



Cabinet Member for Education and Skills

Time and Date

2.30 pm on Thursday, 17th January 2019

Place

Diamond Room 2 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 4)
 - a) To agree the minutes of the meeting held on 17th January 2018
 - b) Matters arising
4. **Co-ordinated Primary and Secondary School Admission Schemes for 2020/2021** (Pages 5 - 22)

Report of the Deputy Chief Executive (People)
5. **Library Service Budget Reductions** (Pages 23 - 32)

Report of the Deputy Chief Executive (People)

(Note: A Briefing Note on the outcomes of consideration of a Libraries Update by the Education and Children's Services Scrutiny Board (2) is attached to the report – Page 31 refers)
6. **Outstanding Issues**

There are no outstanding issues
7. **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

Martin Yardley, Deputy Chief Executive (Place), Council House, Coventry
Wednesday, 9 January 2019

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: Councillor K Maton (Cabinet Member)

By invitation: Councillor P Male (Shadow Cabinet Member)

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

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

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Coventry City Council
Minutes of the Meeting of Cabinet Member for Education and Skills held at 2.30
pm on Wednesday, 17 January 2018

Present:

Members: Councillor K Maton (Cabinet Member)

Other Members: Councillor P Male (Shadow Cabinet Member)

Employees (by Directorate):

People: S Heawood, M Salmon

Public Business

6. Declarations of Interest

There were no disclosable pecuniary interests.

7. Minutes

The minutes of the meeting held on 27th September 2017 were agreed and signed as a true record. There were no matters arising.

8. Co-ordinated School Admission Schemes for 2019 and Community and Voluntary Controlled School Admission Policies for 2019

The Cabinet Member for Education and Skills considered a report of the Deputy Chief Executive (People) that sought determination of the Co-ordinated School Admission Schemes for 2019 and Community and Voluntary Controlled School Admissions Policies for 2019.

The School Admissions Code 2014 required admissions authorities to consult on admission arrangements every 7 years, or more frequently where any significant changes were proposed. No significant changes were 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 had been required for 2019.

Community and voluntary controlled primary schools were notified on 7 December 2017 that arrangements including published admission numbers (PAN) for community schools would remain the same and were given until 20 December 2017 to raise any requests for changes in their PAN.

The first proposal was to determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2019/2020 and the admissions policies for community and voluntary controlled schools for 2019/2020, as set out in Appendix 1 to the report.

The second proposal was to determine the co-ordinated admissions scheme for secondary schools in Coventry for 2019/2020, as set out in Appendix 2 to the report.

The Local Authority was required to notify the Department for Education that co-ordinated schemes and admissions policies had been determined, by 28 February 2018. Admissions arrangements would apply to school admissions from September 2019.

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

Admission arrangements were reviewed on an annual basis with the next public consultation due to take place next year. An annual report would be produced from the Local Authority to the Department for Education on the effectiveness of admission arrangements.

The Cabinet Member requested that the information relating to the process and timetable for school admissions and appeals on the Council's website, includes a flow chart of the process as a useful reference document to those making applications and also for those providing advice.

RESOLVED that the Cabinet Member for Skills and Education approves:

- 1) The Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2019/20 and the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2019/20, as set out in Appendix 1 to the report.**
- 2) The Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2019/20, as set out in Appendix 2 to the report.**

9. Outstanding Issues

There were no outstanding issues.

10. Any Other Items of Public Business

There were no other items of public business.

(Meeting closed at 2.45 pm)



Cabinet Member for Education and Skills

17 January 2019

Name of Cabinet Member:

Cabinet Member for Education and Skills – Councillor K Maton

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected: All

Title: Co-ordinated Primary and Secondary School Admission Schemes for 2020/2021

Is this a key decision?

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

Executive Summary:

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

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

Consultation is required by the School Standards and Framework Act 1998, The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code (statutory guidance) as the local authority have not consulted for seven years (Regulation 15). There are no significant changes proposed for the co-ordinated schemes so we are asking Cabinet Member for Education and Skills to consider this matter. There are a range of changes being consulted on for the community and voluntary controlled school admissions policies which are therefore the subject of a separate report for Cabinet in February 2019.

Recommendations:

The Cabinet Member for Skills and Education is requested to:

- 1) Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2020/2021 (see Appendix 1 to the report).
- 2) Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2020/2021 (see Appendix 2 to the report).

List of Appendices included:

Appendix 1 - Primary, Infant and Junior School Co-ordinated Admissions Scheme 2020/2021
Appendix 2 - Secondary School Co-ordinated Admissions Scheme 2020/2021

Background papers

None

Other useful documents:

School Admissions Code 2014 available at
www.gov.uk/government/publications/school-admissions-code--2

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Co-ordinated School Admission Schemes for 2020

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 schemes but in order to meet regulation requirements we are consulting with Coventry schools which are their own admission authorities and neighbouring local authorities. Consultation details were sent out on 28 November 2018.

2. Options considered and recommended proposal

- 2.1 As detailed in point paragraph 1.1 of the report, no significant issues have been identified which require changes to the admission schemes but consultation is being carried out in line with statutory requirements.
- 2.2 The first proposal is to determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2020/2021 (see appendix 1 to the report).
- 2.3 The second proposal is to determine the co-ordinated admissions scheme for secondary schools in Coventry for 2020/2021. (see appendix 2 to the report).

3. Results of consultation undertaken

- 3.1 Details of both co-ordination schemes have been circulated as required to all stakeholders as set out in statutory regulations. No requests for amendments have been received.

4. Timetable for implementing this decision

- 4.1 The Local Authority is required to notify the Department for Education that co-ordinated schemes have been determined by 28 February 2019. All admissions arrangements will apply to school admissions from September 2020.
- 4.2 Admission arrangements are reviewed on an annual basis. An annual report will be produced from the Local Authority to the Department for Education on the effectiveness of admission arrangements and co-ordination.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

There are no direct financial implications as a result of the recommendations in this report.

5.2 Legal implications

The local authority is required to formulate a qualifying scheme for co-ordinating admission arrangements for primary and secondary school in its area (The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 Regulation 26 refers) and to consult on those arrangements at least every 7 years, or here 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 2020, has been adopted by the 28 February 2019 (Regulation 28 refers).

6. Other implications

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

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

6.2 How is risk being managed?

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

6.3 What is the impact on the organisation?

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

6.4 Equalities / EIA

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

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title:

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People

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Michelle Salmon	Governance Services Officer	Place	12/12/18	13/12/18
Names of approvers for submission: (Officers and Members)				
Rachel Sugars	Finance Manager	Place	12/12/18	03/01/19
Elaine Atkins	Solicitor	Place	12/12/18	13/12/18
Kirston Nelson (on behalf of Deputy Chief Executive (People))	Director of Education	People	12/12/18	13/12/18
Councillor K Maton	Cabinet Member for Education and Skills	-	19/12/18	19/12/18

This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Appendix 1

Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2020/21

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1. Introduction

The co-ordination scheme as detailed in this document applies to all primary maintained schools, academies and free schools (excluding special schools) in the Coventry area and shall take effect for the admissions process for the academic year 2020/2021. This 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 and the School Admissions Code 2014.

Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to Primary, Infant and Junior schools in the Local Authority area.

2. Co-ordination

2.1 The School Organisation team on behalf of the Local Authority and other admission authorities in Coventry, will co-ordinate applications made during the main admissions round (for the Reception year and year 3 for Junior school). Parents/carers living in Coventry will make an application to the Local Authority for any maintained school, academy or free school for a school place for their child in September 2020. The application process will be available online via the Local Authority website or via a paper common application form from September in the year before children are due to start school.

2.2 For the academic year 2020/2021 and subsequent years, applications made outside of the normal admissions round (In Year Applications) can be made via the online application process found on the Coventry City Council school admissions web pages.

3 Admission Authorities

- 3.1 There are 5 types of primary schools in Coventry: Local Authority **community** schools, **voluntary controlled** schools, Catholic **voluntary aided** schools, **Academies** and **Free** schools. The arrangements for all these schools are co-ordinated by the Local Authority.
- 3.2 Coventry City Council is the relevant admissions authority for all Community and Voluntary Controlled schools within the city.
- 3.3 For academies and free schools their Trust or board of directors is the admissions authority. For Voluntary aided schools the governing bodies are the admissions authority.

4. Application process

- 4.1. 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, Infant and Junior school or an Academy/free school.
- 4.2. When applying the parent will be able to:
- a. express **three** preferences, in rank order of preference.
 - b. give their reasons for each preference.
- 4.3. 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 the schools own admission authorities where appropriate.
- 4.4 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.
- 4.5. During September 2019 all maintained Primary, Infant and Junior schools and academies/free schools in Coventry will receive information for parents who wish to apply for admission to a Coventry school at the normal age of entry in 2020. 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.

5 Supplementary Information Forms

- 5.1. 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) may ask parents to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. Details of schools using supplementary forms will be included in the admissions

booklet on the city council website. If parents complete a supplementary form, this must be returned to the school.

- 5.2. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an online application or Common Application Form with their Local Authority 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.

6 Processing of Applications

- 6.1. Parents must complete the online application by **15 January 2020**. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Form to a primary, infant or junior school or to the Local Authority by **15 January 2020**. 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 2020** will be treated in accordance with the procedure for late applications.
- 6.2. All Primary, Infant or Junior schools should forward any Common Application Forms received directly onto the School Admissions Team by **15 January 2020** at the latest.

7. Determining Offers

- 7.1. **It should be noted that all children with an Education, Health and Care plan that names a school must be admitted to that school before all other applicants.**
- 7.2 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.
- 7.3. **By 5 February 2020** 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 which schools require in order to apply their oversubscription criteria will be forwarded to the governing body together with any evidence.
- 7.4. **By 20 February 2020** 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.

7.5. 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.

7.6. On **9th March 2020** 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.

7.7. 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 **27 March 2020**.

8. Decision Letters

8.1. **On 16 April 2020** Coventry Local Authority will post letters to parents by second class post notifying them of the Primary / Infant / Junior school place that has been allocated to their child. Emails will also be sent on this date to those parents who have applied on-line. Both will provide the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at each of the other schools nominated on the application
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Contact details for applicants to lodge an appeal when they have not been offered a place at a school.

9. Late Applications

9.1. The closing date for applications in the normal admissions round is **15 January 2020**.

9.2. All applications received after **15 January 2020** will be late and will only be considered after all those who applied on time.

9.3 A link to the late application form will be available on the Coventry City Council admissions web pages from the **16 January 2020**.

9.4 All late applications and changes of preference made up to 2 weeks after the national offer day will then be considered in a further round of allocations of places.

10. Waiting Lists

- 10.1. After the initial allocation on **16 April 2020** the Local Authority will establish waiting lists for community & voluntary controlled Primary, Infant and Junior schools, and these will operate up until 31 December 2020. 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.
- 10.2. 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 31 December 2020, will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.
- 10.3. Waiting lists are kept in the oversubscription 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.

11. Admission of children outside their normal chronological age group

- 11.1 Paragraph 2.17 of the **School Admissions Code** allows parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, and may request that they are admitted out of their normal age group – to Reception rather than Year 1.
- 11.2 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. Details of how applications are considered are included within individual school policy arrangements.

12. Timetable

Primary / Infant / Junior Coordinated Admissions Scheme Timetable

Birth Range	01/09/2015 – 31/08/2016 - Reception 01/09/2012 – 31/08/2013 - Junior
National closing date for receipt of applications	15 January 2020
Data exchange with other Local Authorities	30 January 2020
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	5 February 2020
Ranked lists returned to LA from Coventry Admission Authorities	20 February 2020
Offer exchange with other Local Authorities	From 9 March 2020 until 27 March 2020
Offer day – Emails and Letters sent (via second class post)	16 April 2020

13 In Year Application Process

- 13.1. The Local Authority co-ordinates in year admissions for all community, voluntary controlled, and voluntary aided schools and academies/free schools within Coventry unless the school has indicated otherwise in their admission arrangements. Contact School Organisation Team for the most up to date information.
- 13.2. Applications are made on a standard on-line application form for all schools. Applicants for some faith schools will need to complete a supplementary information form but only if they are applying on priority faith grounds. Admissions decisions by own admission authority schools will be made within 5 school days in most circumstances. Decision letters will be issued by the Local Authority on behalf of all schools within the co-ordinated scheme in line with the timings published on the city council website and these will include appeal information where an application was unsuccessful.
- 13.3. 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 31 December 2020 will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.

14 Fair Access Protocol

- 14.1 All Coventry schools are required to sign up to an in-year fair access protocol. The aim of this protocol is to reduce the time that vulnerable children spend out of school and to ensure that vulnerable children are admitted to Coventry schools on a fair basis, making sure that no school is asked to take a disproportionate number of pupils presenting with challenging behaviour or who have been excluded. Any children that are considered to require a school place through this protocol will be given priority over those on waiting lists and can be admitted to schools even when the school is full. Further details of the protocol are available from the Inclusion and Attendance team webpages at www.coventry.gov.uk/attendanceandinclusion

Appendix 2

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1. Introduction

The co-ordination scheme as detailed in this document applies to all Secondary academies and free schools (excluding special schools) in the Coventry area and shall take effect for the admissions process for the academic year 2020/2021. This 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.

Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to Secondary Schools in the Local Authority area.

2. Co-ordination

- 2.1 The School Organisation team on behalf of the Local Authority and other admission authorities in Coventry, will co-ordinate applications made during the main admissions round (for Year 7). Parents/carers living in Coventry will make an application to the Local Authority for any maintained school, academy or free school for a school place for their child in September 2020. The application process will be available online via the Local Authority website or via a paper common application form from September in the year before children are due to start Secondary school.
- 2.2 For those 14-19 academies, UTCs and Studio Schools across the region that admit pupils into Year 10, the School Organisation Team will co-ordinate applications made during the main admissions round where the academies are part of the co-ordination arrangements within their areas. The application process will be available online via the Local Authority website. Where the academies are not part of co-ordination arrangements, including WMG Academy Coventry, then applications must be made direct to the academy.

2.3 For the academic year 2020/2021 and subsequent years, applications made outside of the normal admissions round (In Year Applications) can be made via the online application process found on the Coventry City Council school admissions web pages.

3. Admission Authorities

3.1 There are 3 types of Secondary schools in Coventry: **Academies**, Catholic **Voluntary Aided** schools and **Free** schools. The arrangements for all these schools are co-ordinated by the Local Authority.

3.2 For academies and free schools their Trust or board of directors is the admissions authority. For Voluntary aided schools the governing bodies are the admissions authority.

4. Application process

4.1 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 and free schools within Coventry or located in another Local Authority area.

4.2 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.

4.3 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.

4.4 The Local Authority will make appropriate arrangements to ensure that:

- the online 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.

4.5 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 2019.

5. Supplementary Information Forms

- 5.1 All preferences expressed via the online process or on the Common Application Form are valid applications. Schools may request parents to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. Details of schools using supplementary forms will be included in the admissions booklet on the city council website. If parents complete a supplementary form, this must be returned to the school.
- 5.2 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. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form.

6. Processing of Applications

- 6.1 The closing date for applications is **31 October 2019**. 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 Form to a Primary or Junior 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 2019** will be treated in accordance with the procedure for late applications
- 6.2 **By 1 November 2019** primary schools will forward all applications to the Local Authority.

7. Determining Offers

- 7.1 It should be noted that all children with an Education, Health and Care plan that names a school must be admitted to that school before all other applicants.
- 7.2 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.
- 7.3 **By 12 November 2019** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
- 7.4 **By 27 November 2019** 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.

- 7.5 **By 18 December 2019** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.
- 7.6 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.
- 7.7 **31 December 2019** will be the effective 'cut off' date for parents requesting Coventry schools to notify any changes (e.g. home address), which might materially affect their application.
- 7.8 In the week beginning **6 January 2020** 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.
- 7.9 In the weeks beginning **20 January 2020** and **3 February 2020** Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities.
- 7.10 **By 12 February 2020** 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.

8. Decision Letters

- 8.1 On **2 March 2020** letters will be posted to parents by second class post notifying them of the school place 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 applicants to lodge an appeal when they have not been offered a place at a school.

9. Late Applications

- 9.1 The closing date for applications in the normal admissions round is **31 October 2019**. 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 **2 March 2020**. Parents will be advised in their receipt letter that this will be the case.
- 9.2 A link to the late application form will be available on the Coventry City Council admissions web pages from the **1 November 2019**.
- 9.3 All late applications and changes of preference made up to 2 weeks after the national offer day will then be considered in a further round of allocations of places

10. Waiting Lists

- 10.1 After the initial allocation of places on **2 March 2020**, schools will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Waiting lists must operate until **31 December 2020**. Parents, who wish for their children to continue to be considered for any places that might become available after this time will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.
- 10.2 Waiting lists are kept in oversubscription 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.

11. Admission of children outside their normal age group

- 11.1 Paragraph 2.17 of the **School Admissions Code** allows parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health.
- 11.2 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. Details of how applications are considered are included within individual school policy arrangements.

12. Timetable

Secondary Admissions Co-ordinated Admissions scheme

Birth Range	01/09/2008 – 31/08/2009
National closing date for receipt of applications	31 October 2019
Data exchange with other Local Authorities	12 November 2019

Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	27 November 2019
Ranked lists returned to LA from Coventry Admission Authorities	18 December 2019
Deadline for parents requesting Coventry schools to notify the LA of any changes (eg: home addresses)	31 December 2019
1 st Data exchange of potential offers with other Local Authorities	Week commencing 6 January 2020
Further data exchanges of potential offers with other Local Authorities	From 20 January 2020 – 3 February 2020
Final offer exchange with other Local Authorities	12 February 2020
Offer day – Emails and letters sent (via second class post)	2 March 2020

13. In Year Application Process

- 13.1 The Local Authority co-ordinates in year admissions for all voluntary aided schools and academies/free schools within Coventry unless the school has indicated otherwise in their admission arrangements. Contact School Organisation Team for the most up to date information.
- 13.2. Applications are made on a standard on-line application form for in-year school admissions. Applicants for some faith schools will need to complete a supplementary information form but only if they are applying on priority faith grounds. Further information is available from the School Organisation Team. Admissions decisions by own admission authority schools will be made within 10 school days in most circumstances. Decision letters will be issued by the Local Authority on behalf of all schools within the co-ordinated scheme in line with the timings published on the city council website and these will include appeal information where an application was unsuccessful.
- 13.3 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 31 December 2020 will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.
- 13.4 For those pupils attending a Coventry secondary school who wish to transfer to another Coventry secondary school, parents/carers will be asked to meet with the headteacher or other appropriate member of staff 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. The headteacher will seek to resolve any issues that may be causing parents/carers to seek a transfer. Where the parent/carer does complete a transfer form and returns this to the school, the school staff will complete the school section of the form providing details so that the application can be processed as a standard admission or referred to fair access arrangements as necessary.

14 Fair Access Protocol

- 14.1 All Coventry schools are required to sign up to an in-year fair access protocol. The aim of this protocol is to reduce the time that vulnerable children spend out of school and to ensure that vulnerable children are admitted to Coventry schools on a fair basis, making sure that no school is asked to take a disproportionate number of pupils presenting with challenging behaviour or who have been excluded. Any children that are considered to require a school place through this protocol will be given priority over those on waiting lists and can be admitted to schools even when the school is full.

Further details of the protocol are available from the Inclusion and Attendance team webpages at www.coventry.gov.uk/attendanceandinclusion



Public report
Cabinet Member

Cabinet Member for Education and Skills

17 January 2019

Name of Cabinet Member:

Cabinet member for Education and Skills – Councillor K Maton

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected:

None

Title:

Library Service Budget Reductions

Is this a key decision?

No

Executive Summary:

This report seeks the Cabinet Member's confirmation for a series of Library Service budget changes which are required to ensure compliance with the Medium Term Financial Strategy. The changes focus on reductions in the staffing of a number of libraries, the adoption of new ways of working and a reduction in resources purchased by the Library Service. The proposals do not include any changes to the number of libraries or their opening hours.

Recommendations:

The Cabinet Member is recommended to agree to the proposals contained in this report.

List of Appendices included:

Appendix A – Single Staffed Libraries

Background papers:

None

Other useful documents

At their meeting on 29th November 2018 the Education and Children's Services Scrutiny Board (2) considered a Briefing Note regarding current Library Service issues which contained reference to the proposals contained in this report.

Has it been or will it be considered by Scrutiny?

No (please see above)

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: Library Service Budget Reductions

1. Context (or background)

- 1.1 The Council introduced the Connecting Communities programme in 2015/2016. The programme proceeded in two phases with changes to Library Services introduced alongside changes to a number of other Council services. The main Library Services changes included greater participation by the community in the delivery of library services along with reductions in opening hours, reductions in the amount of money spent on library stock, a move to three library types (core, partnership and community-led) and the de-commissioning of the former mobile library.
- 1.2 Phase one of the changes resulted in budget reductions including property savings of £802k and phase two of the changes enabled a further reduction of £653k, totalling £1,455k. In line with the Medium Term Financial Strategy a third set of proposals is required to achieve the savings target and has recently been consulted on with staff and service users. These proposals will reduce budgets by a further £319k per year.

2. Options considered and recommended proposal

- 2.1 Proposals to reduce expenditure include the following:
- Reduce staffing in Aldermoor, Caludon, Canley and Coundon libraries to single staffing. Staff will be supplemented by a small peripatetic team who will support the delivery of library activities and provide some support to staff and volunteers in these libraries.
 - Reduce staffing in Central Library by introducing a 'Library Express' model which will rely on self-service and limited staff supervision of the library from 9-11am Monday to Friday and on Sundays.
 - End the provision of most hard copy newspapers and all hard copy magazines and support users to move to digital access either in the library or at home.
 - Generate additional income from the introduction of a privately run café within Central Library and an externally funded Visa scheme.
 - Reductions in other fixed budgets and a review of management and non-front line posts.
 - A change to library fines to move the age at which users are expected to pay from aged 8 years to 16 years.
- 2.2 The Council has already made some progress in the recruitment of volunteers to support service delivery. In addition plans are being developed to establish "Friends of..." Groups for libraries, focusing on Aldermoor, Caludon, Canley and Coundon libraries initially in order to stimulate volunteering and explore the potential for greater community involvement in the running of community libraries.
- 2.3 The proposal to remove fines for those under 16 years reflects the Service's view that particularly for families with limited incomes library fines are a disincentive for children to continue library use after fines are introduced at age 8.
- 2.4 Alternatives to the proposals in this report include the closure of a number of libraries, reductions in the opening hours of some or all libraries and further reductions in the books and other resources purchased by the Service for the use of borrowers.
- 2.5 The Council's emphasis has been on maintaining library access and the Service has taken the view that further reductions in opening hours (following changes introduced in 2017) or closing libraries will produce a negative impact in a number of vulnerable communities across the City.

3. Results of consultation undertaken

- 3.1 From 19th November to 23rd December service users were consulted on the main proposals which impact on access to Library Services. A total of 444 responses were received as well as responses from Unison and Unite. The consultation was promoted through local libraries as well as digitally via social media and the Council website. Responses were made both via hard copies and online.
- 3.1.1 76% of those responding to the consultation identified themselves as members of the library. 51% respondents said they do not currently use newspapers/magazines in the library. 67% of respondents said they currently use Central Library. 66% of respondents said that they are able to use self-service options. 55% of respondents said that they are satisfied or very satisfied with the proposal to remove overdue charges for 8-16 year olds.
- 3.1.2 The consultation produced many suggestions and observations on the proposals and on current library service delivery. Concerns centred on the following areas:
- Many respondents referred to the impact of the proposals being limited and being preferable to other alternatives (such as closing libraries).
 - The importance of staff being retained in libraries to assist users along with combating social isolation.
 - Many users were concerned about ceasing the provision of hard copy newspapers (less so regarding magazines). In response to this level of feedback the service has modified this proposal and is proposing to retain provision of the Coventry Telegraph in all libraries. Opportunities will be explored for sponsorship or donations to support further provision.
 - Support for ending charges for children was widespread however many users also questioned the impact of the lost income or suggested alternative groups (eg. older people) not having to pay fines.
 - A number of other suggestions were made including ending or altering the provision of DVDs, reducing book purchase, or increasing income generation through wider commercialisation.
- 3.2 In November 2018 officers met with the Education and Children's Services Scrutiny Board (2) and amongst other library updates discussed the proposals contained in this report. In discussion Members expressed concern regarding the proposals to introduce single staffing in some libraries. Officers have considered Members concerns carefully and whilst more work is planned on developing new ways of working a short summary of the approach proposed is included as Appendix A to the report.

4. Timetable for implementing this decision

- 4.1 Implementation of the budget changes and associated new working practices will be from April 2019.

5. Comments from the Director of Finance and Corporate Services

5.1 Financial implications

The recommendations in this report will enable full year achievement of the remaining £319k Connecting Communities savings target within the Medium Term Financial Strategy. These cost reductions will take effect from April 2019.

Table 1: Breakdown of £319k saving

	Cost Reduction (or additional cost where applicable)	Notes
Property savings	£ 6,000.	Community libraries
Net Staffing Reductions	£ 105,000.	Single Staffing and Library Express model at Central
Reduced purchase of library resources	£ 50,000.	Newspapers and magazines
Other budget reductions	£48,500.	Health Development, training, equipment and voluntary associations
Additional income generation	£ 35,000.	Library Café (Central Library), Visa Project
Abolish fines for under 16	-£4,000.	
Resource switch with grant funding	£ 78,500.	This will be reviewed after 2 years and any funding implications will be considered at that time.
	£ 319,000.	

The proposals concerning additional income generation will be closely monitored to ensure that they are delivering the anticipated financial benefits.

5.2 Legal implications

In respect of proposals around library provision S.7 Public Libraries and Museums Act 1964 creates a duty upon local authorities to provide a comprehensive and efficient library service for all persons. In fulfilling its duty local authorities should have consideration to the desirability of securing adequate stock and encourage people to make full use of the service.

6. Other implications

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Coventry libraries make a positive contribution to the council's priorities, particularly in relation to: a prosperous Coventry; citizens living longer, healthier, independent lives; making Coventry an attractive and enjoyable place to be; ensuring that children and young people are safe, achieve and make a positive contribution; encouraging a creative, active and vibrant city; developing a more equal city with cohesive communities and neighbourhoods.

6.1.2 Following the implementation of the proposals outlined within this report, the City Council has considered the City's needs in terms of its responsibility to deliver a comprehensive and efficient library service (as defined by the Public Libraries and Museums Act 1964) and has concluded that the service as amended will comply with statutory requirements.

6.2 How is risk being managed?

The proposals contained in this report relate to budget reductions. Risks associated with the delivery of library services will continue to be managed in accordance with corporate health and safety guidelines within which the service will be fully compliant.

6.3 What is the impact on the organisation?

The principle impact on the organisation from the proposed budget reduction will be the employment of fewer staff. It is estimated that these changes will result in 4.25 FTE fewer staff following the re-organisation of library staffing.

6.4 Equalities / EIA

An analysis of the equality impacts of these proposals for Library Service budget reductions have been considered with an Initial Equality Consultation Analysis being prepared in advance of the consultation. This has now been updated following the completion of the consultation to take into account any relevant consultation feedback.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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Names of approvers for submission: (officers and members)				
Sarah Kinsell	Lead Accountant – Business Partner (People Finance)	Place	8 Jan 2019	9 Jan 2019
Julie Newman	City Solicitor and Monitoring Officer	Place	9 Jan 2019	9 Jan 2019
Kirston Nelson	Director of Education and Skills	People	8 Jan 2019	9 Jan 2019
Councillor K Maton	Cabinet Member for Education and Skills	-	8 Jan 2019	9 Jan 2019
Gail Quinton	Deputy Chief Executive (People)	People	8 Jan 2019	9 Jan 2019

This report is published on the council's website: www.coventry.gov.uk/councilmeetings

Appendix A

Single Staffed Libraries

General Principles

The proposal is to reduce staffing at four libraries to single staffing. These staff would be at Grade 3 Supervisory Level.

Libraries proposed for single staffing are Aldermoor, Caludon Castle, Canley and Coundon Libraries.

The proposed libraries will therefore have staff who are lone working.

To mitigate against Health and Safety Concerns regarding Lone Working a number of measures will be introduced. These include practical provision of equipment, changes to procedures and practises, targeted support from other members of library staff.

Procedures and Practices

- Risk Assessments
- Lone worker training will be undertaken
- Safe systems of work
- Procedures and services will be simplified.
- A secure place of safety with access to a telephone is present in each library
- Telephones and mobiles will be programmed with relevant emergency and contact numbers

Staff will be trained and supported to make dynamic decisions as to their own safety and welfare.

Equipment

- Portable personal communication devices (enabled to remote 'on call' location, detect non-motion),
- Personal alarms,
- Work mobile phones
- Panic buttons.

Targeted Support

To support the staff and services in the four single staffed libraries, we will be providing targeted support for events and activities through a peripatetic outreach team, the development of "Friends of..." libraries groups, further expansion of the library volunteer network and continued exploration of partnership opportunities. There will be continued face to face support from Library Managers and Library Services Assistants teams. There is also management support available from their own Manager and in addition, during all opening hours via a Duty Manager system. Each single staffed library will be allocated a Buddy Library to provide day to day telephone support and guidance.

January 2019

To: Cabinet Member Education and Skills

Date: 17th January 2019

Subject: Library Service Budget Reduction – outcome of consultation

1 Purpose of the Note

- 1.1 To inform the Cabinet Member for Education and Skills of the outcomes of consideration by the Education and Children's Services Scrutiny Board (2) of a Libraries Update Briefing Note, at their meeting on the 29th November 2018.

2 Recommendations

- 2.1 The Cabinet Member for Education and Skills, when making decisions about library service budget reduction, is recommended:
- 1) To ensure that the safety of the public, staff and volunteers, should be prioritised, especially in areas that suffer from anti-social behaviour
 - 2) To consider carefully the importance of thorough risk assessments when making decisions about lone working
 - 3) To note that the Board felt there should not be one person working in a building, particularly in areas with high levels of anti-social behaviour.

3 Information/Background

- 3.1 At their meeting on 29th November 2018, the Education and Children's Services Scrutiny Board (2) considered a Libraries Update Briefing Note. The Note provided information on each of the libraries in the city, including the partnership and community libraries.
- 3.2 Members heard from some of the volunteers at libraries across the city. The Board commended those who had enabled all libraries in the city to remain open in the current climate and particularly thanked the volunteers.
- 3.3 The Briefing Note included performance information for the libraries as well as feedback from a Library User Satisfaction Survey.
- 3.4 The Briefing Note also contained information about the proposals for library budget reductions. These included a requirement for a further budget reduction of £319k. Proposals to reduce expenditure include:
- Reduce staffing in Aldermoor, Caludon, Canley and Coundon libraries to single staffing.

- Reduce staffing in Central Library by introducing a 'Library Express' model which will rely on self-service and limited staff supervision of the library from 9-11am Monday to Friday and on Sundays.
- End the provision of hard copy newspapers and magazines and support users to move to digital access either in the library or at home.
- Additional income from the introduction of a privately run café within Central Library and an externally funded Visa scheme.
- Reductions in other fixed library budgets and a review of management and non-front line posts.

3.5 The Board acknowledged financial constraints but raised concerns regarding the safety of staff, volunteers and the public, should the proposal to carry out lone working be implemented. They requested that the Cabinet Member for Education and Skills be advised of their concerns regarding the importance of risk assessments and that the Board felt there should not be only one person in a building and particularly in areas with Anti-Social Behaviour issues.

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