
School Admissions Forum

Time and Date

1.30 pm on Friday, 6th November, 2015

Place

Committee Room 2 - Council House

1. **Introduction and Apologies**
2. **Minutes of the meeting held on 6 February 2015** (Pages 3 - 6)
3. **Matters Arising**
Templars Primary School admission numbers
4. **Admissions for September 2015** (Pages 7 - 14)
Reports from sue Heawood
5. **In-Year admission 2014/15**
Report from Sue Heawood

The report will be available at the meeting
6. **In-Year fair access protocol 2014/15** (Pages 15 - 22)
Report from Sharon Cassidy
7. **2017 Admission Schemes and Consultation** (Pages 23 - 34)
Report from Sue Heawood
8. **Any Other Business**
9. **Date of next meeting**

The next meeting will be held on Friday 29 January 2016.

Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 27 October 2015

Note: The person to contact about the agenda and documents for this meeting is
Gurdip Paddan Tel: 024 7683 3075 email: gurdip.paddan@coventry.gov.uk

Membership: Councillors J Blundell and D Kershaw

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

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

Gurdip Paddan

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Coventry City Council
Minutes of the Meeting of School Admissions Forum held at 1.30pm on
Friday 6 February 2015

Present:

Members: Councillor D Kershaw (Chair)

Other Members:

P Burns
P MacDonald
I Rose
R Tonks
N Wicks
R Williamson

Employees (by Directorate):

People: S Cassidy, S Heawood

Resources: E Atkins, G Paddan

Apologies:

Councillor J Blundell
Rev T Colling
H Quinn
D Riat

10. Introduction and Welcome

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

11. Minutes

- a) The minutes of the meeting held on 23 October 2014 were agreed as a true record.
- b) There were no Matters Arising.

12. Consultation on School Admission Arrangements for 2016

The Forum received a report on the admissions consultation for 2016 by Coventry schools. It was noted that only two schools had consulted on changes to their admissions policies for 2016 – President Kennedy School and Eden Girls School.

Concerns were raised about the failure of Eden school to meet the timescales for consultation. It was agreed that representations should be made to the school about withdrawing their consultation in the current circumstances.

Details were provided about changes in the School Admissions Code published in December 2014 which needed to be taken into account by all schools and incorporated within the co-ordinated admissions scheme.

These changes relate to definitions of previously looked after children, and applications for admission out of the normal age group.

RESOLVED that the report be noted and concerns raised be expressed accordingly.

13. Primary Co-ordinated admission scheme 2016 and Community and Voluntary controlled schools admission policies

The primary co-ordinated scheme is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) England) Regulation 2012. There were amendments to the document and these amendments were highlighted for ease of reference. They related to dates and the changes required by the updated School Admissions Code.

It was noted that the governors of Templars primary school had requested to increase their intake from 75 to 90. This request had been considered and rejected by the local authority. The governors may lodge an objection with the Schools Adjudicator. The decision not to agree to an increase and to maintain the consistent pattern of other schools in the city managing phased expansion was supported by the Forum.

RESOLVED that the report be noted.

14. Secondary Co-ordinated admissions scheme 2016

The Secondary school Co-ordinated admission scheme is similar to the scheme for primary schools. Therefore similar changes were highlighted relating to dates and the changes required by the updated School Admissions Code.

RESOLVED that the report be noted.

15. Expanding Schools

Judith Applegarth circulated an update on increasing secondary school places. The main points covered:

- There are currently 4,148 Year 7 places available at 21 schools. By September 2024 there will be a requirement for a further 660 (22FE) Year 7 places.
- The options for delivering the additional places required are extending existing schools, opening new schools or a combination of expansion and new schools.
- Feasibility studies identified potential additional 30FE across 19 schools
- Future challenges include – seeking consensus from secondary Headteachers regarding expansion, securing capital funding and

ensuring that strategy is sufficiently flexible to adapt to further free schools.

RESOLVED that the report be noted.

16. New Schools update

The Forum was updated on the new schools in the City:

Eden Girls School – this secondary Muslim faith school for girls has gone out to consultation to increase their PAN from 100 to 120 from 2016.

Seva School – the site and school building arrangements for Seva School which opened in September 2014 was still a 'work in progress'. A new planning application was currently pending for the school to move to premises on the Walsgrave business Park for the start of the 2015/16 academic year. It was noted that this school is part of the co-ordinated scheme for 2015 which means that no one would be holding two places this year.

Sidney Stringer primary Academy – this school is not part of the co-ordinated scheme in its first year of opening and it has 60 places in reception from September 2015. The pre-opening consultation has recently taken place but the funding agreement has not yet been signed. Once agreed they will be working with the local authority to liaise over the double offers which will be in place in April.

Finham Park 2 – This new free school was approved on 30 September 2014 for opening in September 2015 as a secondary school with 120 places in year 7. Unfortunately no permanent site has yet been confirmed but it is expected to be in the South West section of Coventry bordered by the A45, Kenilworth Road and up to the boundary with Solihull. The school is currently oversubscribed which means that 120 pupils who will be offered places by the local authority on 2 March would receive a second offer from Finham Park 2. As with Sidney Stringer any funding agreement is still pending and liaison on dealing with double offers would be worked on.

Sue Heawood was thanked for the report.

17. Free school meals and pupil premium

The Forum was advised that there has been an 8% decrease in the number of people who had applied for free school meals in Reception classes following the introduction of universal free school meals from Reception to Year 2. Schools had shared good practice on encouraging take up before the January 2015 census, and the Admissions and Benefits Team had issued a revised application form which would highlight the need to apply to assist the schools with pupil premium payments.

RESOLVED that the report be noted.

18. Any other Business

Members discussed the possibility of having hard copies of the agenda and background papers being made available at the meeting rather than being posted out, to avoid postal delays.

RESOLVED that the agenda and background papers be emailed to individuals and hard copies to be made available to all at the meeting.

19. Date of next meeting

The next meeting will be held 6 November 2015 at 1.30pm.

(The meeting closed at 3pm)

Secondary School allocations - Sept 2015

School Name	PAN	SEN	LAC	Catchment and Sibling	Catchment	Sibling	Other	First Preference Requests	Total Allocated	Updated allocation 19/10/15
Barr's Hill School & Community College	131	2	2	8	43	8	61	47	115	109
Bishop Ullathorne Catholic School	180	1	2	46	78	17	41	164	180	183
Blue Coat CE School & Music College	270	0	6	0	0	107	157	359	270	268
Caludon Castle School	240	3	0	46	122	12	64	291	240	240
Cardinal Newman Catholic School	210	3	3	56	109	18	20	200	210	210
Cardinal Wiseman Catholic School	240	0	5	37	66	22	74	142	190	208
Coundon Court*	285	0	3	72	147	19	44	289	270	284
Eden Girls' School	100	0	0	0	0	20	80	99	100	102
Ernesford Grange Community Academy	180	2	1	19	80	4	27	88	114	117
Finham Park Mathematics and Computing College	240	2	4	58	119	21	35	300	240	240
Foxford School	180	3	2	34	92	8	41	145	179	179
Grace Academy Coventry	210	1	2	26	54	20	19	78	104	102
Lyng Hall School	150	1	2	7	49	17	67	66	121	139
President Kennedy School	273	4	6	44	118	36	65	299	273	273
SEVA School	150	0	0	0	0	0	47	31	38	57
Sidney Stringer Academy	210	3	1	59	103	36	8	266	210	210
Stoke Park School & Community College	180	6	2	25	67	26	54	187	180	179
The Westwood Academy	157	2	2	17	46	14	47	87	121	93
Tile Hill Wood School & Language College	237	2	4	11	56	10	54	106	133	126
Whitley Academy	160	0	1	25	78	20	36	156	160	169
Woodlands Academy	210	1	1	14	47	13	36	100	122	109
Totals	4193	36	49	604	1474	448	1077	3500	3570	3597

WMG Academy - Year 10 entry	160								46	96
Finham Park 2	120								120	114

*Coundon inc to 285 after initial allocation

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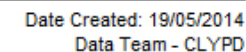
September 2015 Admissions Pressure: Reception Spaces Remaining

As at 15/04/2015

DfES No	School	Admission Capacity	Spaces Remaining	% Capacity Remaining
Mainstream Primary				
2000	Aldermans Green Community Primary School	90	13	14%
2004	St Laurence's CofE Primary School	60	13	22%
2005	Stretton Church of England Academy	30	12	40%
2007	St Bartholomew's CE Academy	60	26	43%
2010	Hill Farm Primary School	90	29	32%
2015	Edgewick Community Primary School	60	9	15%
2023	Hearsall Community Primary School	60	3	5%
2037	Little Heath Primary School	60	33	55%
2056	Stanton Bridge Primary School	60	2	3%
2068	Whitley Abbey Primary School	60	20	33%
2110	Clifford Bridge Primary School	60	6	10%
2115	Sir Frank Whittle Primary School	45	24	53%
2117	Pearl Hyde Community Primary School	45	1	2%
2118	Sowe Valley Primary School	30	6	20%
2121	Joseph Cash Primary School	60	1	2%
2125	Holbrook Community Primary School	90	5	6%
2130	Coundon Primary School	90	8	9%
2131	Aldermoor Farm Primary School	90	34	38%
2135	Whitmore Park Primary School	90	17	19%
2136	Stivichall Primary School	75	2	3%
2143	Richard Lee Primary School	90	14	16%
2149	Broad Heath Community Primary School	90	1	1%
2155	Spon Gate Primary School	60	8	13%
2156	Henley Green Community Primary School	60	13	22%
3008	All Saints' CE Primary School	30	1	3%
3437	Howes Community Primary School	30	5	17%
4004	SEVA School	100	63	63%
Catholic Primary				
3415	SS Peter & Paul Catholic Primary School	30	6	20%
3418	St Anne's Catholic Primary School	30	6	20%
3422	St Augustine's Catholic Primary School	60	3	5%
3432	St Thomas More Catholic Primary School	60	16	27%
3434	Corpus Christi Catholic Primary School	60	6	10%
Total				
331	Coventry	4840	365	8%
	Mainstream Primaries	4075	328	8%
	Catholic Primaries	765	37	5%

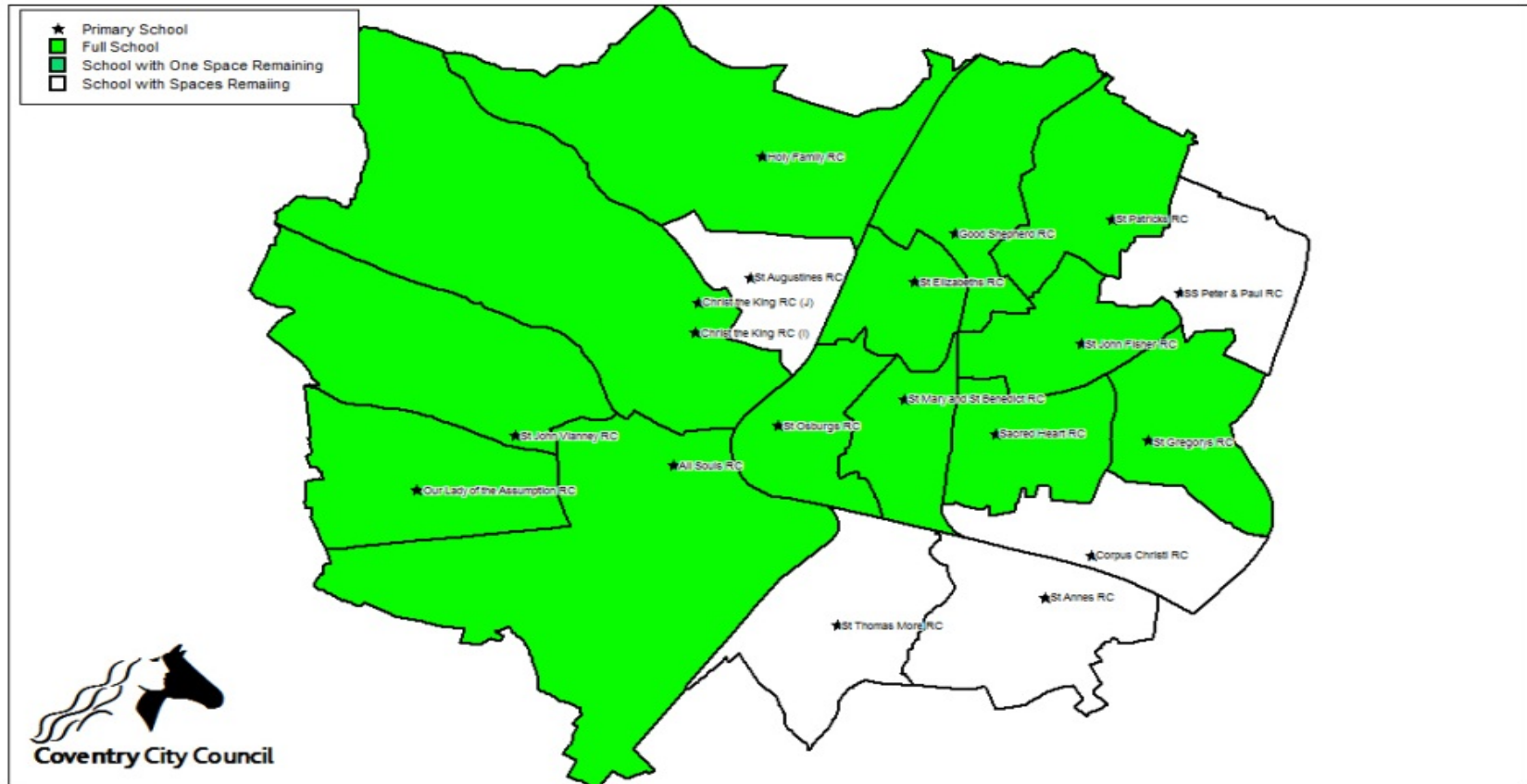
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Coventry RC Primary Reception Classes - September 2015



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Agenda Item

Report to Coventry School Admissions Forum 6th November 2015.

Implementation of the In-Year Fair Access Protocol: Operation of the Social Inclusion Placements Panel 2014/15

1. Background.

1.1 Under the School Admissions Code all admission authorities and Admission Forums are required to have an In-Year Fair Access Protocol. All schools and Academies are required to participate in their local authority area's protocol in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full and ensures that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. The Code is very clear on timescales and are expected to respond to requests by local authorities to admit a child under Fair Access Protocols within seven calendar days. It should only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

1.2 This report is submitted in order that the School Admissions Forum can monitor the effectiveness of the Local Authority's Fair Access Protocols.

The forum should consider:

- how well the In-Year Fair Access protocol is working
- how quickly children are found places
- and the contribution every school/academy in the area is making.

2. Arrangements for 2014/15

2.1 The East and West partnership arrangements continued to be operated across the City in 2014-15. The West partnership arranged placements for full time education for fixed term exclusions over 5 days via a "partner school" arrangement, 6 week preventative places and managed transfers. The East partnership arranged placements for full time education for fixed term exclusions over 5 days and 6 week preventative placements. The impact of this work is detailed within this report.

2.2 The LA operated a Service Level Agreement outlining the number of pupils to be admitted to each school irrespective of category i.e. permanent exclusion, hard to place or managed transfer based on the formula detailed in paragraphs 3.3 – 3.4 below.

3. Coventry's In-Year Fair Access Protocol

3.1 Coventry's Protocol covers two groups of children:

- Children who have been permanently excluded from school or who are at risk of permanent exclusion (managed transfers)
- Hard-to-place pupils.

3.2 The Fair Access Protocol has to include as a minimum the following children of compulsory school age who have a difficulty securing a school place:

- a) children from the criminal justice system or attending Pupil Referral Units who need to be reintegrated into mainstream education
- b) children who have been out of education for two months or more
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers
- d) children who are homeless
- e) children with unsupportive family backgrounds for whom a place has not been sought
- f) children who are carers: and
- g) children with special educational needs, disabilities or medical conditions (but without a statement).

In considering whether a pupil is hard-to-place there should be evidence of one or more of the following:

- Previous and recent permanent exclusion or managed move/transfer or a recent high number of fixed term exclusions
- Recent history of significant behaviour problems
- Recent history of offending
- Persistent and poor attendance, at least below 80%
- Lengthy periods of absence from education
- Mental health problems
- Significant social/emotional difficulties resulting from adverse home circumstances
- Parental concerns/ parents who are hard to engage.

3.3 The Local Authority uses a formula to determine the number of pupils in these categories each school will be expected to take. The formula takes account of the

differing contexts and circumstances of schools, in particular the size of school, the degree of transience faced by the school and the relative deprivation of the school's population.

3.4 The table in appendix 1 sets out the numbers of managed transfers/permanent exclusions and hard to place pupils which schools were expected to admit during the academic year 2014/15. The formula is based on an overall total of 76 pupils.

4. Permanent exclusions / Managed transfers

4.1 During the academic year 2014/15 there were 24 permanent exclusions from the secondary schools/academies which was 30% increase on the previous year. There were 68 managed transfer requests. The number of managed transfer requests was significantly higher in the autumn term showing an increase of 26% compared to the same period during the previous two academic years. The majority of managed transfer requests were for Key Stage 3 provision resulting in Wyken being oversubscribed by some 32 pupils. This resulted in an agreement with Head Teachers to cease making managed transfer referrals after March to allow a period of grace for Wyken and The Link to arrange additional personalised programmes to meet the demand.

The agreement for managed transfers for the summer term to prevent an increase in numbers at Wyken and The Link was a 'one in and one out' agreement. This meant that for schools to make a managed transfer referral they had to agree to take a pupil back from alternative provision.

In addition two young people who live in Coventry but who were permanently excluded from schools in another local authority were also placed / supported. Trends over the last seven years are given below:

	Permanent exclusions	Managed transfers	TOTAL
2014/15	24	68	92
2013/14	17	90	107
2012/13	16	63	79
2011/12	20	52	72
2010/11	17	73	90
2009/10	19	70	89
2008/09	22	77	99

Information on the above 92 pupils for 2014/15 is contained in appendix 2.

4.2 Pupils in key stage 3 spend a period of time at Wyken Extended Learning Centre (30 FTE places). 56 KS3 pupils were referred in 2014/15 (53 in 2013/14). The aim of the KS3 ELC is to support pupils to return to another mainstream school. Pupils are reintegrated when appropriate and receive support from an outreach worker. 11 key stage 3 pupils returned to mainstream school from Wyken in 2014/15 (11 in 2012/13), 4

were awaiting admission, 2 were placed on Woodfield assessment places and 3 out of City.

4.3 All KS4 pupils referred through the managed transfer process are considered through the Social Inclusion Placements Panel. In 2014/15 the number of key stage 4 referrals was 32, which was a 43% reduction compared to 2013/14 (53). 14 pupils were placed in KS4 school ELC's which is part of KS4 Alternative Provision managed through The Link.

4.4 Due to the high numbers of KS3 managed transfer referrals during 2014/15 33 pupils transferred to KS4 alternative provision at the end of 2014/15 which means at the beginning of September there will be 81 pupils on roll. Wyken will be starting the 2015/16 academic year with 23 pupils on roll. These high numbers mean that there will only be 19 places remaining in KS4 and 7 in KS3 which will create significant capacity issues as the academic year progresses.

5. Hard to place pupils

5.1 The Social Inclusion Placements Panel meets on a monthly basis during the academic year. The panel has been Chaired by the Lead for SEN Management, Admissions and Benefits and comprises four Headteacher representatives (NE, NW, SE, SW), Head of KS4 AP, Head of Wyken, The East and West Partnership Co-ordinators, The Educational Key Worker Manager and a representative from the School Admissions Service. Heads attend 3 meetings on a rolling programme to support consistency in decision making.

5.2 131 cases were discussed across the 11 meetings which were held in 2014/15. The majority of cases were identified by the admissions team as potentially hard to place due to evidence of one or more of the issues outlined in paragraph 3.2 above. Other cases were referred by headteachers. Information on these pupils is contained in appendix 1. 57 pupils were confirmed as hard to place and were agreed as supported transfers into an alternative mainstream school. Following changes 47 pupils actually transferred, 31 in key stage 3 and 16 in key stage 4.

5.3 Trends over the past six years are given below:

	Cases	Supported transfers	KS3	KS4	Standard admissions
2014/15	131	47	31	16	33
2013/14	119	46	34	12	41
2012/13	118	52	28	24	35
2011/12	91	42	23	19	21
2010/11	104	59	34	25	30
2009/10	90	35	24	11	21

6. Overview

6.1 The Appendix 2 summary gives an overview of all pupils admitted to Coventry Schools in 2014/15 through both the partnership and city wide arrangements.

7. Arrangements for 2015/16

7.1 The Local Authority discusses the arrangements for operation of a Fair Access Protocol with head teachers annually. The Protocol is discussed and reviewed at full secondary heads meetings.

7.2 The East and West Partnership Co-ordinators came to an end in July 2015. Unless something is agreed to replace this work there will be a gap in preventative 6 week placements and 6 day full time provision fixed term placements. The numbers of managed transfers undertaken through the Partnership also reduced in 2014/15. Until arrangements for the Partnership work are agreed by head teachers, the impact on the Social Inclusion Placements Panel could mean a significant increase of managed transfers or hard to place referrals. This will need to be kept under regular review and reported to the School Admissions Forum as appropriate.

7.3 As outlined in 4.4 above the increased numbers of KS3 managed transfer referrals may create pressures in the system in 2015/16. Work is being undertaken to develop a set of Coventry Behaviour Pathways which should address some of these issues. This work is being undertaken in close liaison with head teachers. The impact of this work will not be known until late the spring term so for the foreseeable future the SIPP will continue to be the forum to consider HTP and managed transfers.

7.4 The details of the formula and arrangements for the 2015/16 academic year has been circulated to secondary Headteachers.

Appendix 1.

**2014/14 ADMISSION OF EXCLUDED PUPILS/PUPILS AT RISK OF EXCLUSION AND
HARD TO PLACE PUPILS– BASED ON 75 PLACES (76 due to rounding)**

School	No on Roll (11 – 15) January 2014	In Year Admissions 2013/2014 as a percentage of total school roll	IDACI 2010 (Jan 14)	TOTAL admissions
Barr's Hill	621	9	0.377	2
Caludon Castle	1224	1	0.180	7
Coundon Court	1385	3	0.144	6
Ernesford Grange	470	8	0.385	2
Finham Park	1199	2	0.079	9
Foxford	857	5	0.393	3
Lyng Hall	545	19	0.389	2
Pres. Kennedy	944	11	0.302	3
Sidney Stringer Academy	1050	3	0.453	4
Stoke Park	895	4	0.307	3
Tile Hill Wood	871	5	0.227	4
The Westwood	489	7	0.243	3
Whitley Academy	730	4	0.400	3
Woodlands	709	3	0.198	5
Grace Academy	810	3	0.369	4
Bishop Ullathorne	790	4	0.268	4
Blue Coat CE	1094	2	0.264	5
Card. Newman RC	1033	5	0.246	4
Card. Wiseman RC	1017	6	0.351	3
	16733			76

In the event that the majority of schools in an area can no longer support the principles and approach of the local Protocol, all the school heads should initiate a review with the local authority. The existing Protocol however remains binding on all schools up until the point at which a new one is adopted.

Appendix 2

Overview of all pupils admitted to Coventry Schools in 2014/15 through both the East and West partnership and city wide arrangements

School	Partnership	Jan 15 (yr 7-11)	Total in - partnership and city wide	Total in as % of school roll	Total out - partnership and city wide	
					Total out - partnership and city wide	Total out as % of school roll
Blue Coat Academy	East	1115	9	0.81%	6	0.54%
Caludon Castle	East	1215	8	0.66%	7	0.58%
Cardinal Wiseman RC	East	990	9	0.91%	9	0.91%
Ernesford Grange	East	493	7	1.42%	5	1.01%
Foxford	East	847	6	0.71%	6	0.71%
Grace Academy	East	746	5	0.67%	5	0.67%
Lyng Hall	East	572	4	0.70%	7	1.22%
Stoke Park	East	899	6	0.67%	6	0.67%
Whitley Academy	East	743	6	0.81%	9	1.21%
East Partnership total		7620	60	0.79%	60	0.79%
Barr's Hill	West	591	15	2.54%	19	3.21%
Bishop Ullathorne RC	West	806	4	0.50%	6	0.74%
Cardinal Newman RC	West	1036	10	0.97%	16	1.54%
Coundon Court	West	1363	11	0.81%	9	0.66%
Finham Park Academy	West	1193	8	0.67%	8	0.67%
President Kennedy	West	1088	4	0.37%	10	0.92%
Sidney Stringer Academy	West	1045	9	0.86%	9	0.86%
The Westwood Academy	West	501	2	0.40%	11	2.20%
The Woodlands Academy	West	690	11	1.59%	14	2.03%
Tile Hill Wood Academy	West	806	4	0.50%	3	0.37%
West Partnership total		9119	78	0.86%	105	1.15%
CITY TOTAL		16739	138	0.82%	165	0.99%

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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

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

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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.
- 4. 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/carers as to the likelihood of educational disadvantage to the pupil that may arise from transfer
- Complete the form and return it to the school

The Headteacher will:

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

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

SCHEDULE 2

Timetable of co-ordinated scheme - Secondary Admissions

31 October 2016:	Closing date for the Common Application forms to be returned to the local authority or primary schools.
11 November 2016:	Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
25 November 2016:	Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
16 December 2016:	Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
31 December 2016:	Cut off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc

- 9 January 2017:** 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.
- 20 January 2017 and 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 Authorities.
- 10 February 2017:** 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.