cabinet Member thanked Jane for her attendance.

**RESOLVED that the Cabinet Member for Education:**

- 1) Approves pre-statutory consultation during the 2016 spring term in relation to proposals to make prescribed alterations to Tiverton School to create a broad-spectrum special school co-located with Whitley Abbey Primary School.**
- 2) Agrees that a report be submitted to Cabinet in February 2016 on the outcome of the consultation.**

10. **Proposed Disposal of the former Dartmouth School site, Tiverton Road, Wyken**

The Cabinet Member for Education considered a report of the Executive Director of Place that sought approval to declare the former Dartmouth School Site, Tiverton Road, Wyken, surplus to requirements and approve its disposal.

After nearly 10 years of temporary educational uses since a change was made to the former Dartmouth school from a school making provision for Behaviour, Emotional and Social Difficulties pupils mainly in key stage 4, to a formally designated pupil referral unit catering mainly for aged 14+ pupils, and with no current identified educational need for the site, the vacant site could be transferred out of the education portfolio of buildings, declared surplus to educational requirements and be disposed of.

**RESOLVED that the Cabinet Member for Education declares the former Dartmouth School site, Tiverton Road, Wyken, surplus to educational requirements and requests that officers dispose of the property.**

11. **Outstanding Issues**

There were no outstanding issues.

12. **Any Other Items of Public Business**

There were no other items of public business.

(Meeting closed at 1.30 pm)

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Cabinet Member for Education

20 January 2016

**Name of Cabinet Member:**

Cabinet Member for Education - Councillor D Kershaw

**Director Approving Submission of the report:**

Executive Director of Place

**Ward(s) affected:**

None specifically.

**Title:**

**Academy Conversion Process: Proposed Recoupment of Costs**

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**Is this a key decision?**

No - Although the matter within the report can affect all Wards in the City it is not anticipated that the impact will be significant and it is therefore not deemed to be a key decision

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**Executive Summary:**

The purpose of this report is to provide an overview of the academy conversion process, the responsibilities and obligations that apply to the Local Authority, including an indication of the resources needed to meet these requirements, and to seek approval to a proposal to secure a contribution from schools initially capped at a maximum of £6,750 towards the Council's costs associated with the academy transfer process. The level of contribution will be subject to annual review.

**Recommendations:**

The Cabinet Member for Education is requested to approve the recoupment of the Local Authority's costs in relation to the academy conversion process with immediate effect and subject to annual review.

**List of Appendices included:**

Appendix 1: Proposed Charges.

**Background papers:**

None

**Other useful documents:**

None

**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: Academy Conversion Process: Proposed Recoupment of Costs

### 1. Context (or background)

- 1.1 The Academies Act 2010 gives all maintained schools the opportunity to become academies. Those in the first tranche of new publicly funded academies opened in September 2010. They are independent of Local Authority (LA) control. They are able to set their own pay and conditions for staff, and are able to buy in private services; including buying back services from the LA should they so wish.
- 1.2 All academies established by the Secretary of State enter into a contract (the Funding Agreement) with a charitable company, which is often referred to as the Academy Trust. The funding agreement provides the framework within which the academy must operate.
- 1.3 There are different versions of the model to reflect the circumstances of different types of school. The on-going funding of the Academy Trust is contingent upon the conditions in its Funding Agreement being met.
- 1.4 There is no statutory requirement for any formal relationship between LA's and academies beyond that which is required for the delivery of LA statutory duties, such as the making and reviewing of SEN statements, securing sufficient education in an area and provision of home-to-school transport for eligible children. However, LA's continue to play a key strategic role locally and Coventry recognises that there are significant advantages for both academies and LAs in constructive partnership working.
- 1.5 In Coventry there are currently 32 academies:

Phase	Number
Primary	16
Secondary	14
Special	2
<b>TOTAL</b>	<b>32</b>

- 1.6 The process of converting to an academy involves the following key stages:
1. The school or schools making expressions of interest to the Department for Education (DfE) who then confirm that they are acceptable and give the green light for the process to start;
  2. Employment and HR procedures including all consultation under the TUPE Regulations 2006 with staff and trade unions prior to the conversion. Upon the conversion, all employees of the converting schools, employed immediately before the conversion, will have their contracts of employment transferred to the new academy;
  3. Approval of the application by the Secretary of State which triggers the start of legal formalities;
  4. Other practical issues including arranging to change all service suppliers arrangements to the new academy and changing banking and insurance arrangements and associated site and building transfer arrangements;
  5. The Secretary of State's final approval and signing of the Funding Agreement.
- 1.7 The workload associated with each academy conversion will vary according to the complexity of the conversion. However, it is significant and the Council will continue to require additional resources to ensure that the increased workload associated with the academy transfer process is undertaken in a reasonable timescale, as well as ensuring that the Council liabilities are transferred appropriately to the new academy. It is likely that more academy transfers will go ahead over the next 1-2 years. It is therefore important that the Council agree now the resources that are required and seek to recover these costs from the schools that are going through the process.

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

- 2.1 Academy conversions can take about three months pre-conversion (but may take longer, depending upon the complexity of the situation and how quickly the transfer of staff, assets and land can be negotiated with the Council) and four months post conversion (regarding the financial closure of the LA School accounts and transfer to the new charitable company). The DfE has issued model documentation which is intended to make the process more straight forward.
- 2.2 When entering into an Academy conversion, schools receive a grant from the DfE of up to £25,000 towards their conversion costs.
- 2.3 The Council receives no direct source of funding to cover the costs linked to Academy conversions, however, there is a great deal of officer time required to ensure smooth transfer arrangements are undertaken within a reasonable timeframe.
- 2.4 Following discussion with other LA's, it is clear there are various approaches that have been taken. Some LA's have absorbed the associated costs of the transfer process within existing resources, whilst, others such as Birmingham, Portsmouth Swindon, Norfolk and Medway charge for LA officer time.
- 2.5 Given both financial and staffing pressures the current position is unsustainable and therefore the Council should now seek to recoup all of its costs associated with the academy conversion process.

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

- 3.1 A consultation document was circulated on 30th June 2015 inviting comments on these proposals with responses requested by no later than Tuesday 21 July 2015. Only five responses were received two of which supported the introduction of a charging arrangement; the remainder seeking clarification on the position of trust schools.
- 3.2 A report was also taken to a meeting of the Coventry Schools Forum on 17<sup>th</sup> September 2015 where there was unanimous support for the introduction of charging by the Local Authority for academy conversions.

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

- 4.1 Subject to the approval of the Cabinet Member for Education, the charging arrangement would be introduced with immediate effect.

## **5. Comments from Executive Director of Resources**

### **5.1 Financial implications**

- 5.1.1 The academy conversion process requires extra resource, for which the school is given an allocation towards transfer costs, although some of the costs can be offset against existing internal service level agreement arrangements, to mitigate some of the additional costs incurred. The Council proposes to initially secure a contribution of up to £6,750 for each conversion as set out in appendix 1. This level of contribution will be subject to annual review.

5.1.2 The contributions will support the following increased workload:

<b>Area</b>	<b>Description</b>
<b>Legal and Property</b>	To act on behalf of the Council during the Academy transfer process. This may involve purchasing external legal advice where insufficient internal capacity exists to manage the transfer workloads. To date the Council has drafted the lease documentation based upon the standard model DfE lease. Coventry Legal Services will be responsible for acting on behalf of the Council in preparation of the Commercial Transfer Agreement and Land Ownership Transfer Agreement (Lease).
<b>Finance</b>	Finance will provide the following support during the transfer process: <ul style="list-style-type: none"> <li>• Assist in the closure of ‘old school’ accounts and determining the final schools balance.</li> <li>• Ensure required closure processes are completed, e.g. bank accounts, purchase cards, petty cash and outstanding income.</li> <li>• Managing the finance related processes for Coventry when transacting with schools / Academies / DfE.</li> <li>• Provision of financial advice around transfer arrangements.</li> <li>• Verification of any financial aspects of transfer negotiations.</li> </ul>
<b>Employment and HR</b>	The transfer of contracts of employment, historic terms and conditions, supporting staff and trade union meetings and payroll transfers to comply with TUPE regulations.
<b>Project Management</b>	Co-ordination of the conversion process which includes initial DfE response, version agreements CTA and final sign off, school meetings and liaison with the DfE, external solicitors, Council officers, etc.

5.2 Legal implications

5.2.1 There are two main aspects to an academy transfer agreement between the Council and a new academy. These are the Commercial Transfer Agreement (CTA) and the Land Ownership (Lease) documentation.

**Commercial Transfer Agreement**

5.2.2 The Commercial Transfer Agreement (CTA) is the agreement dealing with the transfer of assets and liabilities from the governors of the old school or schools to the new academy trust. It has the Council as an extra party and the DfE requires a converting school to agree terms with the LA. There may be other matters necessitating supplemental documentation. Some will comprise ‘novation agreements’ where the current governing body has contracts with third parties for the supply of services or facilities and those contracts have to be ‘novated’ by fresh agreements under which the new academy takes the place of the old governing body to ensure that there is a continuance of relevant services and facilities.

5.2.3 Depending on circumstances, the final settlement of the CTA can be a much more time consuming exercise than the other documentation. The agreement covers the following areas:

- ensures that all liabilities that were the responsibility of the converting school/governing body transfer to the new academy;

ensures that liabilities that the Council had for the converting school, up until conversion, are covered. This is necessary as the governing body of the old school ceases to exist on the day before conversion and without this agreement, any liabilities incurred by the governing body of the old school would default to the Council and therefore impact on all schools (School Standards and Framework Act 1998);

- the transfer of contracts and assets – staffing, including terms and conditions;
- the CTA details all contracts in force including those negotiated by the Council on behalf of all schools – the majority of contracts will transfer to the academy;
- the governing body also needs to provide staffing information including terms and conditions, copies of contracts, details of each employee etc. This information will need to be verified where the Council is the employer;
- agreement concerning any credit union loans from the Council.

## **Land Ownership**

5.2.4 When the Secretary of State for Education signs the Funding Agreement, an order will be made in relation to land ownerships. Depending on the pre-conversion category of school, the Secretary of State will either require relevant freeholds to be transferred or require that the freehold owner of the school or schools grants the new academy trust a 125 year lease. The long lease is based upon the DfE model lease and the conveyancing process should be straightforward in most cases. In all cases the process will involve the Council considering and deducing its freehold title to the academy and amending the model lease to reflect each individual lease (i.e. all necessary rights granted and reserved particular to that school site). There are different arrangements for church schools.

5.2.5 It is worth noting that although the recommended lease term is 125 years it can be brought to an end if the relevant Funding Agreement is terminated.

## **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)?**

In the long term this proposal will assist the City Council in ensuring that it can continue to meet its statutory responsibilities regarding the academy conversion process.

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

Each academy conversion is unique and officers will continue to ensure that the interests of the Council are protected and any liabilities dealt with in an appropriate manner.

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

None

### **6.4 Equalities / EIA**

Public authority decision makers are under a duty to have due regard to 1) the need to eliminate discrimination, 2) advance equality of opportunity between people who share a protected characteristic and those who do not 3) foster good relations between persons who share a relevant protected characteristic and people who do not (public sector equality duty - s 149(1) Equality Act 2010). The applicable protected characteristics are disability, gender reassignment; race, religion or belief, sex; sexual orientation, pregnancy or maternity.

Decision makers must be consciously thinking about these three aims as part of their decision making process with rigour and with an open mind. The duty is to have “due regard”, not to achieve a result but to have due regard to the need to achieve these goals. Consideration being given to the potential adverse impacts and the measures needed to minimise any discriminatory effects.

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

None.

**6.6 Implications for partner organisations?**

None.

**Report author(s):****Name and job title:**

Ashley Simpson  
 Head of Schools Capital Strategy and Premises Services

**Directorate:**

Place

**Tel and email contact:**

**Tel: 02476 831520**

**E-mail: Ashley.Simpson@coventry.gov.uk**

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Rachel Sugars	Finance Manager	Resources	26/10/15	09/12/15
Neelesh Sutaria	Human Resources Business Partner	Resources	26/10/15	10/12/15
Michelle Salmon	Governance Services Officer	Resources	03/11/15	04/11/15
<b>Names of approvers for submission: (officers and Members)</b>				
Phil Helm	Finance Manager	Resources	26/10/15	10/11/15
Julie Sprayson	Property Lawyer Place Team	Resources	26/10/15	09/12/15
Kirston Nelson	Director of Education, Adult Education and Libraries	People	26/10/15	16/11/15
Councillor D Kershaw	Cabinet Member for Education	-	26/10/15	16/11/15
Martin Yardley	Executive Director of Place	Place	26/10/15	16/11/15

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**Academy Conversion Process: Proposed Charges****Community Schools:**

<b>Activity</b>	<b>Charges</b>
<b>Governance:</b> <ul style="list-style-type: none"> <li>Process guidance, financial/HR support, Cabinet Report and associated consultation process and asset and site related diligence.</li> </ul>	<b>£3,500</b>
<b>Costs associated with legal processes:</b> <ul style="list-style-type: none"> <li>Formulation, Agreement and Execution of Commercial Transfer Agreement and 125 year lease.</li> </ul>	<b>CTA - £1,500</b> <b>Lease - £1,750</b>
<b>TOTAL</b>	<b>£6,750</b>

**Voluntary Aided (VA) Schools:**

For VA Schools it is not necessary to enter into a standard 125 year lease arrangement for the school buildings or a CTA in respect of staff transfer so therefore no charge will apply.

<b>Activity</b>	<b>Charges</b>
<ul style="list-style-type: none"> <li>Sometimes it is necessary for additional areas of the site (playing fields etc) to be leased to ensure continuation of education on sites a Cabinet Report and associated consultation process is required.</li> <li>Formulation, Agreement and Execution of 125 year lease (playing fields etc).</li> </ul>	<b>Governance - £2,500</b> <b>Lease - £1,750</b>
<b>TOTAL</b>	<b>£4,250</b>

**Voluntary Controlled (VC) Schools:**

<b>Activity</b>	<b>Charges</b>
<b>Governance:</b> <ul style="list-style-type: none"> <li>Process guidance, financial support, Cabinet Report and associated consultation process.</li> </ul>	<b>£3,500</b>
<b>Costs associated with legal processes:</b> <ul style="list-style-type: none"> <li>Formulation, Agreement and Execution of Commercial Transfer Agreement.</li> </ul>	<b>CTA - £1,500</b>
<b>TOTAL</b>	<b>£5,000</b>

Sometimes with VC Schools it is necessary for additional areas of the site (playing fields etc) to be leased to ensure continuation of education on sites.

<b>Activity</b>	<b>Charges</b>
<ul style="list-style-type: none"> <li>Formulation, Agreement and Execution of 125 year lease (playing fields etc).</li> </ul>	<b>Lease - £1,750</b>
<b>TOTAL including charges above for VC Schools</b>	<b>£6,750</b>

Notes:

1. Trust Schools already hold the freehold title to their sites and employ the staff and therefore no charges would normally apply.

2. Fees would be agreed with individual schools or Multi Academy Trusts/ Companies in advance of the work commencing.

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Cabinet member for Education

20 January 2016

**Name of Cabinet Member:**

Cabinet Member for Education – Councillor D Kershaw

**Director Approving Submission of the report:**

Executive Director of People

**Ward(s) affected:** All

**Title: Co-ordinated School Admission Schemes for 2017 and Community and Voluntary Controlled School Admission Policies for 2017**

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**Is this a key decision?**

No, as 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. (minute number 196/06 refers)

The schemes and policies referred to in this report were considered by the School Admissions Forum on 6 November 2015. 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 is requested to:

- 1) Determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2017/18 and the admissions policy for community and voluntary controlled primary, infant and junior schools for 2017/18 (see appendix 1).
- 2) Determine the co-ordinated admissions scheme for secondary schools in Coventry for 2017/18(see appendix 2).

**List of Appendices included:**

Appendix 1 - Primary, Infant and Junior School Co-ordinated Admissions Scheme, and Community and Voluntary Controlled School Admissions Policies 2017/18

Appendix 2 - Secondary School Co-ordinated Admissions Scheme 2017/18

**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?**

Yes – The matter was considered at the meeting of the School Admissions Forum on 6th November 2015

**Will this report go to Council?**

No

**Report title: Co-ordinated School Admission Schemes for 2017 and Community and Voluntary Controlled School Admission Policies for 2017**

**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 2017.
- 1.2 Community and voluntary controlled schools were notified on 17 November 2015 that arrangements including published admission numbers (PAN) for community schools would remain the same and were given until 9 December 2015 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 2017/18 and the admissions policies for community and voluntary controlled schools for 2017/18 (see appendix 1).
- 2.3 The second proposal is to determine the co-ordinated admissions scheme for secondary schools in Coventry for 2017/18. (see appendix 2)

**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 and Stivichall primary school requested an increase for their key stage 2 classes from 75 to 80. As the PAN is only for the normal year of entry which is Reception year this was refused.

**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 2016. All admissions arrangements will apply to school admissions from September 2017
- 4.2 Admission arrangements are reviewed on an annual basis with the next consultation due to take place within 3 years. The School Admissions Forum will continue to consider existing and proposed admission arrangements, in particular how they serve the interests of local parents and children collectively. The Forum will consider how admission processes operate during each year and an annual report will be produced from the Local Authority to the Department for Education on the effectiveness of admission arrangements.

**5. Comments from Executive Director of Resources**

- 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 2017, has been adopted by the 28 February 2016 (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 Admissions Forum will 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

**Report author(s):**

**Name and job title:**

Sue Heawood  
Admissions and Benefits Manager

**Directorate:**

People

**Tel and email contact:**

Tel: 76831612  
E-mail: sue.heawood@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Michelle Salmon	Governance Services Officer	Resources	9/12/15	09/12/15
<b>Names of approvers for submission: (officers and Members)</b>				
Rachel Sugars	Finance Manager	Resources	9/12/15	9/12/15
Elaine Atkins	Solicitor, Legal Services	Resources	9/12/15	9/12/15
Kirston Nelson (on behalf of Executive Director of People)	Director of Education	People	9/12/15	9/12/15
Councillor D Kershaw	Cabinet Member for Education	-	16/12/15	16/12/15

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## Appendix 1

# Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2017/18

## 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 2017.

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 2016 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 2017. 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 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 2017. 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 2017. 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 2017 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 2017 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 6 February 2017 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 27 February 2017** 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 6 March 2017 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 2017.
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 2017** 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**

19. The closing date for applications in the normal admissions round is **15 January 2017**.
20. All applications received after **15 January 2017** 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 2017** 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 **2017**. 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 Admissions and Benefits Team for the most up to date information. Applications are made on a standard 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. 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

<b>15 January 2017</b>	National closing date for making an online application or returning Coventry Common Application Forms
<b>6 February 2017</b>	Details of preferences expressed will be sent to Coventry schools that are their own admission authorities for "ranking".
<b>27 February 2017</b>	Schools will provide the Local Authority with a "ranked" list of applicants.
<b>6 March 2017</b>	From this date onwards Coventry Local Authority will compare provisional offers data and finalise the allocation of places.
<b>16 April 2017</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 2017/18 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 2017 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 2017/18**

### **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 2017/18 academic year.

<b>Community and Voluntary Controlled Primary schools</b>	<b>Admission Number 2017/18</b>
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Alderman's Green Community Primary	90
Aldermoor 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
Courthouse Green Primary	90
Earlsdon Primary	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
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	90
Whitley Abbey Primary	60
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

## **Eastern Green Junior School Admissions Policy 2017/18**

### **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 the website.

## **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 2017 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.

## **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 2017.**

## Appendix 2

### **Coventry Secondary School Co-ordinated Admissions Scheme: 2017/2018**

#### **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 2017.

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 2016.
7. All preferences expressed via the online process or on the Common Application Form are valid applications. Schools 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 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 2016**. 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 2016 will be treated in accordance with the procedure for late applications
10. **By 4 November 2016** primary schools will forward all applications to the Local Authority.
11. **By 11 November 2016** 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 25 November 2016** 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 16 December 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.
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 2016** 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 9 January 2017** 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 20 January 2017** and again by **3 February 2017** 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 10 February 2017** 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 2017** 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 2017**.

## **PART III – WAITING LISTS**

23. After the initial allocation of places on **1 March 2017**, 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 2017. 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 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 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

- o 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

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**

<b>31 October 2016:</b>	Closing date for the Common Application forms to be returned to the local authority or primary schools.
<b>11 November 2016:</b>	Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
<b>25 November 2016:</b>	Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
<b>16 December 2016:</b>	Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
<b>31 December 2016:</b>	Cut off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc
<b>9 January 2017:</b>	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.
<b>20 January 2017 and 3 February 2017:</b>	Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Authorities.
<b>10 February 2017:</b>	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 2017:**

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.

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**Cabinet Member for Education**

**20 January 2016**

**Name of Cabinet Member:**

**Cabinet Member for Education - Councillor D Kershaw**

**Director Approving Submission of the report:**

**Director of Education, Libraries and Adult Learning**

**Ward(s) affected:**

**None**

**Title: Selection, Nomination and Removal of Local Authority Nominated School Governors**

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**Is this a key decision?**

**No**

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**Executive Summary:**

The proposed Policy (attached as Appendix 1) has been developed as a direct response to concerns raised by Education and Childrens Services Scrutiny Board (2) regarding the process for nominating Local Authority Governors. The proposed Policy complies with legislation and statutory guidance.

**Recommendations:**

The Cabinet Member for Education is requested to approve the proposed Policy (Appendix 1) for arrangements to Select, Nominate and Remove Local Authority governors.

**List of Appendices included:**

The proposed Policy is detailed in Appendix 1.

**Other useful background papers:**

**None**

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

Yes - the details of the proposed policy was considered at the Education and Children's Services Scrutiny Board (2) on 7 January 2016.

**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:** Selection, Nomination and Removal of Local Authority Nominated School Governors

**1. Context (or background)**

- 1.1 There is a need to introduce a robust process for the selection, nomination and removal of Local Authority nominated governors.

**2. Options considered and recommended proposal**

**Information/Background**

- 2.1 The Local Authority (LA) is required by the School Governance (Constitution) (England) Regulations 2012 (“the 2012 Constitution Regulations”) to nominate LA governors for appointment to the Governing Bodies of maintained schools for those schools whose Governing Bodies are either constituted under an instrument of government that takes effect on or after 1st September 2012, or whose existing instrument of government is varied pursuant to regulation 30(2) of the 2012 Constitution Regulations.
- 2.2 Where the Governing Bodies of two or more maintained schools have federated in accordance with section 24 of the Education Act 2002, the LA is required by the School Governance (Federations) (England) Regulations 2012 to nominate LA governors to the Governing Body of the federation.
- 2.3 Under both the 2012 Constitution Regulations and the 2012 Federations Regulations, the LA can nominate any eligible person as a LA governor, but it is for the Governing Body to decide whether the LA nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. LA’s should therefore make every effort to understand the Governing Body’s requirements and identify and nominate suitable candidates.
- 2.4 The LA has the right to nominate a representative governor to the Governing Body of an Academy where there is provision in the Academy’s Articles of Association for such an appointment.
- 2.5 The number of governors that the LA is entitled to nominate (as appropriate) to the Governing Body of a maintained school is stated in the school’s Instrument of Government. Where the Governing Body of either a maintained school or a federation of maintained schools is constituted in accordance with the 2012 Constitution Regulations or the 2012 Federations Regulations, the Governing Body concerned must only include in its number one LA governor.
- 2.6 LA’s have the power to remove their nominated governors, but must give written notice of the removal from office to the clerk to the governing body and to the LA governor who is being removed.
- 2.7 The proposed policy procedure does not cover “additional” governors whom the LA appoints to the Governing Bodies of schools which are “eligible for intervention” under Part 4 of the Education and Inspections Act 2006 (e.g. schools which require special measures or have been given notice to improve by Ofsted) because the LA has no power to remove governors in those circumstances.
- 2.8 The proposed policy procedure also includes arrangements for volunteer school governors to be recommended to governing bodies by the LA for appointment in other governor categories e.g. Co-opted governor.

**3. Results of consultation undertaken**

Not applicable.

**4. Timetable for implementing this decision**

To be implemented with immediate effect.

**5. Comments from Executive Director of Resources**

**5.1 Financial implications**

There are no financial implications.

**5.2 Legal implications**

All governing bodies of maintained schools were required to be constituted under the School Governance (Constitution) (England) Regulations 2012 or the School Governance (Federations) (England) Regulations 2012, as appropriate, by 1 September 2015.

Governing bodies and local authorities must also have regard to “The constitution of governing bodies of maintained schools statutory guidance for governing bodies of maintained schools and local authorities in England” when carrying out duties relating to the constitution of governing bodies in maintained schools.

Public authority decision makers are under a duty to have due regard to 1) the need to eliminate discrimination, 2) advance equality of opportunity between people who share a protected characteristic and those who do not 3) foster good relations between persons who share a relevant protected characteristic and people who do not (public sector equality duty - s 149(1) Equality Act 2010). The applicable protected characteristics are disability; age; gender reassignment; race; religion or belief; sex; sexual orientation; pregnancy or maternity.

Decision makers must be consciously thinking about these three aims as part of their decision making process with rigour and with an open mind. The duty is to have “due regard”, not to achieve these aims but to have due regard to the need to achieve these goals, together with other relevant factors such as budgetary, economic and practical factors. Consideration being given to the potential adverse impacts and the measures needed to minimise any discriminatory effects.

**6. Other implications**

None.

**7. 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)?**

Not applicable.

**8. How is risk being managed?**

Not applicable.

**9. What is the impact on the organisation?**

Not applicable.

**10. Equalities / EIA**

Not applicable.

**11. Implications for (or impact on) the environment**

Not applicable.

**12. Implications for partner organisations?**

Not applicable.

**Report author(s):**

**Name and job title:**

**Angela Carr  
Governor Services Manager  
People Directorate**

**Tel and email contact:**

**Tel: 024 7683 1323**

**E-mail: [angela.carr@coventry.gov.uk](mailto:angela.carr@coventry.gov.uk)**

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Michelle Salmon	Governance Services Officer	Resources	06.01.2016	11.01.2016
<b>Names of approvers for submission: (officers and Members)</b>				
Rachael Sugars	Finance Manager	Resources	11.01.2016	11.01.2016
Elaine Atkins	Lawyer - People	Resources	11.01.2016	11.01.2016
Kirston Nelson	Director of Education, Libraries and Adult Learning	People	11.01.2016	11.01.2016
Councillor D Kershaw	Cabinet Member for Education	-	11.01.2016	11.01.2016

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**Proposed Policy for the Selection, Nomination and Removal of Local Authority (LA) Nominated School Governors**

**1. The expectation and commitment required of LA nominated school governors**

1.1 Statutory guidance on the constitution of maintained school Governing Bodies published in August 2015 states that all governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements), and sufficient numeracy skills to understand basic data. Therefore, all volunteers who wish to be nominated or recommended by the LA for appointment as a school governor are required to provide evidence of these skills and abilities in their application.

1.2 All volunteers who wish to be nominated by the LA for appointment as a LA representative school governor, or recommended by the LA for appointment by the governing body as a co-opted governor, must abide by the Nolan principles of public office and adhere to the requirements of the Model Code of Conduct for Governing Bodies.

**2. Applying to become a LA nominated school governor**

2.1 Anyone who wishes to be nominated by the LA for appointment as a school governor, or recommended by the LA for appointment by the governing body as a co-opted governor, must complete an application form and the National Governors' Association (NGA) skills audit form. Both documents are submitted to the LA's Governor Services Manager (GSM).

2.2 All sections of the application and skills audit forms must be completed. Where all sections have not been completed, the GSM will inform the individual that the application will not be considered and request resubmission.

2.3 The GSM will acknowledge receipt of applications and inform the applicant of the approval process (section 4 of the procedure).

2.4 Applications will include the name of one referee who preferably the current or last employer but not a family member, from whom a reference will be requested by the GSM prior to the approval process.

**3. The approval process**

3.1 The GSM will forward completed application forms and references for consideration by the LA School Governor Nomination Committee ("the Committee").

3.2 The Committee shall consider the suitability of each application for nomination by the LA as a school governor, using as its broad criteria the expectation and commitment required of LA nominated school governors that is referred to in section 4 of this procedure.

3.3 The LA supports the view of the National Governors Association (NGA) that unless there are genuinely exceptional circumstances, it is not good practice for a governor to serve on more than two governing bodies at any one time. It will therefore not approve the nomination of an applicant currently serving on two governing bodies to serve as a LA representative governor.

- 3.4 The Committee shall notify the GSM of the applications it has approved for nomination by the LA as a school governor and or recommendation by the LA for appointment by the governing body as a co-opted governor.
- 3.5 The GSM will inform the individual concerned that their application has been approved and a suitable match will be identified.
- 3.6 The Committee shall notify the GSM of the applications it has declined and the reasons for its decision. The GSM will inform the individual concerned that their application has been declined.
- 3.7 The Committee shall consist of two elected members, (the Cabinet Member and Deputy Cabinet Member for Education) of the City Council, two governors currently serving on the Governing Body of a LA maintained school and two Headteachers of LA maintained schools
- 3.8 The Committee will be chaired by the Cabinet Member for Education.
- 3.9 The Committee will be drawn from a pool of volunteers.
- 3.10 The quorum for the Committee will be one elected member, one governor and one Headteacher.
- 3.11 The Committee will be organised and clerked by a City Council officer.
- 3.12 The Committee shall meet every half-term.

#### **4. Nomination for appointment as a LA representative governor**

- 4.1 The GSM manages the process of nomination of school governors by the LA and will only nominate for appointment those volunteers who have been approved by the Committee referred to in section 6 of this procedure.
- 4.2 The specific skills that Governing Bodies need to meet their particular challenges will vary. The GSM will make every effort to understand the Governing Body's requirements and identify and nominate suitable candidates through an open dialogue and by encouraging Governing Bodies to keep them informed, on a regular basis, of the specific skills or experience that the Governing Body ideally requires.
- 4.3 When the GSM has matched an approved volunteer to a vacant governor position, they will contact the volunteer in order to establish their willingness to be considered for appointment to the vacant position that has been identified. Volunteers who do not wish to be considered for appointment to the vacant position identified will be asked to give their reasons.
- 4.4 The Committee shall approve LA governor nominations to academy governing bodies.
- 4.5 The GSM will write to the Clerk to the Governing Body, Chair of the Governing Body and Headteacher of the school and, where applicable, to the Academy Trust, notifying them of the approved volunteer who has been nominated or recommended for appointment by the LA for appointment to the Governing Body, either as the LA representative or to a vacancy in another category. Written notification will refer to the volunteer's willingness to be considered for appointment to the Governing Body and include copies of the completed application form, skills audit, the reference provided and any comments made by the Committee regarding their application.

4.6 The GSM will request that the nomination is considered by the Governing Body as soon as is reasonably practicable.

## **5. Appointment of nominated governors**

5.1 The Clerk to the Governing Body shall inform the GSM when the nominated governor has been appointed and provide a copy of their letter of appointment. The GSM will update its records and provide the newly appointed governor with relevant information and induction course dates.

5.2 The Clerk to the Governing Body shall inform the GSM if the Governing Body decides not to appoint the nominated governor and the reasons for that decision. The GSM will inform the nominated governor of the Governing Body's decision.

## **6. Re-appointment of LA nominated governors**

6.1 LA governors at maintained schools normally serve a four year term of office. The GSM monitors all LA appointments that are due to expire one term in advance of the expiry date.

6.2 Where appropriate the Committee shall consider the nomination of LA representative governors to serve a further term on the Governing Body of the school concerned.

6.3 The GSM shall write to LA governors that are eligible for re-nomination under this procedure to ascertain their willingness to serve for a further term, subject to approval by the Committee. The GSM will also write to the Clerk to the Governing Body, to the Chair of the Governing Body (or vice-chair, if the chair is the subject) and to the Headteacher of the school concerned to establish whether the Governing Body is prepared to appoint the LA representative governor for a further term. Feedback shall be sought from all parties on the contribution made by the LA nominated governor during their term of office, with specific reference to the expectation and commitment required of LA nominated school governors referred to in section 4 of this procedure.

6.4 The GSM will refer the Governing Body's response along with any supporting information obtained through LA oversight of the Governing Body to the Committee for consideration.

6.5 The Committee shall notify the GSM of the LA governors that it has approved for nomination for a further term. The GSM shall inform the Clerk to the Governing Body of the school concerned that re-nomination has been approved and request that it is informed of the date that the LA nominated governor has been appointed by the Governing Body to serve a further term.

6.6 The Committee shall notify the GSM of the LA governors who it has declined to re-nominate and the reasons for its decision. The GSM will inform the individual concerned of the decision and the reasons given.

## **7. Removal of LA Governors at LA Maintained Schools**

7.1 LA governors may be removed by the LA from the governing body of a maintained school or federation of maintained schools in accordance with the 2012 Constitution and Federation Regulations.

7.2 In such cases the GSM will inform the governor in question and the Chair of the Governing Body, in writing, of the full reasons why removal is proposed, inviting them to make written representations regarding the proposal and stating the deadline for which the written representations are to be received (ten working days).

- 7.3 The proposal to remove and written representations will be referred to the Committee for consideration.
- 7.4 The Committee shall consider whether to approve the proposal to remove the LA governor, requesting whatever additional information it requires in order to make an informed decision and using as its broad criteria the expectation and commitment required of LA nominated school governors that is referred to in section 4 of this procedure.
- 7.5 The GSM, the governor who is the subject of the proposal and the Chair of the Governing Body concerned shall be informed in writing of the Committees decision within ten working days of the meeting at which the proposal was considered.
- 7.6 The decision of the Committee shall be final and binding on all parties.
- 7.7 The LA must give written notice of the removal from office to the Clerk to the Governing Body and will do so within ten working days of the meeting at which the proposal was accepted.