



### **School Admissions Forum**

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**Time and Date**

1.30 am on Friday, 12th October, 2012

**Place**

Committee Rooms 2 and 3 - Council House

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1. **Introduction and apologies**
2. **Appointment of the Chair and Vice Chair**
3. **Minutes of the meeting of 10 February 2012** (Pages 3 - 6)  
To agree the Minutes of the meeting held on 10 February 2012
4. **Matters Arising**
5. **Admissions for September 2012** (Pages 7 - 14)  
Report of Sue Heawood
6. **In-year Admissions 2011/12** (Pages 15 - 16)  
Report of Sue Heawood
7. **Admission Appeals 2012** (Pages 17 - 18)  
Report of Sue Heawood
8. **Expanding primary school places**  
Report of Ashley Simpson/Judith Applegarth (to be tabled)
9. **Implementation of the in-year Fair Access Protocol 2011/12** (Pages 19 - 38)  
Report of Marian Simpson
10. **Children from Abroad**
  - a) Presentation by Chris Shearsby
  - b) Copy of presentation will be tabled at the meeting
11. **Local Authority Annual Report** (Pages 39 - 48)  
Report attached

12. **Any Other Business**

13. **Date of next meeting**

8 February 2013

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

Tuesday, 2 October 2012

Note: The person to contact about the agenda and documents for this meeting is Gurdip Paddan

Membership: Councillors D Kershaw and A Williams

By invitation Councillors

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

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

**Gurdip Paddan**

**Telephone: (024) 7683 3072**

**Minicon: (024) 7683 3029**

**Fax: (024) 7683 3266**

**e-mail: [lara.knight@coventry.gov.uk](mailto:lara.knight@coventry.gov.uk)**

## SCHOOL ADMISSIONS FORUM

**Minutes: 10 February 2012**

- Present: Councillor L. Kelly (Local Authority) (Chair)  
Reverend T. Colling (SACRE)  
Councillor S. Dixon (Local Authority)  
K. Edwards (Catholic Diocese)  
C. Firth (Choice Adviser)  
H. Quinn (Schools – Voluntary Aided)  
I. Rose (Schools – Community)  
M. Simpson (Special Educational Needs)
- In Attendance: S. Heawood (Children, Learning and Young Peoples Directorate)  
G. Paddan (Customer and Workforce Services Directorate)
- Apologies: P. Burns (Independent School Appeals Panel)  
G. Robinson (Church of England Diocese)

### **208. Introductions**

Members introduced themselves and were welcomed to the meeting.

### **209. Minutes**

The minutes of the meeting held on 9 December 2011 were agreed as a true record.

### **210. Matters Arising**

There were no matters arising.

### **211. Primary Co-ordinated Admissions Scheme 2013/14**

Members considered the report (Document 2) which provided an update on the amendments that had been made in relation to the oversubscription criteria and looked after children. One of the main changes was the addition of a specific policy for the Eastern Green Junior School which was linked with St Andrew's Church of England Infant School.

The Forum had raised some questions regarding the time scales of the consultation and how schools with their own admissions policies would be able to amend them if they did not wish to participate in in-year co-ordination. It was suggested by Helen Quinn that it would be helpful if Sue Heawood could attend a meeting in March to meet with the

Catholic School Heads to provide a better understanding of the admissions requirements and respond to any outstanding queries.

**RESOLVED that Sue Heawood attend the Catholic School Heads meeting on 22 March 2012 and that the Co-ordinated Scheme be accepted.**

**212. Secondary Co-ordinated Admissions Scheme 2013/14**

The Forum considered the report (Document 3) on the Coventry Secondary School Co-ordinated Admissions Scheme 2013/14. A copy of this report had been circulated at the previous meeting and members considered the amendments that had been made in relation to oversubscription criteria and the reduction in the admissions number for Ernesford Grange Secondary & Community College. .

With regards to 6<sup>th</sup> form education it was confirmed that each school would set their own criteria in respect of admissions.

**RESOLVED that the Co-ordinated Scheme be accepted**

**213. Consultation on Admissions Arrangements for Voluntary Aided Schools, Trust Schools and Academies**

The Forum received a report (Document 4) on the details of the schools that were consulting on their admissions policies for 2013. The proposed policies were available in detail on the Council's website.

It was noted that Christ the King, Holy Family, St Anne's, St Elizabeth's and St John Fisher had adopted changes to broaden the definition of siblings to include step brothers and sisters where the parents were not married. Also they had clarified the wording on baptism to specify catholic baptism and reception.

Christ the King Catholic Primary School had made an additional amendment to their oversubscription criteria to create greater differentiation between non catholic children, moving from two items which identified those with and without siblings at the school, to four criteria, which identified children as those living inside and outside the catchment area with siblings and those inside and outside the catchment areas without siblings.

Leigh Church of England Primary School had changes in the following areas – wording on full time and part time education for reception year children, admission of twins and children of multiple birth in line with the new Admissions Code; raising the admission number in Key Stage 2 from 30 to 32 in exceptional circumstances and using the date of application to separate applications for the final place where distances were equal. The local authority was making representations on these

areas as some changes would not meet the requirements of the School Admissions Code.

Two secondary schools had made changes – Cardinal Newman Catholic School had added an oversubscription criterion for children of staff and Barr’s Hill School and Community College had reduced their PAN from 154 to 131. The report highlighted specific recommendations being made by the local authority to Cardinal Newman School on providing a definition of staff.

Sue Heawood advised that following the new Admissions Code, the Team would be contacting all own admission authority schools whether they were consulting on their policies or not to request that they amend their policies to widen the definition of looked after children to include previously looked after children. The Catholic diocese was also recommending specific changes in wording on such issues to all Catholic schools.

**RESOLVED that the report be noted.**

### **213. Choice Adviser’s Annual Report**

The Forum received a presentation from Chris Firth, Choice Adviser outlining the role and achievements to date. It was noted that the Choice Adviser provided impartial advice to parents and assisted them in applying to secondary school places.

The presentation highlighted the statistics for non-returned Secondary School admission forms; overall a decrease of non-returns by 112 (56%). Further data was provided on catchment areas, as depicted on the maps. Information was also presented on the breakdown of non-returned forms by ethnicity and postcodes for 2011/12. In general it was agreed that the move to greater online applications had not led to an increase in late applications.

Members noted that the role of the Choice Adviser was no longer a requirement in the new Admissions Code but the work and services that were provided were both necessary and of great value to parents and schools. .

Further discussion ensued on the appeals advice provided – 86% for secondary schools and 14% for primary schools; in a supportive role, mainly talking through the process.

The Chair commended Chris Firth on his work. It was brought to the Chair’s attention that the press had used information in this report to highlight bullying statistics but disregarded the context of this information and the excellent results and work undertaken by the Choice Adviser and the Council.

**RESOLVED that the presentation and report be noted.**

**214. Any Other Business**

Members discussed levels of appeals for school places and the pressures created for admission authorities in this labour intensive work. It was noted that increasing demand for school places combined with lack of availability was increasing the numbers of primary appeals and frustration for parents at the stress and lack of success in this process.

The Forum noted that the membership of the Forum needed to be reviewed following the departure and absence of some members and the legislative changes. It was agreed that the membership be considered at a future meeting and that secondary school representation is pursued again.

**207. Date of next meeting**

The next meeting was confirmed as 12 October 2012.

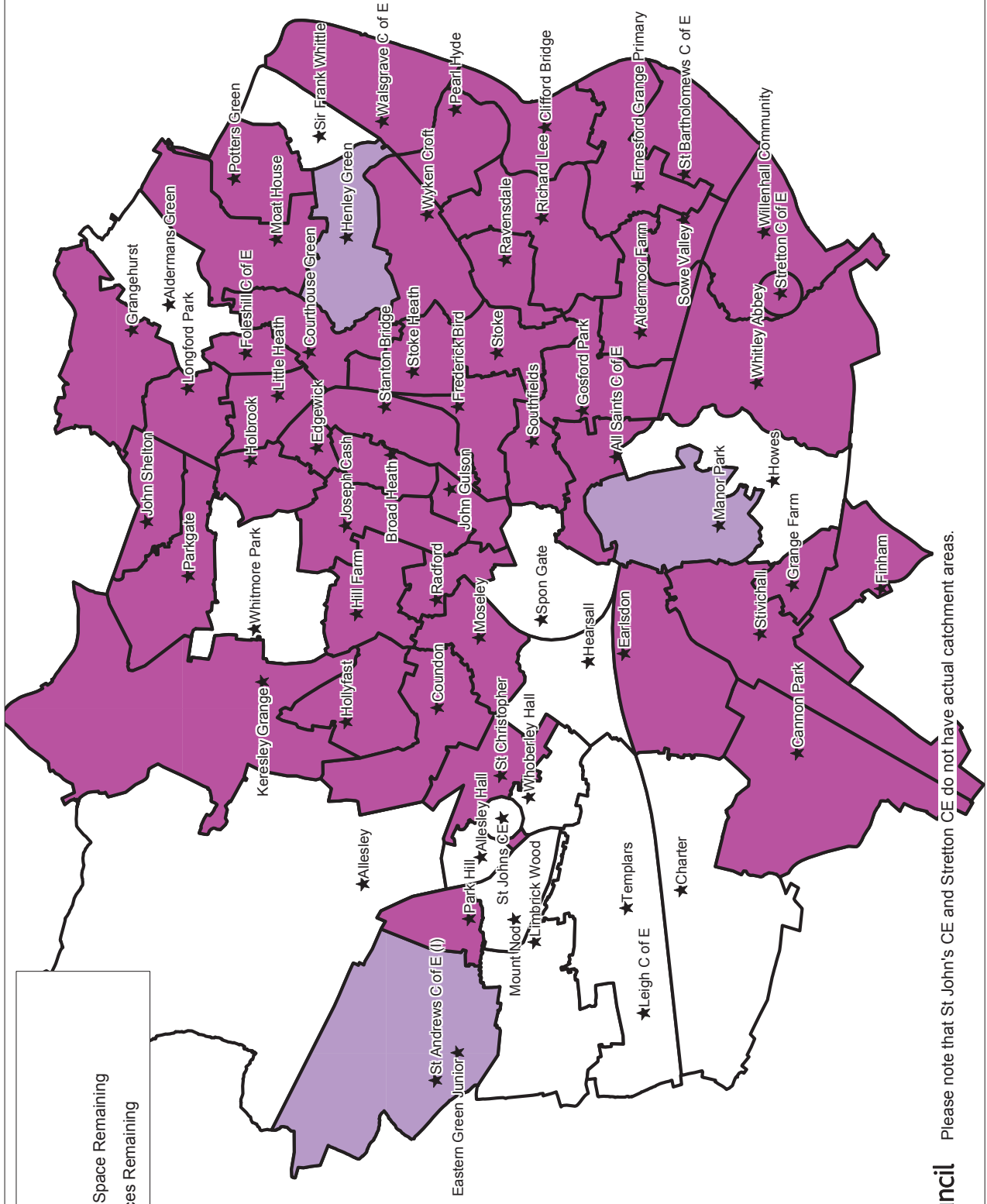
## Secondary School allocations 01/03/2012

School Name	PAN	SEN	LAC	Catchment and Sibling	Catchment	Sibling	Other	Total Allocated	updated allocation 25/9/12
Barr's Hill School & Community College	154	2	1	15	34	16	36	104	109
Blue Coat CE School & Music College	210	4	0	0	0	82	124	210	210
Caludon Castle School	240	5	0	70	132	20	13	240	243
Coundon Court School & Community College	270	1	1	50	158	16	44	270	284
Ernesford Grange Community School	210	3	1	18	50	4	9	85	77
Finham Park School	237	4	2	58	122	24	27	237	247
Foxford School	180	3	1	40	78	10	23	155	152
Grace Academy Coventry	210	1	0	37	79	17	60	194	206
Lyng Hall School	150	1	0	10	37	9	22	79	86
President Kennedy School	273	3	1	29	69	23	45	170	186
Sidney Stringer Academy	210	1	0	87	83	36	3	210	217
Stoke Park School & Community College	180	1	0	15	68	15	81	180	178
The Westwood Academy	157	4	2	14	37	17	37	111	115
Tile Hill Wood School & Language College	237	1	0	13	72	12	65	163	163
Whitley Academy	160	1	0	20	70	16	53	160	159
Woodlands Academy	210	1	0	10	89	13	57	170	156
					<b>Catholic</b>		<b>non-Catholic</b>		
Bishop Ullathorne Catholic School	180	3	0		107		55	165	168
Cardinal Newman Catholic School	210		1		156		53	210	210
Cardinal Wiseman Catholic School	240	2			133		67	202	204
<b>Totals</b>	<b>3918</b>	<b>41</b>	<b>10</b>	<b>486</b>	<b>1574</b>	<b>330</b>	<b>874</b>	<b>3315</b>	<b>3370</b>

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# Coventry Reception Classes: September 2012



●	Primary School
■ (Dark Purple)	Full School
■ (Light Purple)	School with One Space Remaining
■ (White)	School with Spaces Remaining

**Coventry City Council**

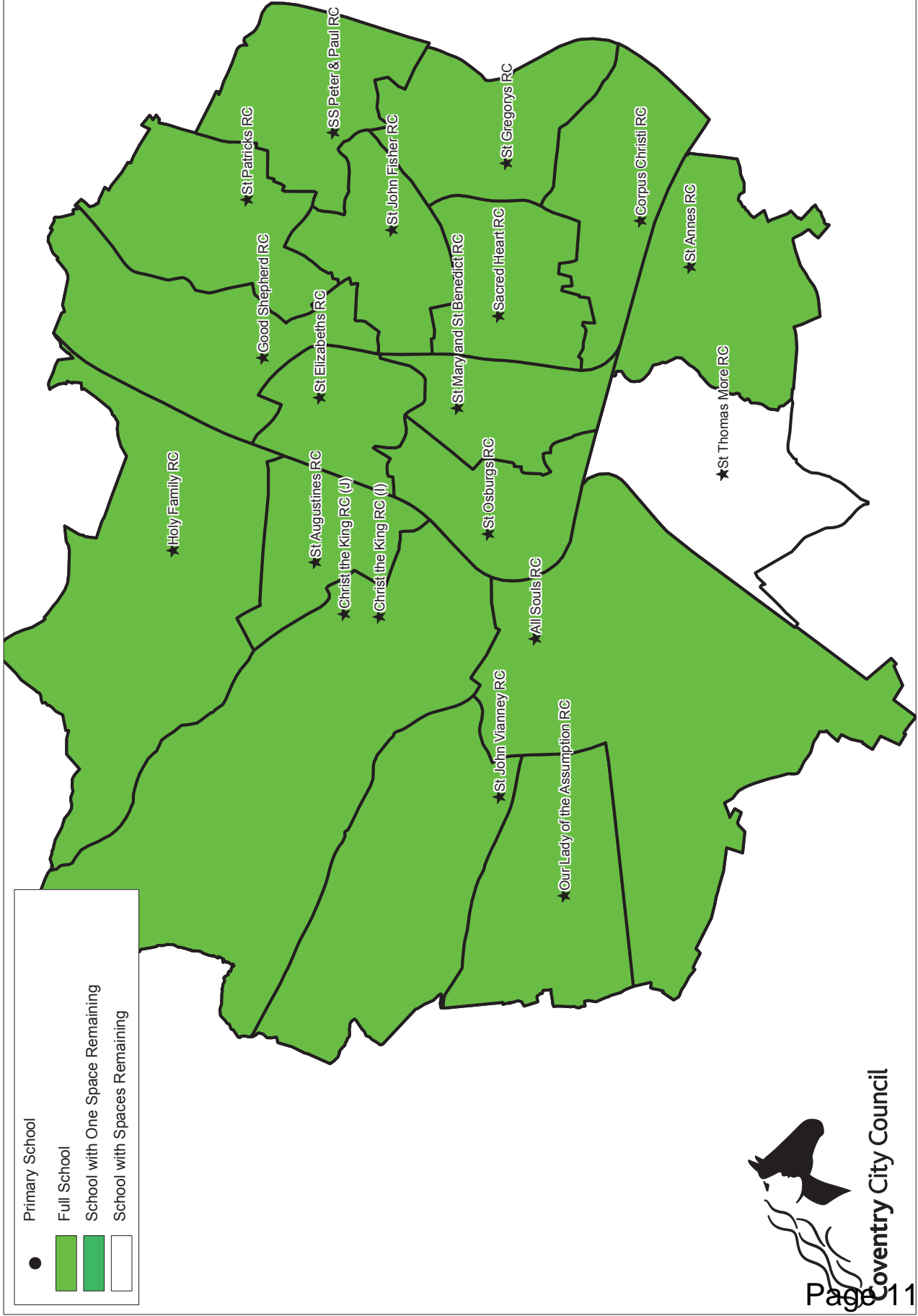
Please note that St John's CE and Stretton CE do not have actual catchment areas.



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# Coventry RC Primary Reception Classes: September 2012



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## September 2012 Admissions Pressure: Reception Spaces Remaining

As at 16/04/2012

DfES No	School	Admission Capacity	Spaces Remaining	% Capacity Remaining
<b>Mainstream Primary</b>				
2000	Aldermans Green Community Primary School	90	27	30%
2023	Hearsall Community Primary School	60	11	18%
2076	Allesley Hall Primary School	30	2	7%
2084	Allesley Primary School	60	18	30%
2115	Sir Frank Whittle Primary School	45	10	22%
2122	Whoberley Hall Primary School	30	13	43%
2135	Whitmore Park Primary School	90	32	36%
2141	Manor Park Primary School	90	1	1%
2142	Templars Primary School	75	18	24%
2154	Mount Nod Primary School	45	7	16%
2155	Spon Gate Primary School	60	4	7%
2156	Henley Green Community Primary School	60	1	2%
2157	Limbrick Wood Primary School	30	13	43%
3009	St Andrew's CE Infant School	60	1	2%
3301	St John's CE Primary School	30	6	20%
3302	Leigh CE Primary School	30	14	47%
3436	Charter Primary School	45	14	31%
3437	Howes Community Primary School	30	2	7%
<b>Catholic Primary</b>				
3432	St Thomas More Catholic Primary School	60	23	38%
<b>Total</b>				
331	Coventry	4380	217	5%
	Mainstream Primaries	3645	194	5%
	Catholic Primaries	735	23	3%

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## Secondary In Year Admissions and Transfers - Three Year Analysis

2010/2011

2011/2012

School	1	2	3	4	5	6	7	1	2	3	4	5	6	7
	Allocated	Abroad	OOO	City	Admitted	Request Out	Left	Allocated	Abroad	OOO	City	Admitted	Request Out	Left
Barr's Hill School & Community College	105	53	32	20	97	56	31	94	56	10	29	74	35	19
Bishop Ullathorne Catholic School	31	14	4	13	26	46	13	36	20	3	13	20	13	6
Blue Coat CE School & Music College	6	1	2	3	5	16	8	6			6	3	3	3
Caludon Castle School	10	1	2	7	9	11	10	9	3		6	6	4	1
Cardinal Newman Catholic School	25	6	4	15	24	25	15	17	4	4	9	17	18	10
Cardinal Wiseman Catholic School	30	16	4	10	28	58	25	44	25		19	40	18	12
Coundon Court	14	0	4	11	15	14	12	13	3	1	9	11	9	8
Ernesford Grange Community School	27	6	12	9	22	49	16	43	20	6	17	36	21	6
Finham Park Mathematics and Computing Colleg	20	2	7	11	17	10	5	11	2		10	12	9	4
Foxford School	51	26	13	12	48	38	15	27	7	2	18	25	15	11
Grace Academy Coventry	41	9	19	13	36	28	18	33	9	6	18	21	33	13
Lynq Hall School	79	45	15	19	74	59	25	80	43	13	25	72	29	15
President Kennedy School	57	25	19	13	53	50	24	49	17	10	22	38	22	7
Sidney Stringer Academy	51	20	17	14	45	23	10	45	22	3	22	40	7	6
Stoke Park School & Community College	30	8	11	12	30	40	12	33	11	1	21	28	18	10
The Westwood Academy	33	9	10	14	30	18	12	25	5	7	13	21	14	9
Title Hill Wood School & Language College	50	19	17	14	49	43	29	54	19	4	31	50	24	20
Whitley Academy	37	7	15	15	30	24	17	27	8	3	16	17	35	26
Woodlands Academy	24	4	5	15	20	32	16	20	3		17	20	19	14
<b>LA Totals</b>	<b>708</b>	<b>267</b>	<b>207</b>	<b>236</b>	<b>653</b>	<b>640</b>	<b>313</b>	<b>646</b>	<b>269</b>	<b>72</b>	<b>310</b>	<b>549</b>	<b>346</b>	<b>200</b>

### Column Definitions

- (1) Allocated: Total allocated to school
- (2) Abroad: Those allocated who are from overseas
- (3) OOO: Those allocated who are from another Local Authority
- (4) City: Those allocated who are from another Coventry school
- (5) Admitted: Those allocated who were admitted to the school
- (6) Request Out: Requests to leave the school
- (7) Left: Of those requests to leave who actually left.

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# Agenda Item 7

## School Admission Appeals 2011/12

The table below show the pattern of appeals which have been heard for Coventry community secondary schools, trust schools and Academies over the past 4 years.

<b>SECONDARY APPEALS</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Total number of appeals lodged	278	272	346	280
Appeals withdrawn before hearing	79	70	132	72
Number of appeals heard	<b>199</b>	<b>202</b>	<b>214</b>	<b>208</b>
Appeals decided in parents favour	115	108	100	105
Appeals rejected	84	94	114	103

Details below show the pattern of appeals which have been heard for Coventry community primary schools over the past 4 years.

<b>PRIMARY APPEALS</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Total number of appeals lodged	342	455	578	554
Appeals withdrawn before hearing	113	128	247	173
Number of appeals heard	<b>229</b>	<b>327</b>	<b>331</b>	<b>381</b>
Appeals decided in parents favour	65	113	145	172
Appeals rejected	164	214	186	209

<b>INFANT CLASS SIZE PRIMARY APPEALS*</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Total number of appeals lodged	90	145	190	272
Appeals withdrawn before hearing	22	48	35	89
Number of appeals heard	<b>68</b>	<b>97</b>	<b>155</b>	<b>183</b>
Appeals decided in parents favour	2	4	3	8
Appeals rejected	66	93	152	175

*\*Note: Infant class size appeals are included within the main primary appeals table*

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**Report to Coventry School Admissions Forum  
Friday 12 October 2012**

**Implementation of the In-Year Fair Access Protocol:  
Operation of the Social Inclusion Placements Panel 2011/12**

1. Background.

1.1 Under the School Admissions Code all admission authorities and Admission Forums have been required to have an In-Year Fair Access Protocol in place since September 2007 (formerly referred to as "hard to place pupil protocol"). All schools and Academies are required to participate in their local authority area's protocol in order to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full and ensures that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools.

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

The forum should consider:

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

2. Arrangements for 2011/12

A significant change in the last academic year was the development of new systems by secondary headteachers based on the East and West Partnerships. The heads have worked collaboratively to support pupils in a variety of ways. These arrangements have covered the provision of day 6 full time education for fixed term exclusions over 5 days via a "partner school" arrangement, preventative places and partnership managed moves. These arrangements came into operation in September 2011 for the West Partnership and December 2011 for the East Partnership. The impact of this work is detailed below.

3. Coventry's In-Year Fair Access Protocol

3.1 Coventry's Protocol covers two groups of children:

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

-Hard-to-place pupils.

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

a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education

b) children who have been out of education for two months or more

c) children of Gypsies, Roma, Travellers, refugees and asylum seekers

d) children who are homeless

e) children with unsupportive family backgrounds for whom a place has not been sought

f) children who are carers: and

g) children with special educational needs, disabilities or medical conditions (but without a statement).

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

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

3.3 The Local Authority uses a formula to determine the number of pupils in both categories each school will be expected to take. The formula takes account of the differing contexts and circumstances of schools, in particular the size of school, the degree of transience faced by the school and the relative deprivation of the school's population.

3.4 The table attached as appendix 1 sets out the numbers of managed transfers/permanent exclusions and hard to place pupils which schools were expected to admit during the academic year 2011/12. The formula is based on 45 pupils in each category.

#### 4. Permanent exclusions / Managed transfers

4.1 During the academic year 2011/12 there were 20 permanent exclusions from the secondary schools/academies and 52 managed transfer requests. The reduction in managed transfer requests, largely in key stage 3, reflects the impact of the East and West Partnership arrangements. In addition eight children who live in Coventry but who were permanently excluded from schools in other local authorities were also placed/supported. Trends over the last five years are given below:

	Permanent exclusions	Managed transfers	TOTAL
2011/12	20	52	72
2010/11	17	73	90
2009/10	19	70	89
2008/09	22	77	99
2007/08	10	94	104

Information on the 72 pupils for 2011/12 is contained in appendix 2.

4.2 Pupils in key stage 3 normally spend a period of time at the Grange Extended Learning Centre (12 FTE places) or Wyken Extended Learning Centre (24 FTE places). Pupils living in the west of the city are normally placed at the Grange ELC and those in the east at Wyken ELC. 38 KS3 pupils were referred in 2011/12 (52 in 2010/11). The aim of the KS3 ELCs is to support pupils to return to another mainstream school. Pupils are reintegrated when appropriate and receive support from an outreach worker. 16 pupils returned to mainstream school from the ELCs in 2010/11 (19 in 2010/11).

4.3 Pupils in key stage 4 are all considered by the Social Inclusion Placements Panel to provide rigour to the decision making. This system was introduced in the Autumn Term 2008 to seek to reduce the number of pupils placed at Chace ELC/Individual Programmes. In 2011/12 34 key stage 4 referrals were received which was slightly lower than in 2010/11 (38). In 2011/12 6 key stage 4 pupils were allocated places in mainstream schools.

#### 5. Hard to place pupils

5.1 The Social Inclusion Panel meets on a monthly basis during the academic year. The panel is Chaired by the Business and Performance Manager and comprises senior officers from appropriate Local Authority Services and four headteacher representatives (NE, NW, SE, SW). Heads attend 3 meetings on a rolling programme to support consistency in decision making.

5.2 91 cases were discussed across the 11 meetings which were held. Most cases were identified by the admissions team as potentially hard to place because of one or more of the issues outlined in paragraph 3.2 above. Other cases were referred by headteachers. Information on these pupils is contained in appendix 3. 51 pupils were confirmed as hard to place and were agreed as supported transfers into an alternative mainstream school. Following changes 42 pupils actually transferred, 23 in key stage 3 and 19 in key stage 4.

5.3 Trends over the past five years are given below:

	Cases	Supported transfers	KS3	KS4	Standard admissions
2011/12	91	42	23	19	21
2010/11	104	59	34	25	30
2009/10	90	35	24	11	21
2008/09	79	22	16	6	10
2007/08	76	26	14	11	16

## 6. Overview

6.1 Appendix 4 gives an overview of all pupils admitted to Coventry Schools in 2011/12 through both the partnership and city wide arrangements.

## 7. Arrangements for 2012/13

7.1 A behaviour and attendance strategy group of officers and secondary headteachers meets on a regular basis to review/ develop these arrangements, together with discussions at secondary heads meetings are required. The secondary headteachers East and West Partnership systems continue to develop. These arrangements may further alter/reduce the casework going through the city wide system. The impact on the Social Inclusion Placements Panel and associated procedures will be kept under regular review and reported to the School Admissions Forum as appropriate.

Headteachers have agreed this year to have a single number of pupils to be admitted irrespective of whether they are hard to place or managed move/permanent exclusions. This has been based on 75 pupils and is contained in appendix 5.

Appendix 1.

**ADMISSION OF EXCLUDED PUPILS/PUPILS AT RISK OF EXCLUSION AND HARD TO PLACE PUPILS– BASED ON 90 PLACES (45 IN EACH CATEGORY)**

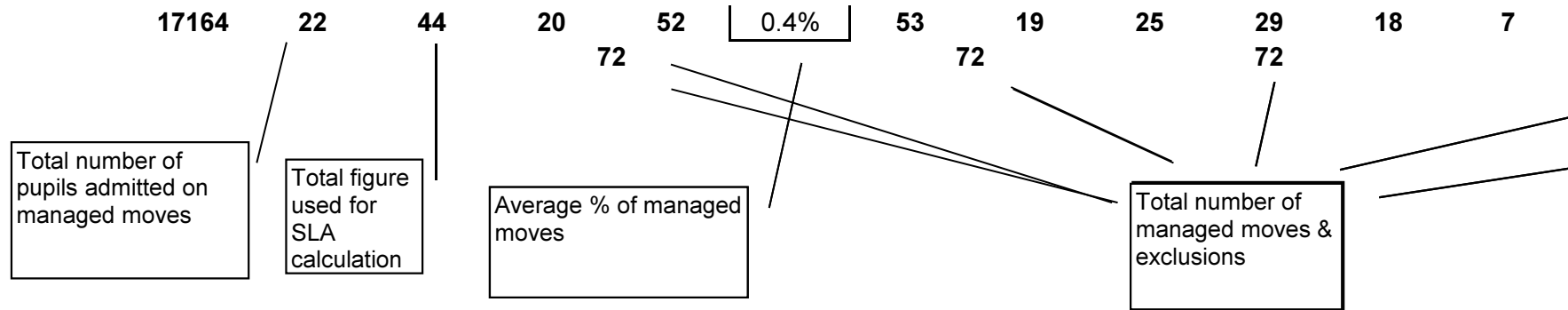
School	No on Roll (11 – 15) January 2011	In Year Admissions 2010/2011 as a percentage of total school roll	Average IDACI	NUMBER OF PUPILS ADMITTED PER SCHOOL YEAR		
				Exclud/ at risk of exclsn	Hard to place	TOTAL
<b>Barrs Hill</b>	577	13	0.391	1	1	2
<b>Caludon Castle</b>	1245	1	0.185	4	4	8
<b>Coundon Court</b>	1360	1	0.137	4	4	8
<b>Ernesford Grange</b>	638	3	0.399	1	1	2
<b>Finham Park</b>	1206	1	0.086	5	5	10
<b>Foxford</b>	897	5	0.340	2	2	4
<b>Lyng Hall</b>	531	12	0.380	1	1	2
<b>Pres. Kennedy</b>	1116	4	0.295	2	2	4
<b>Sidney Stringer Academy</b>	1048	3	0.447	2	2	4
<b>Stoke Park</b>	887	2	0.290	2	2	4
<b>Tile Hill Wood</b>	1048	4	0.223	2	2	4
<b>Westwood</b>	528	5	0.254	1	1	2
<b>Whitley Academy</b>	679	4	0.343	2	2	4
<b>Woodlands</b>	746	2	0.208	2	2	4
<b>Grace Academy</b>	707	4	0.360	2	2	4
<b>Bishop Ullathorne</b>	748	3	0.241	2	2	4
<b>Blue Coat CE</b>	1055	0	0.222	5	5	10
<b>Card. Newman RC</b>	1039	2	0.240	2	2	4
<b>Card. Wiseman RC</b>	1132	2	0.336	2	2	4
	(17187)			45 (90)		

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## Managed Transfers and Exclusions in Secondary Schools 2011-12

		1	2	4	5	7	8	9	10	11	12	13	14	15
School	Partnership	School roll Jan 12 (yr 7-11)	admissions to		Permanent Exclusions	Managed Transfer referrals	MT/PEX as % of total school roll	Male	Female	Term of referral			7	
			Pupils admitted	SLA						Autumn	Spring	Summer		
Blue Coat	East	1063	1	5		1	0.1%	1				1		
Caludon C	East	1223	4	4		2	0.2%	2		1	1			
Cardinal V	East	1102	2	2	1	4	0.5%	4	1	1	4			
Ernesford	East	582	1	1		6	1.0%	3	3	2	2	2		1
Foxford	East	889		2	1	2	0.3%	1	2	1			2	1
Grace Ac	East	750		2	4	7	1.5%	7	4	2	4	5		
Lyng Hall	East	573	1	1		1	0.2%	1				1		
Stoke Par	East	890	1	2		2	0.2%	1	1	1	1			
Whitley A	East	717	1	2	3	4	1.0%	6	1	3	4			1
<b>East Partnership tot</b>		<b>7789</b>	<b>11</b>	<b>21</b>	<b>9</b>	<b>29</b>	<b>0.5%</b>	<b>26</b>	<b>12</b>	<b>11</b>	<b>16</b>	<b>11</b>		<b>3</b>
Barr's Hill	West	635	1	1	2	2	0.6%	4		1			3	1
Bishop U	West	777	1	2	2	1	0.4%	2	1	1	2			1
Cardinal N	West	1046	1	2		3	0.3%	1	2	2	1			
Coundon	West	1353	3	4	3	3	0.4%	5	1	2	4			1
Finham P	West	1212		5		4	0.3%	4		2	2			
President	West	1030	1	2		4	0.4%	4		3			1	
Sidney St	West	1042	2	2	1		0.1%	1		1				
The West	West	536	1	1	2	4	1.1%	5	1	1	3	2		1
The Wood	West	736		2	1		0.1%	1		1				
Tile Hill W	West	1008	1	2		2	0.2%		2		1	1		
<b>West Partnership t</b>		<b>9375</b>	<b>11</b>	<b>23</b>	<b>11</b>	<b>23</b>	<b>0.4%</b>	<b>27</b>	<b>7</b>	<b>14</b>	<b>13</b>	<b>7</b>		<b>4</b>



**NB 8 children living in Coventry at risk of exclusion/permanently excluded from other LA s**

# 2012 -updated 24/07/12

# APPENDIX 2

16 17 18 19 Year Group				20 21 22 23 24 25 Destination					
8	9	10	11	Remained at home school	Key stage 3ELC	Chace ELC	Managed Move (KS4)	Special School	Other
		1				1			
		2				2			
	1	3	1		1	4			
	2	2	1		3	3			
	1	1			2	1			
2	3	6			3	8			
	1					1			
1		1			1	1			
	3	2	1		4	3			
<b>3</b>	<b>11</b>	<b>18</b>	<b>3</b>	<b>0</b>	<b>14</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>
1	1	1			3	1			
		2			1	2			
	2	1			2	1			
	2	2	1		2	3	1		
1	2	1			2	1	1		
1	1	2			1	3			
		1				1			
2	1	2			3	3			
1					1				
1	1				2				
<b>7</b>	<b>10</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>

10

21  
72

30

4

0

31

39

72

2

0

0

schools also dealt with

### Hard to Place - Requests Out

School	School roll Jan 12	Term of panel hearing			Totals	% of school roll	Year Group					Panel decision					
		Autumn	Spring	Summer			7	8	9	10	11	Standard Admission	Supported transfer	Chace/Individual Pro	Wyken KS3 PRU	Other	East/West Partnershi
Barr's Hill	635	2		7	9	1.4%	3	1	5			3	4				2
Bishop Ullathorne RC	777																
Blue Coat	1063																
Caludon Castle	1223																
Cardinal Newman RC	1046			1	1	0.1%			1				1				
Cardinal Wiseman RC	1102			1	1	0.1%			1				1				
Coundon Court	1353																
Ernesford Grange	582	1	1	4	6	1.0%		2	1	2	1	2	3				1
Finham Park	1212		2	1	3	0.2%			1	2			3				
Foxford	889	1	1	1	3	0.3%		1		2			3				
Grace Academy	750	2	1	2	5	0.7%		1	1	3		1	2			2	
Lyng Hall	573	1	1		2	0.3%				1	1		1	1			
President Kennedy	1030																
Sidney Stringer Academy	1042		1		1	0.1%		1				1					
Stoke Park	890	7	2	1	10	1.1%	2		5	3		3	5			1	1
Tile Hill Wood	1008		1	2	3	0.3%		2		1		1	1			1	
The Westwood Academy	536		2	2	4	0.7%			2	2		1	3				
Whitley Academy	717	2	3	5	10	1.4%		2	5	3		1	7			2	
Woodlands Academy	736	2	1	4	7	1.0%	2	1	4			2	5				
Out of City		8	9	5	22		3	2	4	5	8	5	12	4	1		

### Hard to Place - Completed Requests

School	School roll Jan 11	Term of panel	
		Autumn	Spring
Barr's Hill	635	3	1
Bishop Ullathorne RC	777		
Blue Coat	1063		1
Caludon Castle	1223		
Cardinal Newman RC	1046	1	
Cardinal Wiseman RC	1102	3	1
Coundon Court	1353		
Ernesford Grange	582	1	1
Finham Park	1212	1	2
Foxford	889	1	
Grace Academy	750	1	1
Lyng Hall	573		4
President Kennedy	1030	1	
Sidney Stringer Academy	1042	1	1
Stoke Park	890	3	1
Tile Hill Wood	1008		2
The Westwood Academy	536		1
Whitley Academy	717		1
Woodlands Academy	736		
	<b>17164</b>	<b>16</b>	<b>17</b>

Off School Roll		2	2		4				1	1	2	1		3			
ELC																	
	17164	28	27	36	91	0.5%	10	13	31	25	12	21	51	8	1	6	4

Bold indicates Year group of supported transfer

Updated 20/12/11

(Receiving schools)

APPENDIX 3

hearing	Totals	% of school roll	Year Group					Entrance		Not yet admitte
			7	8	9	10	11	Standard Admission	Supported transfer	
Summer										
	4	0.6%		2		2		1	3	
2	2	0.3%								1
1	2	0.2%			1				1	1
2	2	0.2%				1			1	1
2	3	0.3%		1	1			1	1	1
	4	0.4%		1	1	1	1	2	2	
2	2	0.1%	1			1			2	
1	3	0.5%			1	2			3	
	3	0.2%			3			1	2	
1	2	0.2%		1		1			2	
	2	0.3%				2		1	1	
1	5	0.9%			1	1	2	2	2	1
1	2	0.2%				1			1	1
1	3	0.3%	1		1	1			3	
1	5	0.6%			3	1		1	3	1
	2	0.2%			1	1			2	
1	2	0.4%		1		1			2	
1	2	0.3%		1	1				2	
1	1	0.1%								1
18	51	0.3%	2	7	14	16	3	9	33	8

\* 2 not yet placed



School	Partnership	School roll Jan 12 (yr 7- 11)	Total in - partnership and city wide	Total in as % of school roll	Total out - partnership and city wide	Total out as % of school roll	"In" - "Out"
Blue Coat Academy	East	1063	5	0.47	1	0.09	4
Caludon Castle	East	1223	9	0.74	3	0.25	6
Cardinal Wiseman RC	East	1102	11	1.00	13	1.18	-2
Ernesford Grange	East	582	6	1.03	13	2.23	-7
Foxford	East	889	3	0.34	6	0.67	-3
Grace Academy	East	750	5	0.67	19	2.53	-14
Lyng Hall	East	573	8	1.40	3	0.52	5
Stoke Park	East	890	9	1.01	8	0.90	1
Whitley Abbey Academy	East	717	6	0.84	9	1.26	-3
<b>East Partnership total</b>		<b>7789</b>	<b>62</b>	<b>0.80</b>	<b>75</b>	<b>0.96</b>	<b>-13</b>
Barr's Hill	West	635	11	1.73	13	2.05	-2
Bishop Ullathorne RC	West	777	3	0.39	4	0.51	-1
Cardinal Newman RC	West	1046	7	0.67	5	0.48	2
Coundon Court	West	1353	9	0.67	9	0.67	0
Finham Park Academy	West	1212	5	0.41	7	0.58	-2
President Kennedy	West	1030	7	0.68	8	0.78	-1
Sidney Stringer Academy	West	1042	7	0.67	6	0.58	1
The Westwood Academy	West	536	6	1.12	9	1.68	-3
The Woodlands Academy	West	736	7	0.95	4	0.54	3
Tile Hill Wood Academy	West	1008	8	0.79	7	0.69	1
<b>West Partnership total</b>		<b>9375</b>	<b>70</b>	<b>0.75</b>	<b>72</b>	<b>0.77</b>	<b>-2</b>
<b>CITY TOTAL</b>		<b>17164</b>	<b>132</b>	<b>0.77</b>	<b>147</b>	<b>0.86</b>	<b>-15</b>

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## **PARTNERSHIP AGREEMENT**

**Between Coventry Secondary Schools/Academies and the  
Children, Learning & Young People's Directorate  
on  
Coventry Fair Access Protocols**

The Coventry Fair Access Protocols cover the arrangements for the integration or reintegration to schools/academies of pupils who have been permanently excluded, are at risk of permanent exclusion or are requesting a school transfer and are considered hard-to-place.

All secondary schools and academies in Coventry are included in this partnership and are listed below. The agreement requires each school/academy to accept a quota of students who are either permanently excluded, at risk of permanent exclusion or hard-to-place, as set out in the current Fair Access Protocols. All schools and academies are represented on the Social Inclusion Placement Panel

Barr's Hill  
Bishop Ullathorne  
Blue Coat Academy  
Caludon Castle  
Cardinal Newman  
Cardinal Wiseman  
Coundon Court Academy  
Ernesford Grange  
Finham Park Academy  
Foxford

Grace Academy  
Lyng Hall  
President Kennedy  
Sidney Stringer Academy  
Stoke Park  
Tile Hill Wood Academy  
Whitley Academy  
The Westwood Academy  
The Woodlands Academy

### **PERIOD COVERED BY THIS AGREEMENT**

One year, from 1 September 2012 until 31 August 2013

This agreement will be reviewed annually

## AGREEMENT SPECIFICATION

The main activities covered by the agreement are those education, advisory, management and co-ordination services which are set out in italics in the “Protocol and procedures for the management of excluded pupils and pupils at risk of exclusion” in line with the framework for admissions below.

## SCALE OF CHARGES

<b>PROVISION</b>	<b>Charge to Schools</b>	<b>Reimbursement (where applicable)</b>
<b>Permanent Exclusion</b>	£6032 + AWPU	(£3921) + AWPU
<b>Managed Transfer</b>	£4545 +AWPU	(£2621) + AWPU
<b>Short Term Preventative Work</b>	£2394	
<b>Outreach &amp; Supported Transfer</b>	AWPU ( pro rata for in city transfers)	AWPU ( pro rata for in city transfers)

## FRAMEWORK FOR THE ADMISSION OF PERMANENTLY EXCLUDED, MANAGED-TRANSFER AND HARD-TO-PLACE PUPILS

In line with the guidance issued by DfE, the number of hard-to-place or at-risk pupils which schools/academies will be expected to admit each year will take account of the differing contexts and circumstances of schools, in particular, the size of the school, the degree of transience faced by the school and the relative deprivation of the school’s population.

The LA will also seek not to overburden schools/academies by placing too many pupils in a year group, wherever it is possible to avoid this. The LA will take account of numbers placed in schools by year group over the previous 2 academic years.

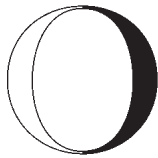
The following table sets out the numbers of such pupils that schools/academies will be expected to admit during the academic year. Decisions about placement will be fully negotiated with schools and will be based on the range of factors, outlined above, to distribute the total number of pupils as equitably as possible, notwithstanding the influence of parental/carer preference.

The number of pupils admitted to each school is based on a total of 90 pupils (45 managed transfers and 45 supported transfers) – if this figure needs to increase the number of pupils admitted will be adjusted.

**ADMISSION OF EXCLUDED PUPILS/PUPILS AT RISK OF EXCLUSION AND  
HARD TO PLACE PUPILS– BASED ON 75 PLACES**

<b>School</b>	<b>No on Roll (11 – 15) January 2012</b>	<b>In Year Admissions 2011/2012 as a percentage of total school roll</b>	<b>IDACI 2010 (Jan 12)</b>	<b>TOTAL admissions</b>
<b>Barrs Hill</b>	635	11	0.389	2
<b>Caludon Castle</b>	1223	0	0.179	9
<b>Coundon Court</b>	1353	1	0.136	7
<b>Ernesford Grange</b>	582	6	0.383	2
<b>Finham Park</b>	1212	1	0.090	7
<b>Foxford</b>	889	3	0.339	3
<b>Lyng Hall</b>	573	12	0.381	2
<b>Pres. Kennedy</b>	1030	4	0.298	3
<b>Sidney Stringer Academy</b>	1042	4	0.448	3
<b>Stoke Park</b>	890	3	0.293	3
<b>Tile Hill Wood</b>	1008	4	0.222	3
<b>The Westwood</b>	536	4	0.261	2
<b>Whitley Academy</b>	717	2	0.344	3
<b>Woodlands</b>	736	2	0.205	3
<b>Grace Academy</b>	750	2	0.354	3
<b>Bishop Ullathorne</b>	777	2	0.257	3
<b>Blue Coat CE</b>	1063	0	0.221	9
<b>Card. Newman RC</b>	1046	2	0.241	4
<b>Card. Wiseman RC</b>	1102	3	0.341	3
	(17164)			74

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Office of the  
Schools  
Adjudicator

**LOCAL AUTHORITY REPORT**  
**TO**  
**THE SCHOOLS ADJUDICATOR**  
**FROM**

**Coventry Local Authority**

**30 JUNE 2012**

**Report Cleared by (Name): Colin Green**

**(Title): Director of Children, Learning and Young  
People**

**Date submitted: 26/6/12**

**By (Name): Sue Heawood**

**(Title): Admissions and Benefits Manager**

**Contact email address: [sue.heawood@coventry.gov.uk](mailto:sue.heawood@coventry.gov.uk)**

**Telephone number: 024 7683 1612**

**[www.education.gov.uk/schoolsadjudicator/](http://www.education.gov.uk/schoolsadjudicator/)**

**Please email your completed report to: [OSA.TEAM@OSA.GSI.GOV.UK](mailto:OSA.TEAM@OSA.GSI.GOV.UK)**

## **Introduction**

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.
2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. Paragraph 3.23 specifies what must be included in the report to the adjudicator and makes provision for the local authority to include any other local issues.
3. The remit letter from the Secretary of State for Education to the Chief Schools Adjudicator also makes reference to additional matters on which he wishes to have a report included in the Chief Adjudicator's annual report. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in your report to the adjudicator.

For ease of reference the legislation is given below.

## **Legal References**

### ***“88P Reports by local authorities to adjudicator***

*(1) A local authority in England must make such reports to the adjudicator about such matters connected with relevant school admissions as may be required by the code for school admissions.*

*(2) In subsection (1) ‘relevant school admissions’, in relation to a local authority, means:*

- (a) the admission of pupils to relevant schools in the authority’s area;*
- (b) the admission of pupils in the authority’s area to other relevant schools;*
- (c) the entry to the sixth form of pupils who have been admitted to relevant schools in the authority’s area; and*
- (d) the entry to the sixth form of pupils in the authority’s area who have been admitted to other relevant schools.*

*(3) In this section, “relevant school” means--*

- (a) a maintained school,*
- (b) an Academy,*
- (c) a city technology college, or*
- (d) a city technology of the arts.”*

### ***“Section 88Q Reports under section 88P: provision of information***

*(1) A relevant person must, on request, provide a local authority in England with such information as the authority may reasonably require for the purpose of enabling the authority to fulfil their duties*



*under section 88P.*

*(2) In subsection (1), “relevant person”, in relation to a local authority, means-*

- (a) an admission authority (other than the local authority) for a maintained school in the area of the local authority;*
- (b) -----*
- (c) any member of an appeal panel constituted under section 94 by-*

- (i) the local authority, or*
- (ii) the governing body of a foundation or voluntary aided school in the area of the local authority;*
- (d) the proprietor of-*

- (i) an Academy,*
- (ii) a city technology college, or*
- (iii) a city college for the technology of the arts,*

*in the area of the local authority;*

- (e) any other local authority in England;*
- (f) other person as may be prescribed.”*

## **Completing the Template**

**This template is designed to be completed electronically - boxes will expand as necessary.**

**Throughout this report, please include middle deemed primary schools as for pupils up to age 11 and middle deemed secondary schools as for pupils over 11.**

**Where type of school is given, foundation covers foundation schools and foundation schools with a foundation (trust schools).**

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## **Admission Arrangements for Admissions in September 2012**

Please provide details of how the admission arrangements for schools in your local authority serves the interests of the groups of children listed below. Please include details of any problems that have arisen while allocating places for admissions in September 2012. (the Code paragraph 3.23 a refers)

<b>Looked after Children:</b> Looked after children are given the first priority in oversubscription criteria. In the case of voluntary aided Catholic primary
--

schools baptised Catholic looked after children are given the highest priority, and following other categories of Catholic children, priority is then given to non-Catholic looked after children.

**Previously looked after children** Giving priority to previously looked after children was not a requirement for admission arrangements for admissions in September 2012. However, if you have any evidence about the admission of such children please include details here:  
No information available.

**Children with disabilities:** Children with statements of SEN are allocated places before all other allocations are made. Other children with disabilities are allocated places as part of the general admissions policies.

**Children who have special educational needs:** All children with statements of SEN are allocated places before all other allocations are made.

### **Fair Access Protocol**

The Code at paragraph 3.9 requires each local authority to have a Fair Access Protocol agreed with the majority of schools in its area. Paragraph 3.11 of the Code requires that all admission authorities must participate in the Fair Access Protocol.

- a) Please confirm that your local authority has a Fair Access Protocol that has been agreed with the majority of schools in your area.

Tick as appropriate: Yes  No

If **NO**, please explain: We do not have a formal FAP for primary schools as current admissions processes enable us to ensure access to school places quickly, whilst not requiring undersubscribed schools to admit a greater proportion of children with a recent history of challenging behaviour. These systems will be kept under review.

- b) Although a majority of schools, and perhaps all, will have agreed the Fair Access Protocol, some may not have done so, please state how many schools have not agreed the Fair Access Protocol.

Type of School	Number of schools that have not agreed Fair Access Protocol	
	Schools for pupils up to age 11	Schools for pupils over age 11
Community	n/a	0
Voluntary Controlled	n/a	-
Voluntary Aided	n/a	0
Foundation	-	0
Academy	-	0

c) Please give your assessment of how well the Fair Access Protocol has worked in the academic year 2011/12 in placing children without a school place in schools in a timely manner. Include details of any specific problems that have been encountered in applying the protocol.

We have robust systems in place for pupils at risk of exclusion and the FAP has built upon this work. All secondary schools and Academies have co-operated in implementing the protocol and agreeing a service level agreement which identified the share of hard to place children to be admitted to schools and alternative provision. Whilst there have been disputes on decisions made in some individual cases, dialogue with headteachers takes place to resolve issues.

d) How many children have been admitted to each type of school in the area under the protocol? How many children have been refused admission to a school?

Type of School	Number of children admitted		Number of children refused admission	
	Schools for pupils up to age 11	Schools for pupils over age 11	Schools for pupils up to age 11	Schools for pupils over age 11
Community		3		
Voluntary Controlled				
Voluntary Aided		2		
Foundation		10		
Academy		9		4

e) Please comment below on the extent to which schools have co-operated in the operation of the protocol.

All schools participate in the monthly placement meetings which are held as part of our FAP. Some schools have delayed in admitting pupils placed with them through the protocol but numbers of admission refusals this year have been small.

f) If children have not been placed in a school through the protocol, have you used the powers of direction to provide a place for a child?

Tick as appropriate: Yes  No  N/A

g) If **YES**, how many children have been placed and in which type of school as a result of a direction, including a direction via the Secretary of State or after an appeal to the Adjudicator?

Type of School	Number of children placed	
	Schools for pupils up to age 11	Schools for pupils over age 11
Community		
Voluntary Controlled		
Voluntary Aided		
Foundation		
Academy		

Please add any other relevant information you wish to include in this section.

### **Co-ordination**

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2012 in your local authority.

Primary: Co-ordination has been effective, but the addition of emergency extra places following the offer date is proving challenging to co-ordinate.

Secondary: Co-ordination has been effective but during the process there were some delays in gaining information from one Academy and one neighbouring authority. We also experienced some IT difficulties in data exchanges with other authorities but all problems were overcome within the overall timescales of the process.

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### **Admission Appeals**

Please provide details of the number of lodged and upheld parental appeals for admissions in September 2012.

	<b>Lodged</b>	<b>Upheld</b>
<b>Number of appeals for pupils up to age 11.</b>	167	none held yet
<b>Number of appeals for pupils over age 11.</b>	150	39
<b>Date up to which this information applies.</b>	11/6/12	11/6/12

***Please note there will be an opportunity to update this data up until 31 August 2012 – the update form is attached as an appendix to this form and provided separately for you to return if you wish at the end of August.***

### **Other Issues**

Paragraph 3.23 of the Code requires each local authority to publish a copy of its report locally.

Please indicate where or how a copy of the report can be obtained by a member of the public: This will be made available on the coventry city council website and a hard copy can be provided by contacting the Admissions and Benefits Team
--

If not yet published please provide details of when and where the report will be published:
---

### **Local Authority Issues**

Please provide details of any other issues that you would like to raise and comment on that are not already covered in this report.

We experienced a higher level than usual of schools determining policies for 2013 which were not compliant with the Schools Admissions Code. This is partly as a result of changes to the Admissions Code, and also to schools taking on responsibility for admissions without sufficient expertise in this area. Following requests for changes 23 of the 24 schools have amended their policies. We will pursue an objection to the Schools Adjudicator should
--

continuing discussion fail to result in satisfactory amendments in the other case. We had 3 Academies which failed to determine admissions arrangements by the statutory deadline, and one of these has yet to do so.

**Remit Letter from the Secretary of State for Education to the Chief Adjudicator**

The Secretary of State has asked that the Chief Adjudicator's annual report includes an assessment of the impact in local areas of having more own admission authorities and any implications for parental choice.

Please give the number of types of Schools in your local authority.

Type of School	Number of schools		
	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Total number of Schools
Community	58	3	61
Voluntary Controlled	5	0	5
Voluntary Aided	21	3	24
Foundation	0	4	4
Academy	0	9	9
<b>Total number of Schools</b>	84	19	103

Does the local authority carry out any investigations into the impact for parents of having many or most or all schools in an area that are their own admission authority?

Tick as appropriate: Yes  No

If **YES**, what was the outcome of the investigation:

If **NO**, are there any plans to monitor the impact for parents of having an increasing number of own admission authority schools:  
There are no specific plans in place at the moment but we will take this issue to the Schools Admissions Forum which we have retained in Coventry.

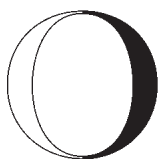
If the admission arrangements of individual schools are all considered to be lawful, is there any difficulty for parents in securing a place at a local school?

Tick as appropriate: Yes  No

If **YES**, has the local authority considered what might be done to overcome any difficulties:

Whilst 86% of parents who applied on time for primary school places received a place at their first preference school, the high level of demand for places has caused particular difficulty for parents making late applications. Although there are sufficient places in Coventry, many of the available places have been in the west of the city. Through strategic place planning we had added 120 places for September 2012, but have made arrangements on an urgent basis since April 2012 for an additional 105 places to be made available in the north east, south east and centre/north of the city to try to ease this situation. However, the increasing demand for places and the cost of provision will continue to place a great deal of pressure on school place provision.

**Please email your completed report to: [OSA.TEAM@OSA.GSI.GOV.UK](mailto:OSA.TEAM@OSA.GSI.GOV.UK)**



**Office of the  
Schools  
Adjudicator**

## LOCAL AUTHORITY REPORT – Data update 31 August 2012

### Coventry Local Authority

Report Cleared by (Name): Colin Green

Date submitted: 15 August 2012

By (Name): Sue Heawood

Contact email address: sue.heawood@coventry.gov.uk

Telephone number: 02476 831612

In the LA Report that was submitted by 30th June 2012 we confirmed that there would be an opportunity to update some of the data information. Below is the section of the June Report concerning appeals that you may wish to update. Please complete and return by 31 August 2012.

#### Admission Appeals

Please provide details of the number of lodged and upheld parental appeals for admissions in September 2012.

	Lodged	Upheld
Number of appeals for pupils up to age 11.	216	5
Number of appeals for pupils over age 11.	183	49
Date up to which this information applies.	15/8/12	25/7/12

**Please email your completed report to:  
OSA.TEAM@OSA.GSI.GOV.UK**