

Public Document Pack



Agenda

Cabinet Member for Education and Skills

Time and Date

5.00 pm on Wednesday, 18th February, 2026

Place

Diamond Room 1 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 8)
 - a) To agree the minutes of the meeting held on 11th February 2025.
 - b) Matters arising
4. **Determination of School Terms and Holidays - 2027/28** (Pages 9 - 18)
Report of the Director of Children and Education
5. **Community and Voluntary Controlled School Admission Policies for 2027/28 and Co-ordinated School Admission Schemes for 2027/28** (Pages 19 - 56)
Report of the Director of Children and Education
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

Julie Newman, Director of Law and Governance, Council House, Coventry

Tuesday, 10 February 2026

Note: The person to contact about the agenda and documents for this meeting is Tom Robinson Governance Services, Email: tom.robinson@coventry.gov.uk

Membership: Councillors K Sandhu (Cabinet Member) and J Birdi (Shadow Cabinet Member)

Public Access

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

**Tom Robinson
Governance Services, Email: tom.robinson@coventry.gov.uk**

Agenda Item 3

Coventry City Council
Minutes of the Meeting of Cabinet Member for Education and Skills
held at 4.00 pm on Tuesday, 11 February 2025

Present:

Members: Councillor K Sandhu (Cabinet Member)
Councillor J Birdi (Shadow Cabinet Member)

By Invitation Councillor R Lancaster
Councillor G Lewis

Employees (by Directorate):

Chief Executive's D Horton-Rayner, M McGinty, M Shakespeare

Childrens and Education S Sen (Director of Childrens and Education), S Hewood

Law and Governance J Newman (Director of Law and Governance), C Coulson-Haggins, L Knight

Public Business

6. Declarations of Interest

There were no disclosable pecuniary interests.

7. Minutes

The minutes of the meeting held on 2nd October 2024 were agreed and signed as a true record.

There were no matters arising.

8. Community and Voluntary Controlled School Admission Policies for 2026/27 and Co-ordinated School Admission Schemes for 2026/27

The Cabinet Member for Education and Skills considered a report of the Director of Education and Children's Services which indicated that the Local Authority are required to determine the co-ordination schemes for school admissions in their areas and the admissions policies for community and voluntary controlled schools.

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). For 2026 there have been no substantive changes to the admission arrangements.

For context, the School Admissions Code 2021 requires admissions authorities to consult on admission arrangements every 7 years or more frequently where any significant changes are proposed. No significant changes were proposed to the

co-ordinated admissions schemes or the admissions policies for community and voluntary controlled schools since the last consultation for September 2020 admission arrangements. Therefore, no consultation has been required for 2026.

Community and voluntary controlled schools were notified on 28th November 2024 that arrangements including published admission numbers (PAN) for community schools would remain the same. All schools were given until 11 December 2023 to raise any requests for change. No requests for changing admission numbers were received.

The Cabinet Member was advised that, following confirmation of West Midlands local authority data exchange deadlines on 6th February 2025, amendments were required to dates within the appendices as follows:

- Appendix 2 – Primary Co-ordination:
 - Paragraph 7.3 – from Monday 26th January 2026 to **Friday 30th January 2026**
 - Paragraph 7.6 – from Monday 9th March 2026 to **Friday 6th March 2026**
 - Paragraph 7.8 – from Tuesday 31st March 2026 to **Friday 27th March 2026**
 - Timetable at point 12 will be amended to reflect the dates in bold above.
- Appendix 3 – Secondary Co-ordination
 - Paragraph 7.8 – from Monday 19th January 2026 to **Friday 9th January 2026**
 - Paragraph 7.9 – from Monday 26th January 2026 to **Friday 23rd January 2026** and Monday 9th February 2026 to **Friday 6th February 2026**
 - Paragraph 7.10 – from Monday 23rd February 2026 to **Thursday 19th February 2026**
 - Timetable at point 12 will be amended to reflect the dates in bold above.

RESOLVED that, subject to the amendments above, the Cabinet Member for Education and Skills:

1. **Determines the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2026/27, as set out in Appendix 1 to the report.**
2. **Determines the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2026/27, as set out in Appendix 2 to the report.**
3. **Determines the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2026/27, as set out in Appendix 3 to the report.**

9. Petitions Relating to the One Coventry Services' Proposals 2024/25

The Cabinet Member for Education and Skill considered a report of the Interim Director of Planning and Performance, which responded to two petitions objecting to proposals to move a number of libraries as set out within the One Coventry Services' Proposals.

One Coventry Services is an operational change programme within the Transformation Plan 2024/25. The programme aimed to deliver services differently by bringing them together in communities and builds on current approaches within family hubs, libraries and adult social care settings. The proposals set out within the Transformation Plan aimed to enable increased integration of a wider range of services and deliver financial efficiencies through reducing the number of service delivery locations and thereby the costs of operating these services in terms of both property and staffing.

A public consultation took place on a series of proposals between 9th September 2024 and 4th November 2024. These proposals were consulted on at an early stage of development to enable any subsequent decision to be informed by consultation feedback and to confirm the viability of delivery.

Two petitions objecting to specific proposals to move a number of libraries were received. The first petition, bearing 73 signatures, objected to the move of the Holbrooks Library from Holbrooks Community Care Association (HCCA) building on Holbrook Lane to the Dementia Partnership Hub at Everdon Road. The petition was sponsored by Councillor R Lancaster, a Holbrook Ward Councillor, who attended the meeting in support of the petition. The second petition, bearing 191 signatures, objected to the move of the Bell Green Library from Riley Square to Park Edge Family Hub at Roseberry Avenue; Coundon Library from Moseley Avenue to Coundon Family Centre at 82 Moseley Avenue; and Canley Library from Prior Deram Walk to the Xcel Leisure Centre at Mitchell Avenue. The petition was sponsored by Councillor G Lewis, a Westwood Ward Councillor, who attended the meeting in support of the petition. The full wording of both petitions was included within the report submitted.

Councillor R Lancaster and the Petition Organiser spoke in support of the first petition, highlighting the following points:

- The HCCA manage the whole building, including the library, at a minimal cost of £15k to the Council.
- Time should have been taken to visit the site to see how the library and HCCA currently operate.
- The Dementia Partnership Hub do not want the library on their site.
- The footfall at the proposed site would be different.
- Concerns regarding access to the library if an attendee of the Dementia Partnership Hub has difficulties and being advised to go to a different library in such circumstances.
- There are a wealth of activities taking place at the HCCA, some which operate as a direct consequence of the Library being on site and that these would potentially be lost with the proposed move.

- The Holbrooks Library has already been moved twice as it was originally located in Briscoe Road, was then moved to the Arena Park and finally to its current location at HCCA.
- The Dementia Partnership Hub has been told if the Library is not located there, there will be no Library in the Holbrooks area.
- It would cost more to have the library relocated than it costs at the current location.
- There are 6 members of the HCCA Management Committee, including a former councillor and Honorary Alderman.
- There has been no contact with the Management Committee, they had no prior knowledge of the proposals and the response submitted as part of the consultation has not been responded to.
- The HCCA have worked with the Council in respect of the Library being located within their building.
- For every £1 the centre receives, it raises a minimum of £12 to the local area.
- The HCCA mimics library services such as child reading groups, at no additional cost to the Council.
- The HCCA is well respected and valued within the local area.
- The HCCA have just received a £50k grant from the West Midlands Combined Authority.
- It makes sense to leave the Library within the HCCA, where it forms the foundation and base for everything else on offer.

Councillor G Lewis and the Petition Organiser spoke in support of the second petition, highlighting the following points:

- Petition Spokesperson is one of the founding members and campaigner for 'Save Coventry Libraries' which was founded in 2017.
- Libraries offer so much more than books, including a wealth of support, services and groups to the local communities.
- Everything is available online, but if you are unable to afford a computer, you can go to the Library.
- Libraries are safe spaces where you are able to learn to read and write.
- Visits were made to all 4 of the affected Libraries.
- It would be more effective to improve the buildings where existing Libraries are located than to move them.
- There are concerns about the loss of staff, access to computers and the services that Libraries are currently able to provide.
- Coundon Library is very busy and there are concerns about the loss of services, books and staff.
- Bell Green is one of the 'core Libraries'. When establishing the core libraries, there was a life-time guarantee that the Libraries would remain in their existing buildings and be fully staffed by professionals.
- Bell Green Library is currently located in Riley Square and it is always busy. It is unlikely that people will want to go to the proposed new location.
- Canley Library is very busy and is currently used by vulnerable children as their safe space.
- If the Canley Library is moved, users would be subjected to organised crime.

- There is a requirement to keep children safe.
- The Library must be kept in the current location.
- Canley is a particularly deprived area and consideration must be given to social value.
- There is likely to be a loss of footfall, services, computers and services for all if the Canley Library is moved.
- Relocation to the Xcel Leisure Centre raises accessibility concerns.
- Moving the Holbrooks Library to the Dementia Partnership Hub causes significant safeguarding concerns.
- The HCCA runs so many things and saves the Council significant amounts of money by hosting the Library.
- The Holbrooks Library already provides exactly what the proposals say is needed.

A question was also raised about how many consultation responses had been received in relation to the proposals within One Coventry Services.

Officers responded to confirm that there will be a report submitted to a meeting of the Cabinet in respect of the proposals and this will include a very detailed appendix setting out all of the responses received. It was also confirmed that there had been a lot of discussion regarding the impact of the proposals, including detailed work in respect of walking distances to the proposed locations. The Cabinet Member was further advised that, following the consultation, the Equality Impact Assessments would be updated to reflect the issues raised.

RESOLVED that, the Cabinet Member for Education and Skills:

1. **Noted the petitions received and considered the comments and issues raised at the meeting.**
2. **Agreed that the petitions and issues raised at the meeting be considered as part of the consultation process for One Coventry Services' proposals 2024/25.**

10. Outstanding Issues

There were no outstanding issues.

11. Any Other Items of Public Business

There were no other items of public business.

(Meeting closed at 4.35 pm)

This page is intentionally left blank



Cabinet Member for Education and Skills

18th February 2026

Name of Cabinet Member:

Cabinet Member for Education and Skills – Councillor Dr K Sandhu

Director approving submission of the report:

Director of Children and Education

Ward(s) affected:

All

Title:

Determination of School Terms and Holidays – 2027/28

Is this a key decision?

No - although the proposals affect more than two electoral wards, the impact is not expected to be significant.

Executive summary:

This report informs the Cabinet Member for Education and Skills of the outcome of consultation and seeks approval of the School Terms and Holidays calendars for 2027/28.

Currently the Local Authority is required to set term and holiday dates for community schools, community special schools, voluntary controlled schools, pupil referral units and maintained nursery schools. All schools in England are free to decide when their school day should start and end. Governing bodies are required to set term and holiday dates in foundation and voluntary aided schools. Academies and free schools are responsible for setting their own terms and holiday dates.

Recommendations:

The Cabinet Member for Education and Skills is recommended to:-

- 1) Consider the outcome of the consultation on School Terms and Holidays and agree a calendar for 2027/28;

- 2) Adopt the School Terms and Holiday calendar for 2027/28 set out in appendix 1; and
- 3) Invite the Catholic and Church of England Diocesan Authorities and the Governors of Trust Schools and Academies to recommend the same calendar for their schools.

List of Appendices included:

Appendix 1: Proposed 2027/28 School Term and Holiday dates

Background papers:

None

Other useful documents

Education (School Day and School Year) (England) Regulations 1999 (for academic year length.)

Has it or will it be considered by scrutiny?

No

Has it 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: Determination of School Terms and Holidays – 2027/28

1. Context (or background)

- 1.1. Under Section 32 of the Education Act 2002 in the case of a community, voluntary controlled, or community special school, or a maintained nursery school; the Local Authority (LA) is required to determine the dates when the school terms and holidays are set, and the governing body is required to determine the times of the school sessions. Governing bodies are required to set term and holiday dates in foundation and voluntary aided schools. The relevant academy trust is responsible for setting the duration of the school year and term and holiday dates for academies and free schools.
- 1.2. Generally, a standard set of holiday dates adopted by all Coventry schools will be better for school attendance, the organisation of admissions to Year Reception & Year 7, and for parents and carers arranging childcare and transport. All Coventry schools will be requested to adopt the proposed term dates to ensure this continuity.
- 1.3. The Coventry City Council principles and protocols for term dates, following the national guidance, were taken into account when setting the option for consideration:
 - A school year is 195 days, with 190 pupil days and 5 teacher days;
 - 4 teacher days are to be determined by individual schools, with 1 being set by the Local Authority
 - Statutory holidays are observed;
 - Schools (especially Secondary) prefer full weeks of teaching where possible;
 - Schools prefer a full week break at half-term and two full weeks at Easter and Christmas; and
 - Half-term holidays are set at the same time as those of neighbouring local authorities where possible.

2. Options considered and recommended proposal.

- 2.1. The Cabinet Member for Education and Skills is recommended to:-
 - 1) Consider the outcome of the consultation on School Terms and Holidays and agree a calendar for 2027/28;
 - 2) Adopt the School Terms and Holiday calendar for 2027/28 set out in appendix 1; and
 - 3) Invite the Catholic and Church of England Diocesan Authorities and the Governors of Trust Schools and Academies to recommend the same calendar for their schools.
- 2.2. The full details of the proposed term dates for 2027/28 can be found in Appendix 1.
- 2.3. The protocols in paragraph 1.3 were complied with in the proposed option.

2.4. As part of a priority to align term dates with neighbouring authorities, Coventry has liaised with local authorities in the West Midlands region regarding their proposed term dates for 2027/28. Where term dates have previously differed across local authority borders, this has caused logistical difficulties, such as childcare for children who have different holiday dates. Additionally, in previous consultations, headteachers have expressed a preference for school holidays to be set at the same time as those of neighbouring authorities. Therefore, the Local Authority is proposing one set of term dates for 2027/28, which are the same as those either proposed or published by other local authorities within the West Midlands region – including the bordering local authorities, Warwickshire and Solihull.

2.5. In previous years, teachers have expressed their preferences that pupils should have enough time in school after Easter to prepare for summer exams and expressed a preference for equal term lengths where possible.

2.6. The table below shows the term lengths for the proposed option. The dates consulted on as the proposed option were those agreed by the West Midlands Regional Group, and those either proposed or published by other local authorities within the West Midlands region – including the bordering local authorities, Warwickshire and Solihull.

Term	Dates	Days per term
Autumn Term 1	1 st September to 22 nd October 2027	38
Autumn Term 2	1 st November to 17 th December 2028	35
Spring Term 1	4 th January to 11 th February 2028	29
Spring Term 2	21 st February to 7 th April 2028	35
Summer Term 1	24 th April to 26 th May 2028	24
Summer Term 2	5 th June to 20 th July 2028	34

2.7. Term one is 73 days in length (inclusive of the Inset Day), term two is 64 days and term three is 58 days. It is noted that the Christmas and Easter holiday dates have been proposed around bank holidays to allow for full weeks of teaching as per the protocols outlined in para 1.3.

2.8. Having met the criteria in the protocols outlined in paragraph 1.3, and preferences given from previous consultations in paragraphs 2.3 - 2.5, the proposed option above was consulted upon.

2.9. Following agreement at the West Midlands Regional Group, Coventry, alongside the neighbouring authorities of Warwickshire and Solihull all concluded their consultations and propose adopting the term dates as outlined above.

3. Results of consultation undertaken

- 3.1. The consultation ran for 8 weeks from 6th October until 1st December 2025. Consultation documentation was shared with headteachers and governing bodies of Coventry schools and academy trusts, and Trade Unions. It was also available on the Coventry City Council Let's Talk Coventry webpage. A total of 50 responses were received to the consultation. In total, 36 (72%) agreed with the proposed term dates and 14 (28%) did not. A large proportion of responses were from parents/carers (33.3%) and teachers (23.5%) with Headteachers, other school staff and a Trade Union representative also commenting.
- 3.2. Respondents were invited to provide any additional comments if they did not agree with the proposed term dates. There were a number of reasons stated, with the main reason being consideration for a reduction in the summer term holiday length, which would shorten the Autumn term as respondents felt this was a particularly long term; by adding an extra week to the Autumn break in October. Increasing this holiday and reducing the summer break has been discussed recently at the West Midlands Regional Group meeting, but this isn't something the collective group wish to take forwards at this time, including neighbouring Local Authorities Warwickshire & Solihull. Previous consultation feedback was for Coventry to align term dates with Warwickshire and Solihull as closely as possible. There was also feedback on holidays to align with neighbouring/nation-wide authorities.
- 3.3. Through consultation, the majority of responses were positive. Previous consultations have highlighted the importance of aligning term dates with bordering and other neighbouring authorities. Local authorities within the West Midlands (including the bordering local authorities, Warwickshire and Solihull) have proposed or published these dates.

4. Timetable for implementing this decision.

- 4.1. When the Cabinet Member decision becomes effective, schools will be informed of the approved school terms and holidays calendar for 2027/28. The approved calendars will also be published on the City Council website.
- 4.2. Catholic and Church of England Diocesan Authorities, governors of voluntary aided schools, governors of trust schools, free schools and academy trusts will also be informed and invited to recommend the same calendar for their schools.

5. Comments from the Director of Finance and Resources (Section 151 Officer) and the Director of Law and Governance

5.1. Financial Implications

There are no financial implications associated with this report.

5.2. Legal Implications

Section 32 of the Education Act 2002 requires the local authority in England to determine the dates when the school terms and holidays are to begin and end for community, voluntary controlled, community special school or a maintained nursery

school. Under this provision in s.32 Education Act 2002, the governing body is also required to determine the times of the school sessions.

Additionally, the governing body in the case of foundation, voluntary aided, special schools and academies are required to determine school terms and holidays dates and school sessions, as well as the times of the school sessions.

The corresponding provisions for fixing term and holiday periods in Wales are set out in s.32A Education Act 2002.

6. Other implications

6.1. How will this contribute to the One Coventry Plan

The Local Authority is required to determine the dates when the school terms and holidays are to begin and end for community, voluntary controlled, community special schools, and maintained nursery schools. Appropriate school term and holiday dates can increase attendance and aid curriculum planning therefore helping raise pupil achievement.

In line with the One Coventry Plan priority Improving outcomes and tackling inequalities within our communities, consultation feedback has highlighted the length of terms can directly impact pupils education outcomes and attendance.

6.2. How is risk being managed?

Current legislation on the number of teaching sessions has been complied with. Consultation documentation was shared with headteachers and governing bodies of Coventry schools and academy trusts and Trade Unions, and responses invited from all. Trade Unions were asked to consider the calendar options to ensure that the options were acceptable to their members.

6.3. What is the impact on the organisation?

6.3.1. Centrally employed staff on Teachers Pay and Conditions will have their holiday pattern determined by this consultation.

6.4. Equalities / EIA?

6.4.1. Although all the views of different groups are considered in setting term dates, government legislation and the protocols given in paragraph 1.3 limit the flexibility of the dates for school terms and holidays. Before the start of the consultation on 2027/28 term dates, Warwickshire, Solihull, and West Midlands local authorities were consulted to find out if there were any issues they believed would affect setting the school term and holiday dates. No specific equalities issues were identified through this process.

6.4.2. The consultation on the Coventry 2027/28 term dates took place from 6th October until 1st December 2025. The consultation aimed to establish the views of

parents/carers, headteachers, teachers, governors, other school and academy trust employees and trade unions.

6.4.3. The consultation document was sent to headteachers and governing bodies of Coventry schools and academy trusts and Trade Unions for wider circulation to parents/carers, school/trust employees and Diocesan Boards of Education. The consultation documentation was also available on the Let's Talk Coventry webpage, and available in other formats and languages on request.

6.4.4. The responses mainly reflected the views of parents/carers, headteachers, teachers, governors and Trade Unions, and did not raise any equality issues.

6.5. Implications for (or impact on) climate change and the environment?

None

6.6. Implications for partner organisations?

It is desirable to align school holidays with those of neighbouring local authorities to minimise the difficulties to families such as those where parents/carers work or live in a different authority to that of the school attended by their children or where siblings attend schools in different authorities. It is noted that Warwickshire and Solihull have concluded their consultations and have adopted the term dates that are the same as those proposed for Coventry.

Report author(s):

Rachael Sugars
Strategic Lead – Education & SEND

Service:

Children's and Education Service

Tel and email contact:

Email: Rachael.Sugars@coventry.gov.uk

Enquiries should be directed to the above person

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Chloe Webb	Education Capital Strategy Manager	Education and Skills	09/12/2025	17/12/2025
Rachael Sugars	Strategic Lead – Education & SEND	Education and Skills	18/12/2025	23/12/2025
Safda Mahmood	Advocacy Team Leader	Legal Services	18/12/2025	24/12/2025
Names of approvers for submission: (officers and members)				
Finance: Sarah Kinsell	Finance Manager	Finance	18/12/2025	19/12/2025
Sukriti Sen	Director of Children's Services		24/12/2025	24/12/2025
Members: Cllr Kindy Sandhu	Cabinet Member for Education and Skills	Members	24/12/2025	11/01/2026
Thomas Robinson	Governance Services Officer	Governance Services	05/01/2026	06/01/2026

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

Appendix 1

Academic year – 2027/28 Preferred option

This page is intentionally left blank



Public report
Cabinet Member

Cabinet Member for Education and Skills

18 February 2026

Name of Cabinet Member:

Cabinet Member for Education and Skills – Councillor Dr K Sandhu

Director Approving Submission of the report:

Director of Children and Education

Ward(s) affected:

All

Title:

Community and Voluntary Controlled School Admission Policies for 2027/28 and Co-ordinated School Admission Schemes for 2027/28

Is this a key decision?

No, although the proposals affect more than two electoral wards, the impact will not be significant.

Executive Summary:

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

In April 2006, Cabinet agreed that consideration of reports on school admission arrangements would be delegated to the appropriate Cabinet Member in years where there were no significant changes to admission arrangements. (Cabinet minute number 253/06 refers). For 2027, there have been no substantive changes to the admission arrangements.

Recommendations:

The Cabinet Member for Education and Skills is recommended to:

- 1) Determine the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2027/28 (see appendix 1 to the report).
- 2) Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2027/28 (see appendix 2 to the report).
- 3) Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2027/28 (see appendix 3 to the report).

List of Appendices included:

Appendix 1: Community and Voluntary Controlled School Admissions Policies 2027/28

Appendix 2: Primary, Infant and Junior School Co-ordinated Admissions Scheme 2027/28

Appendix 3: Secondary School Co-ordinated Admissions Scheme 2027/28

Appendix 4: Equality Impact Assessment.

Background papers

None

Other Useful Documents

School Admissions Code 2021 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: Community and Voluntary Controlled School Admission Policies for 2027/28 and Co-ordinated School Admission Schemes for 2027/28

1. Context (or background)

1.1 The School Admissions Code 2021 requires admissions authorities to consult on admission arrangements every 7 years or more frequently where any significant changes are proposed. There has been no full consultation for Coventry community and voluntary controlled primary school admissions policies since the 2020 policy arrangements and so consultation is required for the 2027 policy. This consultation must be completed by 31 January 2026 and final policies must be determined by 28 February 2026.

2. Options considered and recommended proposal

2.1 The Cabinet Member for Education and Skills is recommended to:

- a. Determine the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2027/28 (see appendix 1 to the report).
- b. Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2027/28 (see appendix 2 to the report).
- c. Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2027/28 (see appendix 3 to the report).

2.2

The consultation required as detailed in point 1.1 has been carried out but no significant changes to admission arrangements were proposed. The Department for Education has notified all Local Authorities that a new School Admission Code will be issued later in 2026, once the Parliamentary process has been completed. Once this has been issued, we would expect to consider a more detailed consultation for future Coventry Admissions Policies so that they are in line with any new requirements.

3. Results of consultation undertaken

3.1 The admissions policy consultation was carried out following the requirements of the school admissions code 2021 and included direct consultation with all admission authorities and schools within Coventry, neighbouring admission authorities, diocesan representatives, parents and the wider public. An online survey was available from 24th of November 2025 to 11 January 2026 and we used social media communication links with all schools, early years, health and community venues to encourage feedback and participation in the online consultation on the City Council website.

3.2 There were 174 visitors to the consultation pages, with 53 downloads of the full information and 4 consultation responses. Respondents were asked if they agreed, disagreed, or neither agreed nor disagreed to the proposals on admission numbers for all community and voluntary controlled schools, and admissions policies for infant, junior and primary community and voluntary controlled schools. The respondents were 2 parents, a representative of St Andrew's Church of England Infant School and a staff member of another Coventry community primary school. All respondents either agreed or neither agreed nor disagreed with the proposals.

4. Timetable for implementing this decision

- 4.1 The Local Authority is required to notify the Department for Education that co-ordinated schemes and admissions policies have been determined by 28 February 2026. All admissions arrangements will apply to school admissions from September 2027.
- 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.

5. Comments from Director of Strategic Finance and Resources and Director of Law and Governance

Financial implications

- 5.1 There are no direct financial implications on the Local Authority arising from the recommendations in this report.

Legal implications

- 5.2 The local authority is the admission authority for community and voluntary controlled schools. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2012 requires every admission authority to determine their admission arrangements by 28 February.
- 5.3 In preparing its admission arrangements, the local authority adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code¹.
- 5.4 The Council is required to co-ordinate applications for all residents in its area. To this purpose it has an approved scheme for co-ordination which is published on our website². Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents who have their application to a particular school refused have a right to appeal³ to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.
- 5.5 The Council has a statutory power to direct the admission of a Looked After Child (LAC) pupil to a community school or voluntary controlled school. The law requires Children with an Education Health and Care Plan (EHCP) that names a school in their plan is allocated the place and is not subject to conditions set out within this policy.
- 5.6 Public authority decision makers are under a duty to have due regard to 1) the need to eliminate discrimination: 2) advance equality of opportunity between people who share a protected characteristic and those who do not: 3) foster good relations between persons who share a relevant protected characteristic and people who do not (Public Sector Equality Duty - s 149(1) Equality Act 2010). The applicable protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Decision makers must be consciously thinking about these three aims as part of their decision-making process with rigour and with an open mind. The duty is to have "due regard", not to achieve a result but to have due regard to the need to achieve these goals. Consideration being

¹ See statutory guidance: <https://www.gov.uk/government/publications/school-admissions-code--2>

² Co-ordination includes applications for first-time admission, infant to junior transfers and secondary transfers at the normal year of entry for that school and late applications, and in Coventry also includes mid-term (in-year) applications.

given to the potential adverse impacts and the measures needed to minimise any discriminatory effects.

5.7 The Code requires that the Council must have a Fair Access Protocol (FAP), agreed with the majority of schools in its area, to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Links to In-Year Fair Access Protocols are included in Appendix 2 and 3.

6. Other implications

6.1 How will this contribute to the One Coventry Plan?

The proposed admission arrangements support the aims of ensuring that children and young people enjoy the best start in life through having access to education in schools which are aspiring to excellence and improving educational attainment for all children and young people.

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. The One Strategic Plan available at [CCC Education One Strategic Plan 2024 to 2028 – Coventry City Council](#) provides long term planning and oversight of school place planning.

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 Equality Impact Assessment

An equality impact assessment was undertaken as part of the process for consulting on primary admission arrangements for 2027, although there have been no significant changes from 2026. Details of the Equality Impact Assessment are included in this report at Appendix 4.

6.5 Implications for (or impact on) climate change and the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title:

Sue Hewood, School Organisation Manager

Service:

Children and Education Services

Tel and email contact:

Tel: 76975445

Email: sue.heawood@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Tom Robinson	Governance Services Officer	Law and Governance	22/1/26	22/1/26
Names of approvers for submission: (Officers and Members)				
Sarah Kinsell	Finance Manager	Finance	22/1/26	22/1/26
Claire Coulson-Haggins	Solicitor	Law and Governance	22/1/26	22/1/26
Rachael Sugars	Strategic Lead for Education and SEND, on behalf of Director of Children and Education		23/1/26	4/2/26
Councillor Dr K Sandhu	Cabinet Member for Education and Skills		23/1/26	1/2/26

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

Appendix 1: **Community and Voluntary Controlled Primary Admissions Policy** **2027/28**

Oversubscription criteria:

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

All applicants with an Education, Health and Care Plan which names the school must be admitted before places are allocated using the oversubscription criteria.

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

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year.
3. Other children who live in the catchment area served by the school.
4. Children living outside the catchment area with a brother or sister who currently attends the school provided that the brother or sister will continue to attend that school the following year;
5. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. All other children

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

Brothers and Sisters

Brothers and sisters are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers or sisters must still be attending the school when the applicant is due to be admitted. Please note that children attending nursery will not be classed as brothers or sisters for the purposes of this definition as they are not attending the main school.

Staff

Under the oversubscription criteria the word staff will mean: All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- * All full time teaching staff
- * All full time support staff – defined as those on 37 week and above contract
- * All part time teaching staff with a 45% and above timetable
- * All part time support staff who work at least 15 hours per week for 37 weeks or more

The two year qualification period may be waived if a post is hard to fill. Decisions on hard to fill posts will be made based on guidance from Human Resources. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Distance

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

Home address

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

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

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

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at

<https://www.coventry.gov.uk/catchmentareas.>

Deferred entry into Primary School

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

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

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually. Please see "Applications out of normal age group" section below, and information at <https://www.gov.uk/government/publications/summer-born-children-school-admission> for further details.

Applications out of normal age group

Parents may seek a place for their child outside of their normal age group. Parents should use the standard application form and include information regarding the year group requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

For more information on issues to take into account when considering out of normal age group applications please visit the following webpage: [Out of normal age group guidance – Coventry City Council](#)

Part time attendance

Where parents wish, their children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Children currently attending Local Authority Maintained Nursery Classes

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

In-Year Admissions

All community and voluntary controlled primary schools in Coventry are part of the [Coventry co-ordinated admissions scheme](#).

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in - year application form link](#).

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion. Waiting Lists will remain in operation until 31 December 2027. After this, parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Appeals

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2.

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

Admission Numbers 2027/2028

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2027/2028 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2027/2028
Aldermoor Farm Primary	90
All Saints' C.E. Primary (Voluntary controlled)	30
Allesley Primary	60
Allesley Hall Primary	30
Broad Heath Community Primary	90
Cannon Park Primary	30
Coundon Primary	60
Earlsdon Primary	60
Edgewick Community Primary	60
Ernesford Grange Primary	60
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Henley Green Community Primary	60
Holbrook Community Primary	90
Hollyfast Primary	90
Howes Community Primary	30
John Gulson Primary	60
John Shelton Community Primary	30
Joseph Cash Primary	60
Longford Park Primary	30
Manor Park Primary	90
Moat House Community Primary	60
Moseley Primary	60
Mount Nod Primary	45
Park Hill Primary	60
Ravensdale Primary	60
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	30
St Christopher Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60

Templars Primary	90
Whitley Abbey Primary	60
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

St Andrew's Church of England Infant School
Admissions Policy 2027/2028

Oversubscription criteria:

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

All applicants with an Education, Health and Care Plan which names the school must be admitted before places are allocated using the oversubscription criteria.

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

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

2. Children who live in the catchment area served by the school, who have a brother or sister attending the school or Eastern Green Junior school, provided that the brother or sister will continue to attend that school the following year.
3. Other children who live in the catchment area served by the school.
4. Children living outside the catchment area with a brother or sister who currently attends the school or Eastern Green Junior school, provided that the brother or sister will continue to attend that school the following year;
5. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage
6. All other children

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

Brothers and Sisters

Brothers and sister are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers or sisters must still be attending the school when the applicant is due to be admitted.

Staff

Under the oversubscription criteria the word staff will mean: All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two year qualification period may be waived if a post is hard to fill. Decisions on hard to fill posts will be made based on guidance from Human Resources. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Distance

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

Home address

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

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

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

Catchment area

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

Deferred entry into School

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

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

Where a parent/carer of a summer born child wishes to defer entry until the following academic year and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually. Please see "Applications out of normal age group" section below, and information at <https://www.gov.uk/government/publications/summer-born-children-school-admission> for further details.

Applications out of normal age group

Parents may seek a place for their child outside of their normal age group. Parents should use the standard application form and include information regarding the year group requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school

For more information on issues to take into account when considering out of normal age group applications please visit the following webpage: [Out of normal age group guidance – Coventry City Council](https://www.coventry.gov.uk/children-and-families/education/schools-and-colleges/school-admissions/apply-for-a-school-place/out-of-normal-age-group-guidance-coventry-city-council)

Part time attendance

Where parents wish, their children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Children currently attending Local Authority Maintained Nursery Classes

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

In-Year Admissions

St Andrew's Infant School is a voluntary controlled school and part of the [Co-ordinated admissions scheme](#)

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in - year application form link](#).

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

Waiting List

The Authority cannot always offer places at the school. If this is the case the child's name will be automatically placed on the waiting list for the school. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting lists will remain in operation until 31 December 2027. After this, parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Appeals

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2.

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

Admissions number for the school is 60.

Eastern Green Junior School Admissions Policy 2027/28

Oversubscription criteria:

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

All applicants with an Education, Health and Care Plan which names the school must be admitted before places are allocated using the oversubscription criteria.

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

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

2. Children who currently attend St Andrew's Church of England Infant School
3. Children who live in the catchment area served by the school, who have a brother or sister attending the school or St Andrew's Church of England Infant school provided that the brother or sister will continue to attend that school the following year.
4. Other children who live in the catchment area served by the school.
5. Children living outside the catchment area with a brother or sister who currently attends the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year;
6. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. All other children

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

Brothers and Sisters

Brothers and sister are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers or sisters must still be attending the school when the applicant is due to be admitted.

Staff

Under the oversubscription criteria the word staff will mean: All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two year qualification period may be waived if a post is hard to fill. Decisions on hard to fill posts will be made based on guidance from Human Resources. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Distance

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

Home address

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

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

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

Catchment area

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

Applications out of normal age group

Parents may seek a place for their child outside of their normal age group. Parents should use the standard application form and include information regarding the Page 35 year group

requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

For more information on issues to take into account when considering out of normal age group applications please visit the following webpage: [Out of normal age group guidance – Coventry City Council](#)

In-Year Admissions

Eastern Green Junior School is a community school and part of the [Coventry co-ordinated admissions scheme](#).

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in - year application form link](#).

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

Waiting List

The Authority cannot always offer places at the school. If this is the case the child's name will be automatically placed on the waiting list for the school. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting lists will remain in operation until 31 December 2027. After this, parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Appeals

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2.

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the

level of priority which would be given to the application in accordance with the admission over-subscription criteria.

Admissions number for the school is 60.

Appendix 2:

Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2027/28

Contents Page

- 1 Introduction**
- 2 Co-ordination**
- 3 Types of schools/Admission Authorities**
- 4 Application Process**
- 5 Supplementary Information Forms**
- 6 Processing of applications**
- 7 Determining Offers**
- 8 Decision Letters**
- 9 Late Applications**
- 10 Waiting Lists**
- 11 Admission of children outside their normal age group**
- 12 Timetable**
- 13 In Year Application Process**
- 14 Fair Access Protocol**



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 2027/28. 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 2021. 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. Coordination

- 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 2027. 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 2027/28 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 including, where relevant, any schools outside the Local Authority's area, in rank order of preference.
 - b. give their reasons for each preference*

***Please note:** reasons expressed for any school can only be taken into account where they have a direct link to how an application would be prioritised according to the schools individual admissions policy.

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 at 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 during the application period
- 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 2026 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 2027. Information will also be made available in nurseries and other early years provision, and in other general community settings such as libraries and clinics.

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 faith-based oversubscription criteria to the application. Currently in Coventry Leigh CofE Primary School, St John's CofE Primary School and Seva School require supplementary forms to be completed. Details of these schools and online links to the supplementary forms will be included in the admissions booklet on the Coventry city council website. If parents complete a supplementary form, this must be returned direct 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 2027** which is the closing 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, infant or junior school or to the Local Authority by **15 January 2027**. 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 the closing date 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 16 January 2027.

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 29 January 2027** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents
- 7.4. **By 4 February 2027** 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 to apply their oversubscription criteria will be forwarded to the governing body together with any evidence.
- 7.5. **By 25 February 2027** 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:
 - (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.
- 7.7. **On 5 and 19 March 2027** the Local Authority will 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.
- 7.8. 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 **29 March 2027**.

8. Decision Letters

- 8.1. **On 16 April 2027** 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 2027**
- 9.2. All applications received after **15 January 2027** 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 Monday 18 January 2027.
- 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 to be completed in mid-May. Any further late applications will be allocated prior to the start of September 2027.

10. Waiting Lists

- 10.1. After the initial allocation on **16 April 2027** the Local Authority will establish waiting lists for community & voluntary controlled Primary, Infant and Junior schools, and these will operate up until **31 December 2027**. 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 School Organisation team.
- 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 2027 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 2.18 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.

Where a parent/carer seeks a place for their child outside their normal age group they must state which year group they are requesting and why they want this year group on the application form. Parents/carers will then be contacted to discuss the matter further as individual applications will be considered on the circumstances of each case and in the child's best interests. Each school governing body will need to make an individual decision and details will be included in the school admissions policy about how applications will be dealt with. There are no guarantees that such applications will be agreed. However, where the application is not agreed a letter setting out the decision and reasons for it will be provided along with any rights to appeal. Please use the following links for further guidance. [Further information for parents and schools to consider in dealing with applications outside the normal age group](#)

[Out of normal age group guidance – Coventry City Council](#)

12 Timetable

Primary / Infant / Junior Coordinated Admissions Scheme Timetable

Birth Range	01/09/2022 – 31/08/2023 - Reception 01/09/2019 – 31/08/2020 - Junior
National closing date for receipt of applications	15 January 2027
Data exchange with other Local Authorities	29 January 2027
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	4 February 2027
Ranked lists returned to LA from Coventry Admission Authorities	25 February 2027
Offer exchange with other Local Authorities	5 March 2027 9 March 2027 Final exchanges by 29 March 2027
Offer day – Emails and Letters sent (via second class post)	16 April 2027

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. According to the School Admissions Code 2021 schools that do not wish to participate in the co-ordinated scheme will need to notify the local authority by 1st August 2027. This information will be updated on the council and individual school websites at this time. All schools not part of the co-ordination scheme will have to provide their own application forms and details of their arrangements for dealing with in year applications on their school websites.
- 13.2. In the co-ordinated scheme an in-year application can be made for a place for a child for all year groups. Applications are made on a standard on-line application form via the [Primary in -year application form link](#) Applicants for some faith schools (currently Seva School, Leigh Church of

England School and St Johns Church of England School) will need to complete a supplementary information form but only if they are applying on priority faith grounds.

13.3 Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

13.4 If places are not available at any of the schools requested and a child is not on roll at a school the local authority will allocate a place at the nearest school with a space available. If there are no spaces available allocations will be made via the fair access protocol.

13.5. 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 2027 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 The Coventry Fair Access Protocol ensures that, outside the normal admissions round, unplaced children are offered a place at a suitable school as quickly as possible. This protocol does not apply to Looked After Children or pupils who have an Education, Health and Care Plan. The protocol also seeks to ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

Further details of the protocol are available on the following link [Fair Access Protocol – Coventry City Council](#)

Appendix 3:

Coventry Secondary School Co-ordinated Admissions Scheme 2027/28

Contents Page

- 1 Introduction**
- 2 Co-ordination**
- 3 Types of schools/Admission Authorities**
- 4 Application Process**
- 5 Supplementary Information Forms**
- 6 Processing of applications**
- 7 Determining Offers**
- 8 Decision Letters**
- 9 Late Applications**
- 10 Waiting Lists**
- 11 Admissions outside normal age group**
- 12 Timetable**
- 13 In Year Application Process**
- 14 Fair Access Protocol**



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 2027/28. 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 2021.

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 2027. 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 Years 9 and 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, then parents are advised to approach the academy direct for details on how to apply. Applications into WMG Academy Coventry for Year 9 can be made online via their website.
- 2.3 For the academic year 2027/28 and subsequent years, applications made outside of the normal admissions round (In Year Applications) can be made via the in-year [application form](#). Where a student wants to transfer from one Coventry school to another, parents are advised to contact the current school to complete the in-year transfer form.

3. Admission Authorities

- 3.1 All secondary schools in Coventry are academies or free schools and their Trust or Board of Directors is 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 secondary school, Academy or free school 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*.

**Please note: reasons expressed for any school can only be taken into account where they have a direct link to how an application would be prioritised according to the school's individual admissions policy.*

4.3 The parent will receive no more than one offer of a school place and:

- a. a place will be offered at the highest-ranking nominated school at which they are eligible for a place; and
- b. 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 during the application period
- 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 2026.

5. Supplementary Information Forms

- 5.1 All preferences expressed via the online process or on the Common Application Form are valid applications. Schools may ask parents to provide additional information on a supplementary form for the governing body to apply their faith-based oversubscription criteria to the application. Currently in Coventry Blue Coat Church of England School and Seva School require supplementary forms to be completed. Details of these schools and online links to the supplementary forms will be included in the admissions booklet on the Coventry city council website. If parents complete a supplementary form, this must be returned direct 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 2026**. 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 **31 October 2026**. 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 the closing date will be treated in accordance with the procedure for late applications.

6.2 Please note that schools will close for half term on **Friday 23 October 2026** so if parents return a form via a school, they must do this by this date to ensure that primary schools will be able to forward any applications before the closing date of **31 October 2026** 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 13 November 2026** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

7.4 **By 27 November 2026** 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, including all relevant details together with any evidence received by this date which schools require to apply their oversubscription criteria.

7.5 **By 18 December 2026** 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 needs '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:

- i) Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
- ii) 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.
- iii) 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 school with a vacancy following consultation with own admission authorities where appropriate.

7.7 **31 December 2026** 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 On **8 January 2027** 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 On **22 January 2027 and 5 February 2027** 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 **17 February 2027** 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 **1 March 2027** 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 2026**. After that date, the Local Authority will continue to receive applications, but these will be late and may not be processed until after **1 March 2027**. Parents will be advised in their receipt letter that this will be the case. A link to the late application form will be available on the Coventry City Council admissions web pages from **2 November 2026**

9.2 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 to be completed in early April. Any further late applications will be allocated prior to the start of September 2027.

10. Waiting Lists

10.1 After the initial allocation of places on **1 March 2027**, schools will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Waiting lists must operate until **31 December 2027**. 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 2.18 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, or as a summer born child, they have been taught out of their normal year group during primary school. Parents must read the guidance links in section 11.2 regarding transition to secondary school and the timing of applications.

11.2 Where a parent/carer seeks a place for their child outside their normal age group, they must state which year group they are requesting and why they want this year group on the application form. Parents/carers will then be contacted to discuss the matter further as requests will be considered on the circumstances of each case and in the child's best interests. Each school governing body will need to make an individual decision, and details will be included in the school admissions policy about how applications will be dealt with. There are no guarantees that such applications will be agreed. However, where the application is not agreed a letter setting out the decision and reasons for it will be provided along with any rights to appeal. Please use the following links for further guidance. [Further information for parents and schools to consider in dealing with applications outside the normal age group](#). [Out of normal age group guidance – Coventry City Council](#)

12. Timetable

Secondary Admissions Co-ordinated Admissions scheme

Birth Range	01/09/2015 - 31/08/2016
National closing date for receipt of applications	31 October 2026
Data exchange with other Local Authorities	13 November 2026
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	27 November 2026
Ranked lists returned to LA from Coventry Admission Authorities	18 December 2026
Deadline for parents requesting Coventry schools to notify the LA of any changes (eg: home addresses)	31 December 2026
1 st Data exchange of potential offers with other Local Authorities	8 January 2027
Further data exchanges of potential offers with other Local Authorities	22 January 2027 5 February 2027
Final offer exchange with other Local Authorities	17 February 2027
Offer day – Emails and letters sent (via second class post)	1 March 2027

13. In Year Application Process

13.1 The Local Authority co-ordinates in year admissions for all academies and free schools within Coventry. According to the School Admissions Code 2021 schools that do not wish to participate in the co-ordinated scheme will need to notify the local authority by 1st August 2026. This information will be updated on the council and individual school websites at this time. All schools not part of the co-ordination scheme will have to provide their own application forms and details of their arrangements for dealing with in year applications on their school websites.

13.2. In the co-ordinated scheme, where a child is not on roll at a Coventry school, an in year application can be made for a place for a child in all year groups using the standard on-line [application form](#). Applicants for some faith schools (currently Seva School and Blue Coat Church of England School) will also need to complete a supplementary information form but only if they are applying on priority faith grounds.

13.3 Decision letters will be issued by the Local Authority in line with the timings shown on the website and will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.
coventry.gov.uk/school-admissions/secondary-school-admissions

13.4 If places are not available at any of the schools requested and a child is not on roll at a school the local authority will allocate a place at the nearest school with a space available. If there are no spaces available allocations will be made via the fair access protocol.

13.5 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.

13.6 Waiting lists for all Coventry schools will be notified to the Local Authority. Academies and 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 2027 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 The Coventry Fair Access Protocol ensures that, outside the normal admissions round, unplaced children are offered a place at a suitable school as quickly as possible. This protocol does not apply to Looked After Children or pupils who have an Education, Health and Care Plan. The protocol also seeks to ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. Further details of the protocol are available on the following link [Fair Access Protocol – Coventry City Council](#)

Appendix 4:
Equality Impact Assessment



Equality Impact Assessments

EIA-766207792 - School Organisation - primary admissions policy for community and voluntary controlled schools in 2027

Details

Title	School Organisation – primary admissions policy for community and voluntary controlled schools 2027
Author	Erin Rees (Appeals and Policy Officer)
Head of Service	Rachael Sugars (Strategic lead for Education and SEND)
Cabinet Member	Dr Kindy Sandhu (Education and Skills)
Director	Sukriti Sen (Children and Education)

Context and background

EIA carried out on Review of policy or strategy

School Admission Code (1.42 – 1.45) requires statutory consultation on school admission policies every 7 years or when policy changes are proposed. The local authority is the admission authority for all community and voluntary controlled school in Coventry. The last consultation on the admissions policy for these schools took place on the 2020 policy therefore consultation is now required to take place for the 2027 policy before 31 January 2026.

Background There are no specific changes being considered for this consultation.

Please note The Department for Education has notified all Local Authorities that a new School Admission Code will be issued later in 2026, once the Parliamentary process has been completed. Once this has been issued we would expect to consider a more detailed consultation for Coventry Admissions Policies so that they are in line with any new requirements.

Stakeholders

Statutory requirement list of stakeholders to consult is:

- a) Parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consultant secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority;
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

In this case the focus will be for parents and prospective parents of primary age children as the policy relates to primary school entry. Amongst the voluntary controlled schools we have Church of England schools and so need to consult with the Church of England diocese.

Responsibility Erin Ree, Appeals and Policy Officer

Consideration and impact**Baseline data and information**

Review of all requests from stakeholders for consideration of changes to primary policy were considered. Briefing of Cabinet Member for Education Meeting of consultation requirements and proposal not to make further changes on 10/11/25. There are no specific changes being considered for consultation in the primary school admission policy. The current policy arrangements meet the three aims of the general duty as outlined above.

Marmot Principles

1. Give every child the best start in life

Protected groups – Impact on Coventry Residents and Visitors

Age 0-18	No impact - Primary school admissions will impact on children up to the age of 11 and their parents/carers. We will focus communications on the consultation to reach parents/carers through schools, early years and community settings.
Age 19/64	No impact
Age 65+	No impact
Disability	No impact - No statistical information is available for this protected characteristic showing that there would be an impact over and above the impacts that would affect the general population.
Gender reassignment	No impact - No statistical information is available for this protected characteristic
Marriage and civil partnership	No impact - The policy arrangements remain the same which ensures that marriage and civil partnerships are recognised on an equal basis and there would be no impact over and above the impacts that would affect the general population.
Pregnancy and maternity	No impact - Primary school admissions will impact on parents/carers of children up to the age of 11. It will also impact on those who are due to become parents. We will focus communications on the consultation to reach the latter group through health and community settings in addition to general consultation routes.
Race	No impact - The policy arrangements remain the same and continue to meet the needs of parents/carers of all races and ethnicities.
Religion and belief	No impact - The policy arrangements will remain the same and this ensures that the provision for those of all religions/beliefs and none are on an equal footing.
Sex	No impact - We receive more applications from women than men for school places for their children. However, there are no policy changes identified and we do not expect this will have a more positive or negative impact on women or men.
Sexual orientation	No impact - The policy arrangements remain the same which ensures that parents partnerships in LGBTQ+ communities are recognised on an equal basis to heterosexual partnerships.

Additional groups

Care experiences	No impact - The policy arrangements remain the same and continue to meet the needs of parents/carers of children in care and adopted children.
Armed forces	No impact - The policy arrangements remain the same and continue to meet the needs of parents/carers within the armed forces.
Socio economic groups	No impact - The policy arrangements remain the same and continue to meet the needs of parents/carers of all socio economic groups.

Next steps

Inequality	Action	Owner	Timescale
Monitor and evaluation	A full consultation of a minimum 6 week period will be completed on CCC Lets Talk webpages. Once the consultation has been completed an analysis will be conducted of all feedback made. This will then be presented to cabinet in February 2026.		

Impact on Council staff

Will there be an impact? No

Completion statement

Potentially equality impact No impact has been identified for one or more protected groups