



Cabinet Member (Education)

Time and Date

12.00 pm on Wednesday, 27th February, 2013

Place

Committee Room 3 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes**
 - (a) To agree the minutes of the meeting held on 16th January 2013 (Pages 3 - 6)
 - (b) To agree the minutes of the Joint Meeting of Cabinet Member (City Development) and Cabinet Member (Education) held on 29th November 2012 (Pages 7 - 10)
 - (c) Matters arising
4. **Post-16 Transport Policy - Support to Access Education and Training** (Pages 11 - 20)

Report of the Director of Children, Learning and Young People
5. **Co-ordinated School Admissions Schemes for 2014 and Community and Voluntary Controlled School Admissions Policies for 2014** (Pages 21 - 42)

Report of the Director of Children, Learning and Young People
6. **Appointment of Local Authority Governors** (Pages 43 - 44)

Report of the Director of Children, Learning and Young People
7. **Outstanding Issues**

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

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

Private Business

Nil

Bev Messinger, Director of Customer and Workforce Services, Council House Coventry

Tuesday, 19 February 2013

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

Membership: Councillors D Kershaw (Cabinet Member)

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

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

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CABINET MEMBER (EDUCATION)

16th January 2013

Cabinet Member

Present: Councillor Kershaw

Employees Present: C. Green (Children, Learning & Young People Directorate)
D. Haley (Children, Learning & Young People Directorate)
N. Hart (Chief Executive's Directorate)
K. Ireland (Children, Learning & Young People Directorate)
M. Salmon (Customer & Workforce Services Directorate)
D. Wallis (Children, Learning & Young People Directorate)

Apologies: Councillor Williams

Public Business

34. Declarations of Interest

There were no declarations of interest.

35. Minutes

(a) The minutes of the meeting held on 14th and 28th November 2012 were agreed and signed as a true record.

(b) There were no matters arising.

36. The Standards, Progress and Achievement of Coventry Children by Ages 5, 7 and 11 in 2012

The Cabinet Member considered a report of the Director of Children, Learning and Young People that set out the standards, progress and achievement of Coventry children by ages 5, 7 and 11 in 2012. The report sought endorsement of the evaluation of the outcomes of the 2012 Early Years Foundation Stage, Key Stage 1 and Key Stage 2 statutory assessments and approval of the key priorities for the 2012/13 improvement cycle.

The report detailed the evaluation of the outcomes of the Early Years Foundation Stage, Key Stage 1 and Key Stage 2 statutory assessments undertaken by Coventry pupils in 2012 and the most recent comparative data about the performance of pupils at the three Key Stages. The report also detailed the key priorities for the 2012/13 improvement cycle in relation to the 2012 results.

The report indicated that 2012 had seen positive trends in improvement with significant closing of gaps against National averages, with achievement exceeding the expected level at the Early Years Foundation Stage and gaps closing at the expected Level 2+ in science and writing at Key Stage 1. There were good improvements in all subjects at Level 2b+, which was a more secure predictor of achieving a Level 4+ at the end of Key Stage 2, and at the higher Level 3. Key Stage 2 produced significant improvement in all areas.

The Cabinet Member confirmed that he had been well supported and briefed on this matter and was aware of the on-going work and measures being taken on further improvements. He acknowledged that the progress made was encouraging and emphasised the importance of working on improvements to close the gaps against National averages.

RESOLVED that, after due consideration of the report and matters raised at the meeting, the Cabinet Member (Education):

(1) Endorses the evaluation of the outcomes of the 2012 Early Years Foundation Stage, Key Stage 1 and Key Stage 2 statutory assessments.

(2) Approves the key priorities for the 2012-13 improvement cycle.

37. The Standards, Progress and Achievements of Coventry Students by Age 16 (Key Stage 4) and Age 19 (Key Stage 5)

The Cabinet Member considered a report of the Director of Children, Learning and Young People that set out the Standards, Progress and Achievements of Coventry Students by Age 16 (Key Stage 4) and Age 19 (Key Stage 5). The report also sought endorsement of the evaluation of the outcomes the 2012 Key Stage 4 and post-16 examinations and approval of the key priorities for the 2012 -14 improvement cycle.

The report detailed and evaluated outcomes of the Key Stage 4 and post-16 examinations undertaken by Coventry students in 2012 and the most recent comparative data about the performance of 16-19 year olds. The report also detailed the key priorities for the 2012 to 2014 improvement cycle, particularly in relation to maximising impact on the 2013 results.

The report indicated that Coventry 16 year olds achieved the best ever results in 2012 and for the first time the achievements in Coventry were higher than the national average on many key measures. The provisional Department for Education Key Stage 5 Value Added scores indicated that Coventry students, on average, made above expected progress from ages 16 to 19 in that 77% of Coventry students reached Level 2 by age 19 and 52% reached Level 3 by age 19. This compared well with Coventry's group of statistical neighbours, particularly at Level 3 where the City were 3rd out of 11.

The Cabinet Member welcomed the results and acknowledged the high achievements of the 16-19 year old students in Coventry schools and outlined his support for proposals for further improvement. He noted that future reports would contain attainment information from all further education establishments to provide an overall attainment of post 16 students in the City.

RESOLVED that, after due consideration of the report and matters raised at the meeting, the Cabinet Member (Education):

(1) Endorses the evaluation of the outcomes of the 2012 Key Stage 4 and post-16 examinations.

(2) Approves the key priorities for the 2012 -14 improvement cycle.

38. **Appointment of Authority Governors**

RESOLVED that, having met the Local Authority criteria for the appointment of Local Authority school governors, Cabinet Member (Education) approved the appointment and re-appointment of the persons listed below for the schools and terms of office indicated:-

Authority Governor: New Appointments

Name	School	Term of Office
Cllr K Taylor	Federated Governing Body for Alice Stevens, Baginton Fields and Sherbourne Fields Schools	15 January 2017
Mrs G Browett	Charter / Wyken Federated Governing Body	15 January 2017
Mrs T Connolly	Gosford Park Primary	15 January 2017
Mrs Sandra Smith	Henley Green Primary	15 January 2017
Cllr A Lucas	Holy Family Catholic Primary	15 January 2017
Mr J Rowe	Howes Primary School	15 January 2017
Mrs S Roberts	Howes Primary School	15 January 2017
Mrs Viv Cooper	Joseph Cash Primary	15 January 2017
Mr S Horan	Limbrick Wood Primary	15 January 2017
Mr Larry Watson	St Anne's Catholic Primary	15 January 2017
Cllr K Caan	Sacred Heart Catholic Primary	15 January 2017
Mr M Badsah Miah	Southfields Primary	15 January 2017
Mrs Julie Jenkins	Stoke Primary School	15 January 2017

Authority Governor: Re-Appointments

Name	School	Term of Office
Cllr Rachel Lancaster	John Shelton Primary School	20 January 2017
Mrs C Storek	SS Peter and Paul Catholic Primary School	20 January 2017

39. **Outstanding Issues**

The Cabinet Member noted a report of the Director of Customer and Workforce Services on the outstanding issues relevant to his portfolio.

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

There were no other items of public business.

Private Business

Nil

(Meeting closed at 12.50 p.m.)

JOINT MEETING OF
CABINET MEMBER (CITY DEVELOPMENT) AND
CABINET MEMBER (EDUCATION)

29th November 2012

Cabinet Members

Present: Councillor Kelly (Cabinet Member (City Development))
Councillor Kershaw (Cabinet Member (Education))

Shadow Cabinet

Members Present: Councillor Taylor (Shadow Cabinet Member (City Development))

Employees

Present: P. Beesley (City Services and Development Directorate)
R. Moon (City Services and Development Directorate)
M. Rossi (Customer & Workforce Services Directorate)
J. Sprayson (Finance & Legal Services Directorate)

Other Members

Present: Councillor Lakha

Apologies: Councillor Williams (Shadow Cabinet Member (Education))

Public Business

6. Appointment of Chair

Councillor Kelly was appointment as Chair of the meeting.

7. Declarations of Interest

There were no disclosable pecuniary interests declared. However, Councillor Kershaw declared that a family member worked at the Sidney Stringer Academy.

8. Exclusion of the Press and Public

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the items of business referred to in Minutes 11 below relating to "Swanswell Learning Quarter – Land Transfer to City College and Appropriation of Land to Education " on the grounds that these items involve the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A of that Act.

9. Swanswell Learning Quarter – Land Transfer to City College and Appropriation of Land to Education

The Cabinet Members considered a report of the Director of City Services and Development relating to a land transfer to City College and appropriation of land to Education within the Swanswell Learning Quarter.

The Learning Quarter sat within the Hillfields area of St Michael's Ward and had been a key factor in attracting investment into the area and delivering improved education facilities and aspirations for the local children and across the City.

The creation of the Swanswell Learning Quarter brought together a number of Government Agencies, the Council and educational bodies to deliver a range of new and improved secondary and further education facilities together in one location.

Investment to date had seen the new £60M, City College buildings, completed in 2009, a new £2M Council educational facility, the Extended Learning Centre, which opened in 2010 and the Enterprise & Innovation Centre, which formed part of the new £28M Sidney Stringer Academy School, which opened in 2011.

Of the site assembled and acquired to form the learning quarter, approximately 1.91 acres of land remained vacant. The Cabinet Members were asked to transfer this remaining land to the City College and the Extended Learning Centre for the creation of landscaped recreational areas for their students.

The site identified for use by the City College was approximately 1.75 acres, with the remaining 0.16 acres identified for the appropriation to Education to use as part of the School.

RESOLVED, that after due consideration of the report and the matters raised at the meeting, the Cabinet Member (City Development):

- 1. Approved the granting of a new lease on the terms detailed in the private report.**
- 1. Appropriated the site identified from City Development Directorate across to Education for the use of the Extended Learning Centre.**
- 2. Delegated authority to Finance and Legal Services to complete the formal lease documentation required to complete the transfer.**

The Cabinet Member (Education) accepted the said land for the use on the basis set out in the private report.

10. Any Other Items of Public Business

There were no items of urgent public business.

Private Business

11. Swanswell Learning Quarter – Land Transfer to City College and Appropriation of Land to Education

Further to Minute 9 above, relating to the public aspects of this matter, the Cabinet Member considered a private report of the Director of City Services and Development relating to a land transfer to City College and appropriation of land to Education within the Swanswell Learning Quarter.

RESOLVED, that after due consideration of the report and the matters raised at the meeting, the Cabinet Member (City Development):

- 1. Approved the granting of a new lease on the terms detailed in the private report.**
- 2. Appropriated the site identified from City Development Directorate across to Education for the use of the Extended Learning Centre.**
- 3. Delegated authority to Finance and Legal Services to complete the formal lease documentation required to complete the transfer.**

12. Any other items of private business

There were no other items of urgent private business.

(Meeting closed: 10.15am)

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27 February 2013

Name of Cabinet Member:

Cabinet Member (Education) – Councillor Kershaw

Director Approving Submission of the report:

Children, Learning and Young People

Ward(s) affected:

All

Title:

Post-16 Transport Policy – Support to Access Education and Training

Is this a key decision?

No

Executive Summary:

Local Authorities have a duty to prepare and publish an annual Transport Policy Statement by 31 May each year which specifies the arrangements that the LA considers necessary to 'facilitate the attendance of all persons of sixth form age receiving education or training'. From 1 April 2010 this duty was extended to require a Transport Policy Statement covering young people aged 19-24 who are continuing in learning and have learning difficulties and/or disabilities.

A report was taken by the Cabinet Member (Education) on 28 November 2012 which noted the requirement to publish the policy for the academic year 2013/14 by 31 May 2013 and included potential options for a full consultation on a revised policy for future years. The Cabinet Member requested:

- (1) That a public consultation is carried out following further work, in collaboration with colleagues in Community Services, and that as part of the SEN and Disabilities FSR, further proposals for a full consultation be brought forward in a future Cabinet Member Report
- (2) That the current Post-16 Transport Policy is reviewed to ensure that it meets statutory requirements and published by 31 May 2013
- (3) That the revised policy be submitted to the Cabinet Member early in 2013.

The purpose of this report is to address recommendations 2 and 3 above.

Recommendations:

That the updated Policy for 2013/14 is published on the Council website by 31 May 2013

List of Appendices included:

Post-16 Transport Policy for 2013/14

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: Post-16 Transport Policy – Support to Access Education and Training

1. Context (or background)

1.1 As requested by the Cabinet Member, the current policy has been reviewed and updated. The process included liaison with staff within the Council and external partners to ensure accuracy of information. The current Policy is attached as Appendix 1 to this report.

2. Options considered and recommended proposal

2.1 It is recommended that the updated Policy is approved and published by 31 May 2013.

3. Results of consultation undertaken

3.1 A consultation has not taken place as the Policy is unchanged. It has been updated for accuracy only.

4. Timetable for implementing this decision

4.1 Policy for 2013/14 will be published by 31 May 2013.

5. Comments from Director of Finance and Legal Services

5.1.1 In 2011/12 Coventry spent approx. £450k on home to school and college transport for around 159 Post 16 pupils attending further education which is core funded from the Home to School Transport budget. In 12/13 the forecast expenditure is broadly in line with 11/12.

As at period 8 the Home to School Transport budget was forecasting a £285k overspend for 2012/13. Expenditure is forecast to reduce in 2013/14 to be in line with the budget. This forecast reduction is largely a result of forecast changes in activity levels due to travel training and take up of personal mileage budgets.

Table 1 shows the breakdown of expenditure for Post 16 Transport.

Table 1

Type of Transport	2011/12		2012/13	
	Users	£	Users (forecast)	£ (forecast)
Assisted Transport	105	425	104	417
Bus Passes	49	11	48	12
Personal Transport Budgets	5	14	6	16
Total	159	450	158	445

5.1.2 The updated Post 16 Policy is not expected to increase demand for support or expenditure during 2013/14.

5.1.3 A new Transport Policy Statement will be in place for 2014/15 and will provide information on the support available to facilitate the attendance of young people of sixth form age receiving education or training. As part of this work we will review any associated financial implications.

5.2 Legal implications

The guidance, to which local authorities are under a statutory duty to have regard, is issued under duties placed on the Secretary of State by sections 508A and 508D of the Education Act 1996 (the Act). It deals with sections 508A, 508B, 508C, 509AD, and Schedule 35B of the Act which were inserted by Part 6 of the Education and Inspections Act 2006 (the EIA 2006)¹.

6. Other implications

None

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

This work contributes to the Council's key objectives in a number of ways. Encouraging young people from vulnerable groups to access post-16 education and training will contribute towards objectives around 'Jobs and growth', 'Support and celebrate our young people' and 'Protect our most vulnerable residents'.

Where appropriate, young people will receive travel training which will support them to become independent and lead fulfilling lives, including employment.

6.2 How is risk being managed?

The policy is unchanged

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

An Equality Impact Assessment of the current policy has identified a positive impact for young people with special educational needs/learning difficulties and/or disabilities. Monitoring has not been undertaken in relation to gender, ethnicity, sexual orientation and religion or belief. As the current policy only applies to those with Special Educational Needs/learning difficulties and/or disabilities, it is unlikely that there is any adverse impact on young people with other protected characteristics. Legislation defines the age groups which the policy must address.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Sandra Durkin, 14-19 (25) Adviser, Education and Learning Service

Directorate: Children, Learning and Young People

Tel and email contact: 02476 527479 sandra.durkin@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Marian Simpson	Senior officer, SEN Management Services	Children, Learning and Young People	1 Feb 2013	1 Feb 2013
Zandrea Stewart	Head of Mental Health and Learning Disability	Community Services	1 Feb 2013	1 Feb 2013
Anne Brennan	Senior Adviser 14-19 (25)	Children, Learning and Young People	1 Feb 2013	4 Feb 2013
Names of approvers for submission: (Officers and Elected Members)				
Finance	Richard Adams	Finance & Legal Services	1 Feb 2013	11 Feb 2013
Legal	Elaine Atkins	Finance & Legal Services	1 Feb 2013	7 Feb 2013
Director	Colin Green	Children, Learning and Young People	1 Feb 2013	5 Feb 2013
Members	Councillor Kershaw	Cabinet Member (Education)	1 Feb 2013	8 Feb 2013

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

Appendix 1

Coventry City Council Post-16 Transport Policy 2013-2014

Working with our partners in the city, Coventry City Council (the Council) seeks to ensure that all young people have access to further education opportunities which are of the highest quality, locally provided, easy to access and are designed to meet the full breadth of needs and aspirations.

The Council recognises that the future prosperity and well-being of the city depends in part on the achievement of young people in their education to maintain the future vibrancy and economic development of the city. To that end, the transport policy is seen as crucial in ensuring that further education is accessible to all students irrespective of their economic or social background.

Education and Lifelong Learning in Coventry

The Council along with its stakeholding partners has a priority commitment to securing high quality education and lifelong learning in the City for all citizens irrespective of their background or circumstances. The Council recognises the prime importance of education and learning in securing the vibrancy, sustainability and economic growth of the city for the future.

Access to Post-16 education

The Council places high importance on ensuring maximum access by young people to further education opportunities. The Council is in strong partnership with the Education Funding Agency to secure appropriate breadth and diversity of provision to meet the needs of students. The overall policy aim is to encourage more young people to remain in education and/or training up to the age 25 in order to raise their skill and qualification levels and in line with the raising of the age of compulsory participation. Support is dependent on a specific assessment of need and will only be provided in specific circumstances.

Post-16 education providers in Coventry are served by good public transport and a range of travel cards/day savers are available.

The Council has a range of objectives designed to meet this priority and actively works with partner providers to secure provision best matched to learner needs and aspirations and promotes high levels of achievement and success. This includes specific arrangements, where required, to enable students with specific and additional education and access needs to obtain their desired courses.

In pursuit of these objectives, the Council works hard with partners to improve services in areas such as transport links and improvement, and safer routes to school.

Our objectives include:

- Ensuring that provision is as local as possible to enable ease of access by students
- High quality teaching and learning
- Encouraging the development of consortia of providers to maximise course choice
- Minimised need for students to travel between institutions to obtain their chosen course requirements
- Cross-institution planning to facilitate joined-up provision
- The intent to link opportunities and expansion in course provision to the travel implications – expanding choice rather than limiting it whilst being aware of the safety and environmental issues.

Council Aims and Objectives for Student Travel

The Council has a clear aspiration to:

“...improve accessibility for the whole community, with particular regard for the needs of disabled people, by promoting new or improved means of public transport, walking and cycling and by reducing reliance on the private car.”

The Council Transport Policy actively promotes:

- Reductions in car usage (particularly single occupancy journeys)
- Increased use of walking, cycling and public transport
- Reduced traffic speeds and improved safety particularly for pedestrians and cyclists.

Public Transport is a key element in this strategy, and the Plan promotes and encourages it in order to:

- Meet the needs of people without access to private transport
- Reduce car usage; and
- Enhance the environment

The Role of the Council

The Council is committed to working in partnership with other agencies and providers to ensure that the principle of maximised access for Post-16 learners is achieved. The Council actively promotes the provision of diverse educational opportunities for Post-16 learners and seeks to ensure that students are not restricted in access to education opportunities as a result of disadvantage or particular need. The Council has adopted the leading partnership role to facilitate and secure frameworks to enable the effective joining up of providers and agencies concerned with Post-16 provision. The Council also seeks to encourage and promote alternative means of travel throughout the city including cycling and safe walking routes.

The Role of Transport Providers

Local transport providers, such as bus companies are represented through the Coventry Partnership. The providers are committed to working with partners to secure the most appropriate, frequent and affordable provision of community transport services, designed to meet changing needs and, where possible, ensure maximised access to education provision for all learners who use their services

Transport Support for the academic year 2013/14 for young people with Special Educational Needs/Learning Difficulties and/or Disabilities

The current Council Education Transport Policy does not provide for grant aided travel to Post-16. However, if students have identified specific or additional learning or access needs, then support may be available through the Council as follows:

- i) **Young people with Special Educational Needs in special school sixth forms.** If young people in school sixth forms have been assessed as eligible for travel assistance then this is provided by Personal Transport Budgets or assisted transport. Further details about Personal Transport Budgets can be found at http://www.coventry.gov.uk/downloads/file/4580/personal_transport_budget, or contact the SEN Team, Civic Centre 2 Floor 3 New Council Offices Tel 02476831614 or e-mail SENTransport@coventry.gov.uk

ii) Young people with learning difficulties and/or disabilities attending Further Education colleges/providers

Young people who will be aged 16-18 on 01 September 2013 and have a Learning Difficulty Assessment (Section 139a) which identifies a need for travel assistance may be able to receive support in the form of assisted transport or a bus pass. Learning Difficulty Assessments are carried out by CSWP Careers Advisers and, where transport needs have been identified, this will be provided by the Council. For further information contact Michaela Randle, 14-19 Support Officer (LLDD), Education and Learning Service, Coventry City Council, Elm Bank Training Centre, Mile Lane, Coventry CV1 2LQ. Telephone 02476 527405 or e-mail michaela.randle@coventry.gov.uk

Where transport support is approved, this will normally be to the nearest provider offering an appropriate course. Transport to providers outside Coventry will only be considered where there is no appropriate local provision.

Transition to Adulthood

Young people with complex needs may, if recommended through transition planning, be offered a Community Care assessment to assess eligibility for support.

16-19 Bursary Fund

The Department for Education has introduced a Bursary Fund to support those young people who face the greatest financial barriers to participating in learning. Further details including eligibility criteria can be obtained from the school/college/provider that you are applying to learn with.

Fares and Concessions

There are no centrally available subsidies for student travel. However, a wide range of specific fare arrangements is available through transport providers, such as travel cards and special fare offers.

The Council and the Partnership will actively work together to ensure that fare levels for public transport services remain as efficient and affordable as possible and that a wide range of fare options including travel cards are available. In addition, the Council and the Partnership will actively keep under review the opportunities for improved services to reduce journey times and costs.

Travel between schools and colleges

In order to access the courses of their choice, students may have to attend courses at different locations during the day. Sixth form providers in the City have grouped themselves together to provide greater course choice across a range of providers. As part of the support for student access to these courses and to reduce the need for student use of private cars, schools have secured special travel arrangements between locations for students. This support is provided free.

The Council and the Partnership actively promote and support this approach as part of the Council's aspirations for the offer of as wide a range and diversity of courses as possible for students.

Education Travel Plans

The Council has a stated aim that all education establishments, and most notably schools, should have their own Travel Plans. The Council is working with schools to help them develop School Travel Plans. The aim is to ensure that schools and other institutions have addressed the issues for transport into and from their schools by pupils and students, with a particular focus on promoting the use of alternative means of travel, such as bicycles and walking bus schemes and a reduced need for dependence on the use of domestic cars.

The Council recognises that many young people will wish to provide their own transport in the form of cars or motorbikes to get to school or college. However, Council policy will be to promote the use of public and greener modes of transport and to that end will encourage providers to make available suitable storage for bicycles and provide appropriate locker space for cycle and walking clothing.

Additional help and advice on student transport issues

The Council and other agencies offer a range of travel advice and information for students attending sixth form and college courses. A full list of contacts is shown overleaf including email and web addresses where these are available.

Contact Details

Coventry City Council, Children Learning and Young People's Directorate

Applications for support for travel to FE colleges for young people aged 16-18 with learning difficulties and/or disabilities will be submitted by the CSWP Careers Adviser to the Council where the need has been identified in the young person's Learning Difficulty Assessment. Young people and their parents/carers should discuss this with their Careers Adviser in the first instance. On receipt of applications, these will be dealt with by the Education and Learning Service

Telephone: 024 76 527405

E-mail: michaela.randle@coventry.gov.uk

Coventry City Council – Independent Travel Team

They offer training in the practical skills required to travel independently.

Telephone number: 02476 294434. E-Mail: itt@coventry.gov.uk. Website www.coventry.gov.uk/itt

Coventry City Council Transportation (City Services and Development Directorate)

Provides information on travel plans and cycle routes.

Transport Policy Officer: Martin Wilkinson - 024 7683 1184

Transport Policy Manager: Nigel Mills – 024 7683 2169

CSWP Ltd (The Careers Guidance Company)

This is a service for 13 to 19 year olds (up to 25 for young people with learning difficulties and/or disabilities) encouraging continuing training at work or through full-time education. They keep full details of educational establishments and courses offered.

Careers Advisers also work from the Coventry Job Shop, Bull Yard, Coventry where there is a drop in service between 9.00 -5.00 pm, Monday to Friday.

www.cswp.org.uk

National Express

National Express is the main bus operator in Coventry; they provide information on bus travel in Coventry and the West Midlands including details of fares such as all-day and off-peak travel cards, plus route maps and timetables in the local area.

Information can be found at: www.nxbus.co.uk/coventry or the NX Coventry Travel Card and Information Centre, Pool Meadow Bus Station, Coventry.



27 February 2013

Name of Cabinet Member:

Cabinet Member (Education) – Councillor Kershaw

Director Approving Submission of the report:

Director of Children, Learning and Young People

Ward(s) affected: All

Title: Co-ordinated School Admission Schemes for 2014 and Community and Voluntary Controlled School Admission Policies for 2014

Is this a key decision? No

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 15 April.

In April 2006, Cabinet agreed that consideration of reports on school admission arrangements would be delegated to the appropriate Cabinet Member in years where there were no significant changes to admission arrangements. (Minute number 196/06 refers)

All schemes and policies referred to in this report have been taken to the School Admissions Forum on 8 February 2013. As there have been no changes to the schemes and policies since the 2013 policies, no consultation has been required by the School Admissions Code. It should be noted that increasing primary pupil admission numbers has been subject to a separate consultation process and is the subject of separate reports to Cabinet on 11 December 2012 and 5 March 2013.

Recommendations:

Determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2014/15 and the admissions policy for community and voluntary controlled primary, infant and junior schools for 2014/15 (see appendix 1)

Determine the co-ordinated admissions scheme for secondary schools in Coventry for 2014/15 and the admissions policy for community schools for 2014/15 (see appendix 2)

List of Appendices included:

Appendix 1 Primary, Infant and Junior School Co-ordinated Admissions Scheme, and Community and Voluntary Controlled School Admissions Policy 2014/15

Appendix 2 Secondary School Co-ordinated Admissions Scheme and Community Secondary School Admissions Policy 2014/15

Other useful background papers:

School Admissions Code 2012 available at the Department for Education website
www.education.gov.uk/schools/adminandfinance/schooladmissions

Has it been or will it be considered by Scrutiny?

No

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

Yes - School Admissions Forum 8 February 2013

Will this report go to Council?

No

Report title:**Co-ordinated school admission schemes for 2014 and community and voluntary controlled school admission policies for 2014****1. Context (or background)**

1.1 The School Admissions Code 2012 made changes to the consultation requirements for admission arrangements from 2013. Admissions authorities must consult on admission arrangements every 7 years or more frequently where any significant changes are proposed. No significant changes are proposed to the scheme or the admissions policies for community and voluntary controlled schools since the last consultation for admission in September 2013. Therefore no consultation has been required for 2014. The increased admission numbers for primary schools have been subject to separate consultation arrangements and were approved by Cabinet on 11 December 2012. Final agreement of these admission numbers following statutory notice periods will be made by Cabinet on 5 March 2013.

2. Options considered and recommended proposal

- 2.1 As detailed in point 1.1 no significant issues have been identified which require changes to the admission arrangements since the consultation carried out for the 2013 policies.
- 2.2 The first proposal is to determine the co-ordinated admissions scheme for primary, infant and junior schools in Coventry for 2014/15 and the admissions policy for community and voluntary controlled schools for 2014/15 (see appendix 1).
- 2.3 The second proposal is to determine the co-ordinated admissions scheme for secondary schools in Coventry for 2014/15 and the admissions policy for community schools for 2014/15 (see appendix 2).

3. Results of consultation undertaken

- 3.1 No consultation has been carried out as detailed in point 1.1

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 15 April 2013. All admissions arrangements will apply to school admissions from September 2014
- 4.2 Admission arrangements are reviewed on an annual basis with the next consultation due to take place within 6 years. The School Admissions Forum will continue to consider existing and proposed admission arrangements, in particular how they serve the interests of local parents and children collectively. The Forum will consider how admission processes operate during each year and view an annual report from the Local Authority to the Department for Education on the effectiveness of admission arrangements.

5. Comments from Director of Finance and Legal Services**5.1 Financial implications**

No financial implications

5.2 Legal implications

The local authority is the admission authority for community and voluntary controlled schools. Regulation 17 of the School Admissions (Admission Arrangements and Co-

ordination of Admission Arrangements) (England) Regulations 2012 requires every admission authority to determine their admission arrangement by 15 April in the determination year. The local authority is also required to formulate a qualifying scheme for co-ordinating admission arrangements for primary and secondary school in its area (Regulation 26) and to consult on those arrangements at least every 7 years, or where the qualifying co-ordinated scheme is substantially different from the scheme adopted in the preceding academic year (Regulation 27). The local authority must notify the Secretary of State that a co-ordinated scheme for admissions in 2014, has been adopted by the 15 April 2013 (Regulation 28).

6. Other implications

None

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

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

6.2 How is risk being managed?

None

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.

6.4 Equalities / EIA

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

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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

APPENDIX 1

Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2014/15

Introduction

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

The scheme

2. Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to primary junior and infant schools in the Local Authority area.
3. The scheme shall apply to every primary, junior and infant school in the Local Authority area (except special schools) and shall take effect for the admissions process leading to admissions into primary, junior and infant schools in September 2014.

The scheme complies with the DfE School Admissions Code February 2012.

The details of the scheme are set out in Schedule 1 and Schedule 2 of this document.

SCHEDULE 1

PART 1 – THE SCHEME

1. The application process will be available online via the Local Authority website or via a paper common application form.
2. The online application and the Common Application Form will be used as a means of expressing preferences for the purposes of Section 86 of the School Standards and Framework Act 1998, by parents resident in Coventry wishing to express a preference for their child to be admitted to a maintained primary, junior or infant school (including Voluntary Aided, Trust schools and Academies).
3. When applying the parent will be able to:
 - a. express **three** preferences, in rank order of preference.
 - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and:
 - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.
5. The Local Authority will make appropriate arrangements to ensure that:

- the online application system and the Common Application Forms are available
 - A written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.
6. During September 2013 all maintained primary, junior and infant schools in Coventry will receive information for parents who wish to apply for admission to a Coventry primary, junior or infant school at the normal age of entry in 2014/15.

Supplementary Information Forms

7. All preferences expressed on the Common Application Form or via the online process are valid applications. The governing body of a Voluntary Aided school may ask parents who wish to nominate, or have nominated, their school through this process to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the Local Authority, along with any evidence, so that the relevant forms can be passed to the school/s.
8. Where a school receives a supplementary form from a Coventry resident it will not be regarded as a valid application unless the parent has also completed an online application or Common Application Form and the school is nominated on it. Where supplementary forms are received directly by Voluntary Aided schools (or foundation/academy in another Local Authority area) the school must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form.

Processing of Common Application Forms

9. Parents can complete the online application by 15 January 2014. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by 15 January 2014. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 15 January 2014 will be treated in accordance with the procedure for late applications.
10. The primary, junior or infant school should forward any Common Application Forms received directly onto the School Admissions Team by 15 January 2014 at the latest.

Determining Offers

11. The Local Authority will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the online applications and Common Application Forms. The Local Authority will only make a decision with respect to a preference expressed where-
- (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.
12. **By 6 February 2014 Coventry** Local Authority will apply the individual admissions policy on behalf of community & voluntary controlled primary schools. Where the governing body is the admission authority, Coventry Local Authority will notify the admission authority for each

of the schools of every application that has been made for that school, regardless of ranking. All relevant details and any supplementary forms received which schools require in order to apply their oversubscription criteria will be forwarded to the governing body together with any evidence.

13. **By 25 February 2014** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants 'ranked' according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need 'rank' only as many as it agrees with the Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.
14. The Local Authority will match this 'ranked' list against the 'ranked' lists of the other schools:
 - (a) Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
 - (b) Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - (c) Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, following consultation with own admission authorities where appropriate.
15. By 4 March 2014 the Local Authority will commence the exchange of information with other Local Authorities on potential offers of places in Coventry schools. Similarly other Local Authorities will notify Coventry Local Authority of potential offers available to Coventry residents.
16. Following this Coventry and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities, and this work will be completed by 30 March 2014.

17. It should be noted that all children with statements of special educational needs that names a school must be admitted to that school before all other applicants.

Decision Letters

18. **On 16 April 2014** Coventry Local Authority will post letters to parents by second class post notifying them of the primary / junior / infant school place that has been allocated to their child. Emails will also be sent on this date to those parents who have applied on-line. Both will contain the following information:
 - The name of the school at which a place is offered;
 - The reasons why the child is not being offered a place at each of the other schools nominated on the application;
 - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - Contact details for the Local Authority (and those nominated Voluntary Aided schools where they were not offered a place, so that they can lodge an appeal with the governing body);

PART 11 – LATE APPLICATIONS

17. The closing date for applications in the normal admissions round is **15 January 2014**.
18. All applications received after **15 January 2014** will be late and will only be considered after all those who applied on time.

Waiting Lists

19. After the initial allocation on **16 April 2014** the Local Authority will establish waiting lists for community & voluntary controlled primary, junior and infant schools, and these will operate up until the end of the Autumn term in **2014**. Parents who wish to have their child's name on a waiting list for a community or voluntary controlled school after this date should contact the Local Authority.
20. Voluntary Aided schools and academies will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct.
21. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

Applications outside the normal admissions round

22. The Local Authority co-ordinates in year admissions for all community, voluntary controlled, and voluntary aided schools and academies within Coventry unless the school has indicated otherwise in their admission arrangements. Contact Admissions and Benefits Team for the most up to date information. Applications are made on a standard application form for all schools. Applicants for Coventry Voluntary Aided Church of England schools will need to complete a supplementary information form but only if they are applying on priority faith grounds. Admissions decisions by own admission authority schools will be made within 5 school days in most circumstances. Decision letters will be issued by the Local Authority on behalf of all schools within the co-ordinated scheme and these will include appeal information where an application was unsuccessful. Waiting lists for all Coventry schools will be notified to the Local Authority. Voluntary Aided schools/Academies will be responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term must contact the schools direct. The Local Authority will maintain lists for community and voluntary controlled schools. Children will remain on these waiting lists for the term in which they apply, but failure to confirm continued interest in a school within 14 days of the beginning of each term will result in removal from waiting lists.

SCHEDULE 2

Primary / junior / Infant Coordinated Admissions Scheme Timetable

- | | |
|------------------------|---|
| 15 January 2014 | National closing date for making an online application or returning Coventry Common Application Forms |
| 6 February 2014 | Details of preferences expressed will be sent to Coventry Voluntary Aided schools for "ranking". |

- 25 February 2014** Coventry Voluntary Aided schools will provide the Local Authority with a "ranked" list of applicants.
- 4 March 2014** From this date onwards Coventry Local Authority will compare provisional offers data and finalise the allocation of places.
- 16 April 2014** Coventry Local Authority will notify its schools which parents have been offered places.
- On this date letters will be sent out by second class post notifying parents of the school place offered to their child(ren). Parents who have applied on-line will be notified on this date by email.

Community and Voluntary Controlled Primary and Infant School Admissions Policy 2014/15 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 residence order or a special guardianship order**

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

- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year**
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year;**
- 5. Children by reference to the distance to the preferred school**

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

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Distance

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

Home address

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

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

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

Catchment area

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

Deferred entry into Primary School

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

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

Part time attendance

Parents can request that their child attends part time until the child reaches compulsory school age.

Children currently attending Local Authority Maintained Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area

than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion. Voluntary Aided schools and Academies will operate their own lists in conjunction with the Local Authority.

Waiting Lists will remain in operation until the end of the 2014 Autumn Term. Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

Eastern Green Junior School Admissions Policy 2014/15

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 residence order or a special guardianship order**

A looked-after child is defined in Section 22 of the Children Act 1989.
- 2. Children who currently attend St Andrew's Church of England Infant School**
- 3. Children who live in the catchment area served by the school, who have a brother or sister attending the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year**
- 4. Other children who live in the catchment area served by the school.**
- 5. Children living outside the catchment area with a brother or sister who currently attends the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year;**
- 6. Children by reference to the distance to the preferred school**

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

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Distance

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

Home address

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

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

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

Catchment area

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

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion. Voluntary Aided schools will operate their own lists in conjunction with the Local Authority.

Waiting Lists will remain in operation until the end of the 2014 Autumn Term. Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

Admission Numbers 2014/15

Community and Voluntary Controlled Primary, Infant and Junior Schools

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2014/15 academic year and should be set with regard to the capacity assessment for the school. Increased admission numbers are highlighted with an asterisk. These increases have been the subject of separate consultation and will be subject to the completion of statutory notices procedures before coming into force.

Community and Voluntary Controlled Primary schools	Admission Number 2014/15
Alderman's Green Community Primary	90
Alder Moor Farm Primary	90 *
All Saints' C.E. Primary (Voluntary controlled)	30
Allesley Primary	60
Allesley Hall Primary	30
Broad Heath Community Primary	90*
Cannon Park Primary	30
Charter Primary	45
Clifford Bridge Primary	60*
Coundon Primary	90*
Courthouse Green Primary	90
Earlsdon Primary	60
Eastern Green Junior	60
Edgewick Community Primary	30
Ernesford Grange Primary	60
Finham Primary	60
Foleshill C.E. Primary (Voluntary controlled)	60
Frederick Bird Primary	120*
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Hearsall Community Primary	60
Henley Green Community Primary	60
Hill Farm Primary	90
Holbrook Community Primary	90
Hollyfast Primary	90*
Howes Community Primary	30
John Gulson Primary	90
John Shelton Community Primary	30
Joseph Cash Primary	60

Keresley Grange Primary	45
Limbrick Wood Primary	30
Little Heath Primary	60*
Longford Park Primary	30
Manor Park Primary	90
Moat House Community Primary	60*
Moseley Primary	60
Mount Nod Primary	45
Parkgate Primary	90
Park Hill Primary	60*
Pearl Hyde Primary	45
Potters Green Primary	60
Radford Primary	30
Ravensdale Primary	60
Richard Lee Primary	90
Sir Frank Whittle Primary	45
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	60
St Andrew's C.E. Infant (Voluntary controlled)	60
St Christopher Primary	60
Stanton Bridge Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60
Stretton C.E. Primary (Voluntary controlled)	30
Templars Primary	75
Walsgrave C.E. Primary (Voluntary controlled)	60
Whitley Abbey Primary	60*
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120*

APPENDIX 2

Coventry Secondary School Co-ordinated Admissions Scheme: 2014/2015

Introduction

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

The scheme

2. Coventry City Council is the responsible authority for co-ordinating the arrangements for the admission of pupils to secondary schools in the Local Authority area.
3. The scheme shall apply to every secondary school in the Local Authority area (except special schools). The following scheme details the admissions process leading to admissions into secondary schools in September 2014.
4. The scheme complies with the DfE School Admissions Code 2012.
5. The details of the scheme are set out in Schedule 1 and Schedule 2 of this document.

SCHEDULE 1

PART I - THE SCHEME

1. The application process will be available online via the Local Authority website or via a paper Common Application Form.
2. The online application and the Common Application Form will be used as a means of expressing preferences for the purposes of Section 86 of the School Standards and Framework Act 1998, by parents resident in Coventry wishing to express a preference for their child to be admitted to a community, voluntary controlled, voluntary aided, foundation or trust secondary school or Academy within Coventry or located in another Local Authority area.
3. When applying the parent will be able to:
 - a. express **three** preferences including, where relevant, any schools outside the Local Authority's area, in rank order of preference.
 - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and :
 - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.

5. The Local Authority will make appropriate arrangements to ensure that:
 - a. the online system and the Common Application Forms are available
 - b. a written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.
6. The Local Authority will take all reasonable steps to ensure that every parent resident in the Local Authority area who has a child in Year 6 in a Coventry primary school receives information on the application process by 12 September 2013.
7. All preferences expressed via the online process or on the Common Application Form are valid applications. The governing body of Voluntary Aided, Trust schools and Academies may request parents who wish to nominate, or have nominated, their school on the Common Application Form, to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the Local Authority, along with any evidence, so that the relevant forms can be passed to the school/s.
8. Where a school receives a supplementary form from a Coventry resident it will not be regarded as a valid application unless the parent has also completed an online application or a Common Application Form and the school is nominated on it. Where supplementary forms are received directly by Voluntary Aided schools, Trust Schools or Academies (or foundation in another Local Authority area) the school must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one.

Processing of Applications

9. The closing date for applications is **31 October 2013**. Parents can complete the online application by this date. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by this date. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 31 October 2013 will be treated in accordance with the procedure for late applications
10. **By 5 November 2012** primary schools will forward all applications and any supplementary forms to the Local Authority.
11. **By 18 November 2013** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

Determining offers

12. The Local Authority will act as a 'clearing house' for the allocation of places by the relevant admission authorities in response to the online applications or Common Application Forms. The Local Authority will only make a decision with respect to a preference expressed where:
 - (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.

13. **By 27 November 2013** the Local Authority will notify the admission authority for each of the schools of every application that has been made for that school, regardless of ranking, including all relevant details and any supplementary form together with any evidence received by this date which schools require in order to apply their oversubscription criteria.
14. **By 19 December 2013** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the Local Authority with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the Local Authority to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.
15. The Local Authority will match this ranked list against the ranked lists of the other schools nominated and:
 - Where the child is eligible for a place at only one of the nominated schools that school will be allocated to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy following consultation with own admission authorities where appropriate.
16. **31 December 2013** will be the effective 'cut off' date for parents requesting Coventry Local Authority schools to notify any changes (e.g. home address), which might materially affect their application.
17. **By 8 January 2014** the Local Authority will commence the exchange of information with other Local Authorities on potential offers of places in Coventry schools. Similarly other Local Authorities will notify Coventry Local Authority of potential offers available to Coventry residents.
18. **By 22 January 2014** and again by **5 February 2014** Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities.
19. **By 12 February 2014** the Local Authority will complete the exchange of information with other Local Authorities and inform them of places in Coventry schools to be offered to their residents. Similarly other Local Authorities will notify Coventry Local Authority of places in their schools to be offered to Coventry residents.
20. On **3 March 2014** letters will be posted to parents by second class post notifying them of the school their child has been allocated. Emails will also be sent on this date to those parents who have applied on-line. Both will contain the following information:
 - i) The name of the school at which a place is offered;
 - ii) The reasons why the child is not being offered a place at each of the other schools nominated on the application;
 - iii) Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;

- iv) Contact details for the Local Authority (& those nominated Voluntary Aided or Trust schools or Academies where they were not offered a place, so that they can lodge an appeal with the governing body);

21. It should be noted that all children with statements of special educational needs that name a school must be admitted to that school before all other applicants.

PART II - LATE APPLICATIONS

22. The closing date for applications in the normal admissions round is **31 October 2013**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 3 March 2014.

PART III – WAITING LISTS

23. After the initial allocation of places on **3 March 2014**, the Local Authority will establish a waiting list for community schools, and this will operate up until the end of the Autumn term 2013. Parents, who wish for their children to continue to be considered for any places that might become available after this time must contact the Local Authority.

24. Voluntary Aided and Trust schools and Academies will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term must contact the schools direct.

25. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

PART IV – APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

26. The Local Authority co-ordinates in year admissions for all community, trust and voluntary aided schools and academies within Coventry unless the school has indicated otherwise in their admission arrangements. Contact Admissions and Benefits Team for the most up to date information Applications are made on a standard application form for all schools for in year admissions and for school transfers. Applicants for some own admission schools will need to complete a supplementary information form to enable school governors to fully consider their application against oversubscription criteria. Admissions decisions by own admission authority schools will be made within 10 school days in most circumstances. Decision letters will be issued by the Local Authority on behalf of all schools in the co-ordinated scheme and these will include appeal information where an application was unsuccessful. Waiting lists for all Coventry schools will be notified to the Local Authority. Voluntary Aided schools, Trust schools and Academies will be responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct. The Local Authority will maintain lists for community schools. Children will remain on these waiting lists for the term in which they apply, but failure to confirm continued interest in a school within 14 days of the beginning of each term will result in removal from waiting lists.

27. For those pupils attending a Coventry secondary school who wish to transfer to another Coventry secondary school:-

The parent /carer will be asked to:

- o Meet with the Headteacher or other appropriate staff member to discuss the reason for transfer. This will provide the school with an opportunity to identify any issues that may be capable of resolution and that may negate the necessity for a

school transfer. This will ensure that changes of school are not undertaken hastily and without discussions with the parent/carer as to the likelihood of educational disadvantage to the pupil that may arise from transfer

- Complete the form and return it to the school

The Headteacher will:

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

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

SCHEDULE 2

Timetable of co-ordinated scheme - Secondary Admissions

31 October 2013:	Closing date for the Common Application forms to be returned to the local authority or primary schools.
18 November 2013:	Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
27 November 2013:	Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
19 December 2013:	Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
31 December 2013:	Cut off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc
8 January 2014:	Coventry Local Authority will exchange information with other Local Authorities on potential offers that can be made to parents residing in other Local Authorities who are requesting Coventry schools. Other Local Authorities will also send their potential offers of places available for Coventry parents who have requested a place in another Authorities school.
22 January 2014 and 5 February 2014:	Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Authorities.
12 February 2014:	Coventry Local Authority will again compare provisional allocations from other Authorities and finalise the allocation of places. This information will then be exchanged with other Local Authorities.

3 March 2014: National Offer Day. On this date Coventry Local Authority will notify its schools which parents have been offered places. On this date letters will be sent by second class post to notify parents of the school place offered to their child(ren). Parents who have applied on-line will also be notified on this date by email.

Community Secondary School Admissions Policy 2014/15 Oversubscription Criteria:

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

- 1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children) Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order**
A looked-after child is defined in Section 22 of the Children Act 1989.

- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister is of compulsory school age and will continue to attend that school the following year**

The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.

- 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 is of compulsory school age and will continue to attend that school the following year**

- 5. Children by reference to the distance to the preferred school**

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

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Compulsory school age

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's

permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority will select by drawing lots

Home address:

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

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

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

Catchment area

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

Year 12 entry requirements in community schools

Each school which admits to Year 12 is required to publish in the school prospectus the minimum requirements for entry in the sixth form. Each school may also have additional entry requirements for individual courses. Pupils will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Entry to Year 12 is not dependent upon attendance or behaviour records. Applicants refused a place in Year 12 are entitled to appeal to an independent appeal panel.

No community secondary school in Coventry admits into Year 12 as a normal year of entry and therefore Year 12 admission numbers are not required to be published. Year 12 places are not coordinated by the Local Authority and applications should be made direct to the school(s).

**Admission Numbers 2014/15
Community Secondary Schools**

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2014/15 academic year and should be set with regard to the capacity assessment for the school. Any comments/views will be considered before the actual admission numbers are determined and subsequently published. Admission numbers remain unchanged from 2013/14.

School Name	Admission Number 2014/15
Ernesford Grange Secondary & Community College – A Specialist Science College	180
President Kennedy Community School - A Humanities College	273



Coventry City Council

Cabinet Member (Education)

27 February 2013

Authority Governor: New Appointments

Name	School	Term of Office
Mr A Walmsley	Grangehurst Primary	26 February 2017
Ms P Pountney	John Gulson Primary	26 February 2017
Miss K Jennings	Moathouse Primary	26 February 2017

Authority Governor: Re-Appointments

Name	School	Term of Office
Mrs Jane Williams	Corley Centre	15 March 2017
Tom Ruddy	Potters Green Primary	25 May 2017
Gareth McNab	Stoke Primary School	21 April 2017

All the above meet the criteria for appointment as LA Governors set out below.

- Have a commitment to the provision of high quality education and the pursuit of excellence for all children
- Be supportive of the LA's policies, its aspirations for Coventry's children and the partnership between a publicly accountable LA and its schools
- Show a willingness to be a supportive and critical friend to the school
- Have the time to attend meetings of the governing body and to get to know the school
- Possess skills and/or experience relevant to the work of school governing bodies

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