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**School Admissions Forum**

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**Time and Date**

1.30 pm on Friday, 7th February, 2014

**Place**

Committee Rooms 2 and 3 - Council House

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1. **Introduction and Apologies**
2. **Minutes** (Pages 3 - 8)
  - (a) Minutes of the meeting held on 11 October 2013
  - (b) Matters Arising
3. **Primary co-ordinated admissions scheme 2015** (Pages 9 - 20)

Report from Sue Heawood
4. **Secondary co-ordinated admissions scheme 2015** (Pages 21 - 26)

Report from Sue Heawood
5. **Consultation on school admissions arrangements for 2015**

Report from Sue Heawood to follow.
6. **Choice Adviser presentation** (Pages 27 - 36)

Presentation by Chris Firth – copy attached
7. **New Schools update**

Report from Sue Heawood to follow.
8. **Expanding Schools** (Pages 37 - 48)

Presentation by Ashley Simpson – copy attached
9. **Any Other Business**
10. **Date of next meeting**

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Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 28 January 2014

Note: The person to contact about the agenda and documents for this meeting is Gurdip Paddan 3075

Membership: Councillors J Blundell, D Chater (Chair)

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

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

**Gurdip Paddan**

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# Agenda Item 2

**Coventry City Council**  
**Minutes of the Meeting of School Admissions Forum held at 1.30 pm on Friday,**  
**11 October 2013**

Present:

Members:                           Councillor D Kershaw (Chair)  
  Councillor J Blundell

Other Members:                Rev T Colling  
  C Firth  
  I Rose  
  M Simpson  
  R Williamson

Employees (by Directorate):   S Heawood  
  G Paddan  
  J Applegarth

Apologies:                       P Burns  
  K Edwards  
  D Morrison  
  H Quinn

## **Public Business**

### **1. Minutes**

The minutes of the meeting held on 8 February 2013 were agreed as a true record.

### **2. Matters arising**

- a) It was noted that Heads had discussed the level of movement between schools at their Steering Groups and there were no changes to processes at present to be reported.
- b) Sue Heawood updated the Forum on the objection received by the Schools Adjudicator in respect of Blue Coat School's policy changes and the decision issued in August which upheld the objection. Details are published at [www.education.gov.uk/schoolsadjudicator/decisions](http://www.education.gov.uk/schoolsadjudicator/decisions) Concern was expressed at the need for clarity for parents applying in the current admissions round for places under the disputed policy. The Chair of the governing body confirmed they are working on amendments and making a plan for compliance with the decision but this will need to be reviewed by the full governing body in November.

**RESOLVED that assistance is sought from Linda Wainscott at the Church of England diocese in ensuring that Blue Coat School to expedite their policy changes.**

**3. Admissions for September 2013**

The Forum considered the maps in respect of Reception classes for September 2013. It was noted that 88.8% children obtained their first choice; unfortunately there were no national statistics for comparison purposes for primary schools.

The Admissions Team were commended on their work, as following further school expansions it was good to see what had been achieved with the figures for school places within the City. It was noted that most local authorities were in difficult positions in terms of providing school places with primary classes in September 2013.

The table illustrating the Secondary School allocations for 01/03/2013 was reviewed and the figures were explained. It was noted that numbers admitted over the admission limit were due to pupils being admitted via appeals processes. Concern was expressed that where schools were not providing strong cases against additional admission it could be seen as an injustice, as it was not always those parents with the strongest cases who were then gaining entry via the appeal process.

**RESOLVED that the reports be noted.**

**4. In Year Admissions 2012/13**

Sue Heawood reported on the primary and infant school In-Year Admissions and Transfers for the years listed within the tables. The table showed the movement and the columns were explained.

**RESOLVED that the reports be noted.**

**5. In Year Fair Access Protocol 2012/13**

Members received a report from Marian Simpson on the In-year Fair Access Protocol. Discussion ensued on the permanent exclusion/managed transfer figures presented within the table and the drop in Key Stage 2. The figures for the last five years in respect of Hard to Place pupils were reviewed. The appendices provided the data in greater detail. The formula (to determine the number of pupils in these categories, which takes into account the circumstances) used for the figures was explained and it was noted that two schools would not have to admit any hard to place pupils into Key Stage 4 in the year ahead.

The Appendix 4 provided an overview of all pupils admitted to Coventry Schools in 2012/13 through both the partnership and City wide arrangements.

Marian was thanked for the comprehensive report.

**RESOLVED that the report be noted.**

## 6. **New Schools for 2014**

The Forum received a report on the proposed two new Free Schools and the University Technology College proposed for Coventry. These schools will be independent of the Local Authority and funded directly by the Department for Education. It was noted that the schools have not been built but parents were currently able to apply for places.

- a) Seva School – This free school will be an all-through school for children aged 4 – 16 based on the Sikh faith. Seva School is not part of the Local Authority co-ordinated scheme in its opening year. Parents have to apply to the school directly and the closing date is 3 January 2014. They plan to admit pupils into Reception, Year 1, Year 2 (100 places per year group) and Year 7 (150 places).

Concern was expressed in terms of children holding two places in September; no site for the school building had been agreed and this will cause difficulties for parents in making a decision about applying and for the City Council in terms of future place planning.

More information about Seva School is available via [www.sevaschool.com](http://www.sevaschool.com)

- b) Coventry Leadership Academy for Girls – This is an 11-18 school for girls, conducted as a Muslim Faith School. The admission number for the Year 7 intake in 2014 will be 100.

The free school will be part of the Local Authority co-ordinated scheme and parents will apply for places for the school as part of the normal process by 31<sup>st</sup> October 2013.

The School will also be admitting 50 pupils in to year 8. This will be a separate application process and forms will be available from the Admissions and Benefits Team.

Councillor Kershaw will be meeting with the school sponsors who have opened free schools in other areas and will seek assurances about the school being a positive and inclusive addition to Coventry.

- c) Warwick Manufacturing Group Academy for Young Engineers (WMG) – This is a non-selective University Technical College for 14-19 year old students with a focus on engineering, mathematics and science. It has been developed as a partnership with Warwick University and is due to be built on land next to Westwood Academy near to the University.

It will provide places for students from Warwickshire and Solihull. The distance based criteria for the school has been structured to aim to take up to 40% of applicants from up to 5 miles from the school, 40% living 5-10 miles away and 20% living over 10 miles away. The admission number for Year 10 is 160 (80 females and 80 males).

It was noted that applications were being accepted for Year 10 in September 2013 and offers would be made on 3 March 2014.

Information on WMG Academy was available at [www.wmgacademy.org.uk](http://www.wmgacademy.org.uk)

**RESOLVED that the report be noted.**

**7. Expanding Schools for 2014 and 2015**

A report was received from Judith Applegarth on the expansion in primary school admissions 2014 and beyond. The primary school cohorts had seen tremendous growth. In 2005 reception aged pupils numbered just over 3,300, as illustrated in the table.

It was noted that the Council had maintained a surplus of accommodation of approximately 5% across the City to allow for flexibility and parental choice for in year admissions.

The Forum was advised that new extensions to schools had been built; in some circumstances whole schools have been rebuilt to provide the extra places. Also there was interest being expressed in setting up free schools with the potential to accommodate 160 reception pupils by 2015.

Following last year's consultation the decision to expand a further 8 schools was deferred, pending future demographic information. Further analysis was required before deciding which schools would be chosen to proceed to statutory notices for further expansion in 2015.

With regards to Edgewick Primary School – as part of the Education Funding Agency bidding process for additional places, the Council had submitted a bid to rebuild this school and increase its size from a one form entry to two form entry. The scheme was successful in terms of attracting £1.694 million government grant.

Work was taking place to analyse and plan for future expansion across the 19 secondary schools within the City.

Judith was thanked for her report.

**RESOLVED that a report be presented at the next meeting on secondary school expansion.**

**8. Any Other Business**

There was no other business.

**9. Date of Next Meeting**

The next meeting will be held on 7 February 2014.

(Meeting closed at 3.05 pm)

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## Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2015/16

### 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 2015.

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 or an Academy/free school.
3. When applying the parent will be able to:
  - a. express **three** preferences, in rank order of preference.
  - b. give their reasons for each preference.
4. The parent will receive no more than one offer of a school place and:
  - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
  - (ii) if a place cannot be offered at a nominated school, a place will be offered at the nearest available school following consultation with own admission authorities where appropriate.

5. The Local Authority will make appropriate arrangements to ensure that:
  - the online application system and the Common Application Forms are available.
  - a written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.
6. During September 2014 all maintained primary, junior and infant schools and academies/free schools in Coventry will receive information for parents who wish to apply for admission to a Coventry primary, junior or infant school at the normal age of entry in 2015/16. Information will also be made available in nurseries and other early years provision, and in other general community settings such as libraries and GP surgeries.

### **Supplementary Information Forms**

7. All preferences expressed on the Common Application Form or via the online process are valid applications. The governing body of a school which is its own admission authority (e.g. voluntary aided schools or academies) school may ask parents who wish to nominate, or have nominated, their school through this process to provide additional information on a supplementary form for the governing body to apply their oversubscription criteria to the application. If parents complete a supplementary form, this must be returned to the 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 schools which are their own admission authorities the school must inform the Local Authority immediately so the Local Authority can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form.

### **Processing of Common Application Forms**

9. Parents can complete the online application by 15 January 2015. 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 2015. 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 2015 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 2015 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 2015 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 2015** 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 2015 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 2015.
- 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 2015** Coventry Local Authority will post letters to parents by second class post notifying them of the primary / junior / infant school place that has been allocated to their child. Emails will also be sent on this date to those parents who have applied on-line. Both will contain the following information:
- The name of the school at which a place is offered;
  - The reasons why the child is not being offered a place at each of the other schools nominated on the application;
  - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - Contact details for applicants to lodge an appeal when they have not been offered a place at a school.

## PART 11 – LATE APPLICATIONS

19. The closing date for applications in the normal admissions round is **15 January 2015**.
20. All applications received after **15 January 2015** will be late and will only be considered after all those who applied on time.

## Waiting Lists

21. After the initial allocation on **16 April 2015** 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 **2015**. Parents who wish to have their child's name on a waiting list for a community or voluntary controlled school after this date should contact the Local Authority.
22. Voluntary Aided schools and academies will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term, must contact the schools direct.
23. Waiting lists are kept in admissions criteria order and this is the basis for deciding where a child is placed on a list. The date of application does not affect the position on a waiting list.

## Applications outside the normal admissions round

24. The Local Authority co-ordinates in year admissions for all community, voluntary controlled, and voluntary aided schools and academies/free schools within Coventry unless the school has indicated otherwise in their admission arrangements. Contact Admissions and Benefits Team for the most up to date information. Applications are made on a standard application form for all schools. Applicants for 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/free schools will be responsible for maintaining their own lists in conjunction with the Local Authority. Parents, who wish for their children to continue to be considered for any places at these schools after the end of the Autumn term must contact the schools direct. The Local Authority will maintain lists for community and voluntary controlled schools. Children will remain on these waiting lists for the term in which they apply, but failure to confirm continued interest in a school within 14 days of the beginning of each term will result in removal from waiting lists.

## **SCHEDULE 2**

### **Primary / junior / Infant Coordinated Admissions Scheme Timetable**

- |                         |  |
|-------------------------|--|
| <b>15 January 2015</b>  | National closing date for making an online application or returning Coventry Common Application Forms.   |
| <b>6 February 2015</b>  | Details of preferences expressed will be sent to Coventry Voluntary Aided schools for "ranking".   |
| <b>25 February 2015</b> | Coventry Voluntary Aided schools will provide the Local Authority with a "ranked" list of applicants.  |
| <b>4 March 2015</b>     | From this date onwards Coventry Local Authority will compare provisional offers data and finalise the allocation of places.  |
| <b>16 April 2015</b>    | Coventry Local Authority will notify its schools which parents have been offered places.<br><br>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 2015/16 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 head teacher 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.

Waiting Lists will remain in operation until the end of the 2015 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 2015/16**

### **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.

Waiting Lists will remain in operation until the end of the 2015 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 2015/16

### 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 2015/16 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 are 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 2015/16 |
|--|--------------------------|
| 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                         | 60*                      |
| Ernesford Grange Primary                           | 60                       |
| Finham Primary                                     | 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                       |
| 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  |
| 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<br>(Voluntary controlled) | 60  |
| St Christopher Primary                            | 60  |
| Stanton Bridge Primary                            | 60  |
| Stivichall Primary                                | 75  |
| Stoke Primary                                     | 60  |
| Stoke Heath Primary                               | 60  |
| Templars Primary                                  | 75  |
| Walsgrave C.E. Primary<br>(Voluntary controlled)  | 60  |
| Whitley Abbey Primary                             | 60  |
| Whitmore Park Primary                             | 90  |
| Whoberley Hall Primary                            | 30  |
| Willenhall Community Primary                      | 60  |
| Wyken Croft Primary                               | 120 |

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## Coventry Secondary School Co-ordinated Admissions Scheme: 2015/2016

### Introduction

1. 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 maintained secondary school and academy in the Local Authority area (except special schools). The following scheme details the admissions process leading to admissions into secondary schools in September 2015.
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 2014.
  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 2014**. Parents can complete the online application by this date. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Form to a primary, 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 2014 will be treated in accordance with the procedure for late applications.
10. **By 5 November 2014** primary schools will forward all applications and any supplementary forms to the Local Authority.
11. **By 18 November 2014** 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 2014** 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 18 December 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.
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 2014** 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 2015** 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 2015** and again by **5 February 2015** 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 2015** 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 **2 March 2015** 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 2014**. 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 **2 March 2015**, the Local Authority will establish a waiting list for community schools, and this will operate up until the end of the Autumn term 2014. 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:

- Meet with the Headteacher or other appropriate staff member to discuss the reason for transfer. This will provide the school with an opportunity to identify any issues that may be capable of resolution and that may negate the necessity for a school transfer. This will ensure that changes of school are not undertaken hastily and without discussions with the parent/carers as to the likelihood of educational disadvantage to the pupil that may arise from transfer
- Complete the form and return it to the school

The Headteacher will:

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

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 2014:** Closing date for the Common Application forms to be returned to the local authority or primary schools.
- 18 November 2014:** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
- 27 November 2014:** Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
- 18 December 2014:** Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
- 31 December 2014:** Cut-off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc.
- 8 January 2015:** 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 2015  
& 5 February 2015:** 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 2015:** 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.
- 2 March 2015:** 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.

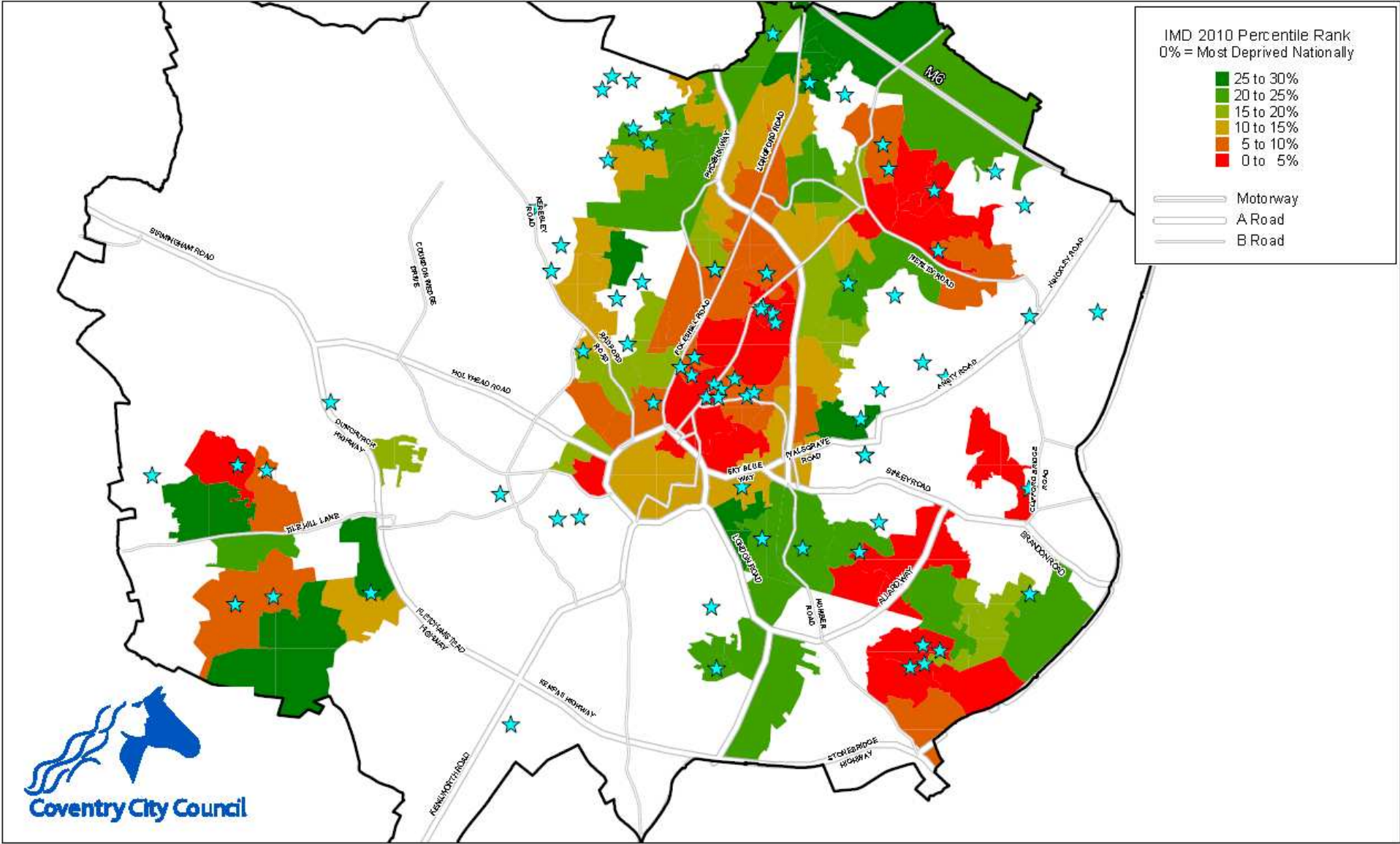
**Choice Adviser's Annual Report  
School Admissions Forum – February 2014**

## Headline stats for non-returned Secondary School CAF's 2014

### **Non>Returns for September 2014 = 75 (1.9% of cohort)**

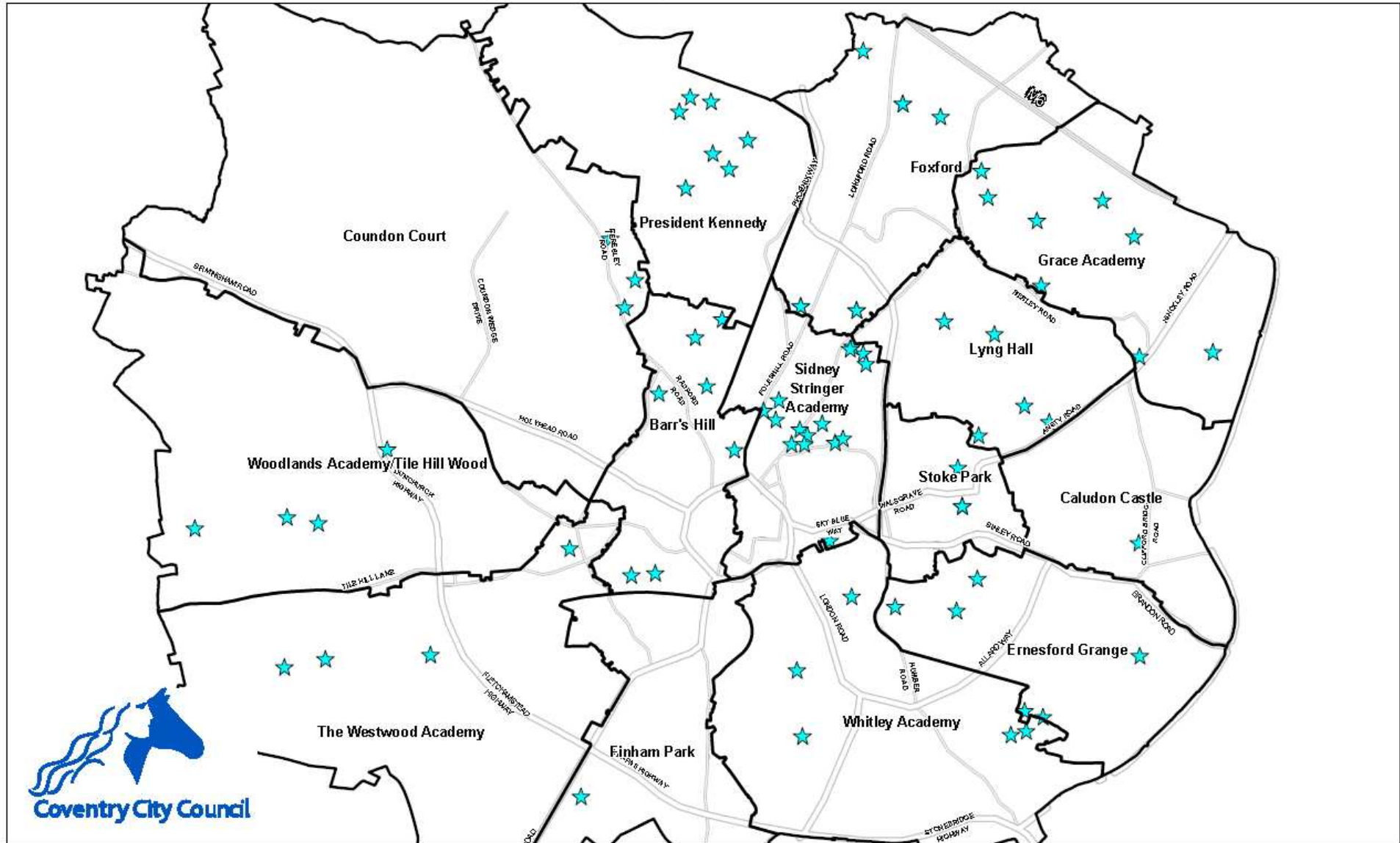
- Overall increase of non-returns by 10 (15%)
- Reduction in non-returns from 23 target schools by 8
- 39 schools had one or more forms not come back (2 more than 12/13). 43 had 100% completion (down 2)
- 0 schools had 5 or more non-completed forms (2 less than 12/13)
- 24 schools had less non-returns than previous year (although 27 had more)

# Pupils Having Not Applied For Secondary School



This shows where forms were not returned from for admission to Secondary school in 2014.

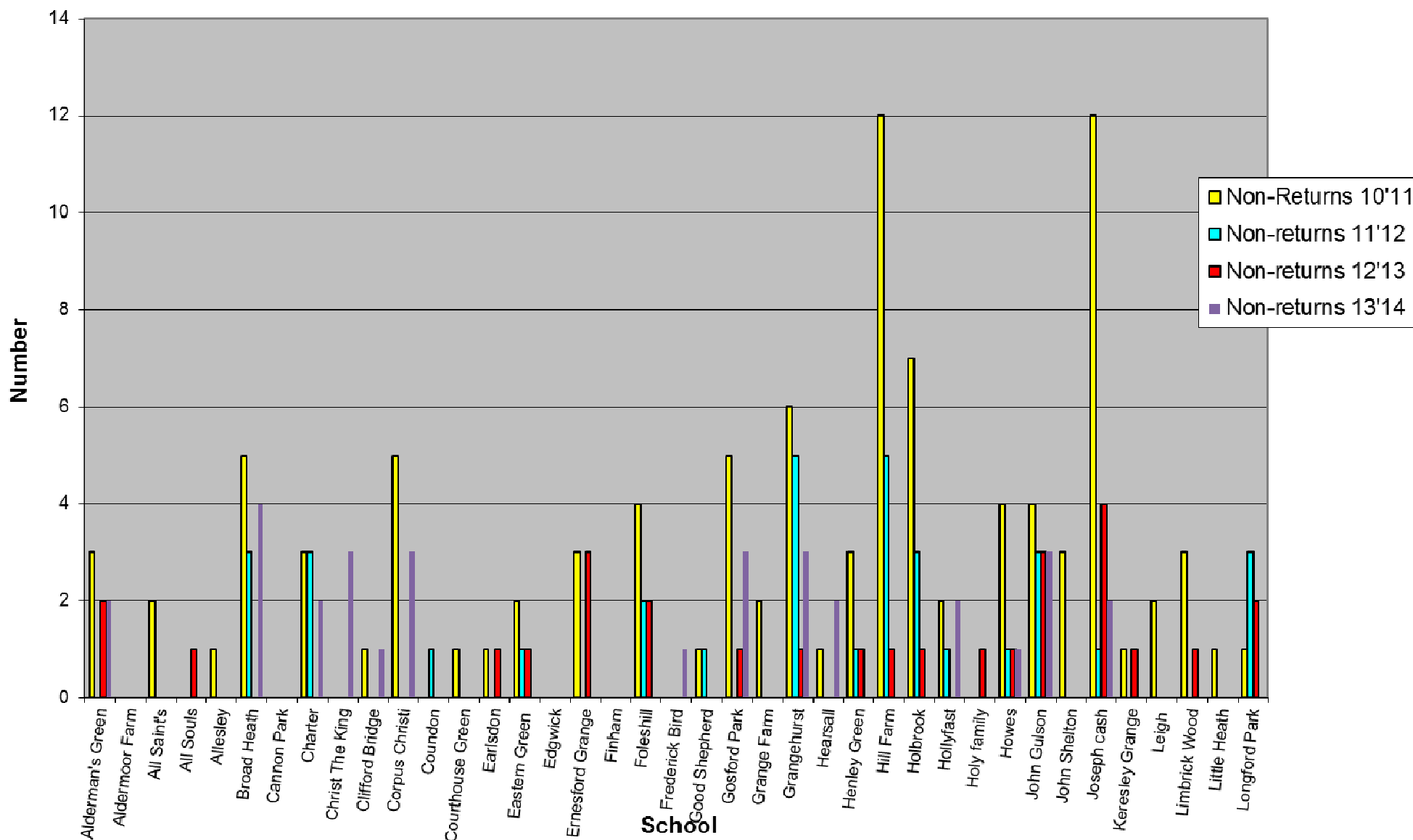
## Pupils Having Not Applied For Secondary School by Secondary Catchment Area



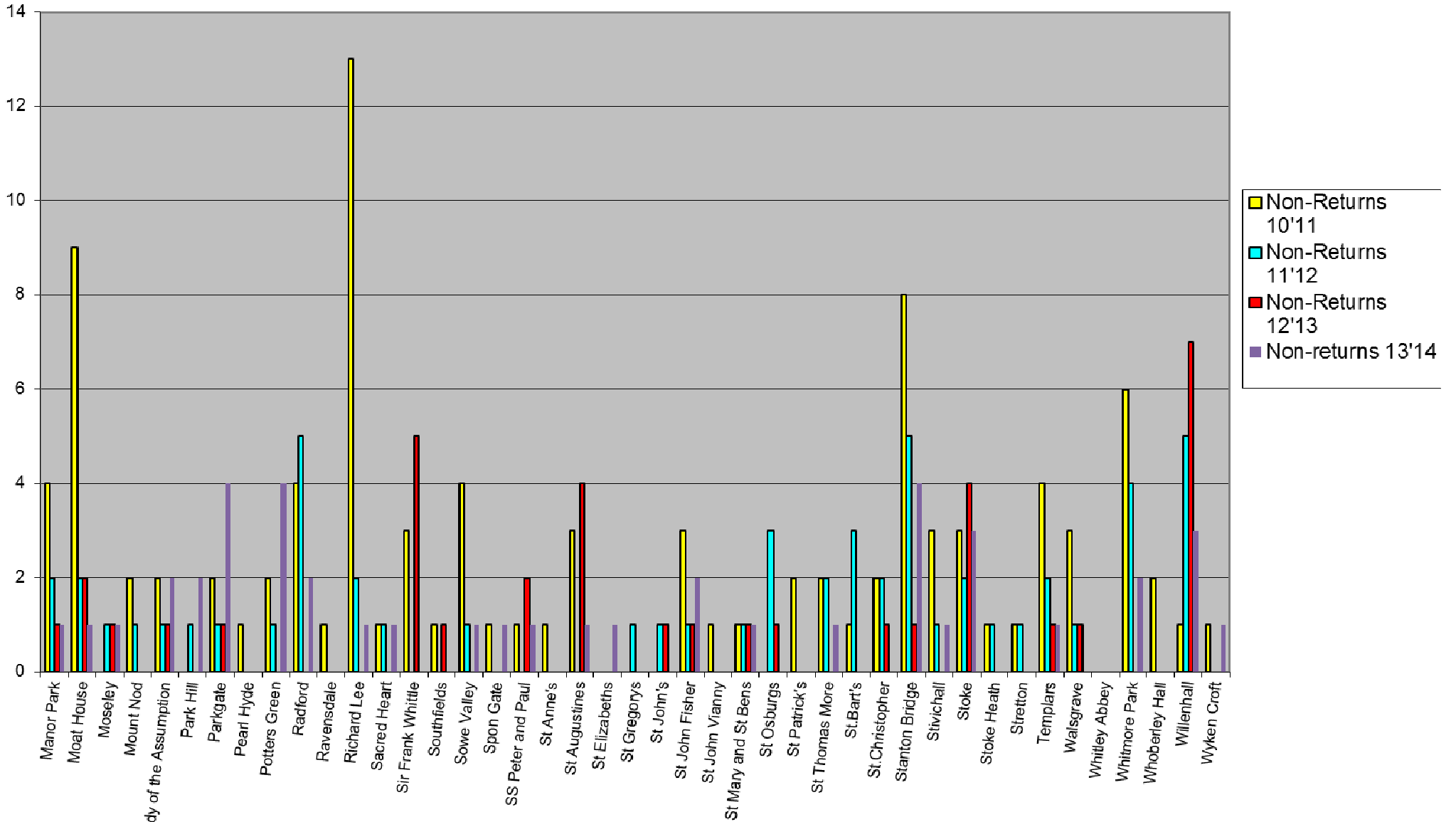
\* There were 4 non-returns from feeder schools for Bishop Ullathorne, 5 for Cardinal Newman and 7 for Cardinal Wiseman.

\*\* 26 forms were not returned from catchment areas where schools have recent history of being over-subscribed.

## A graph to show the number of non-returns of CAF forms by Primary School (A - L)

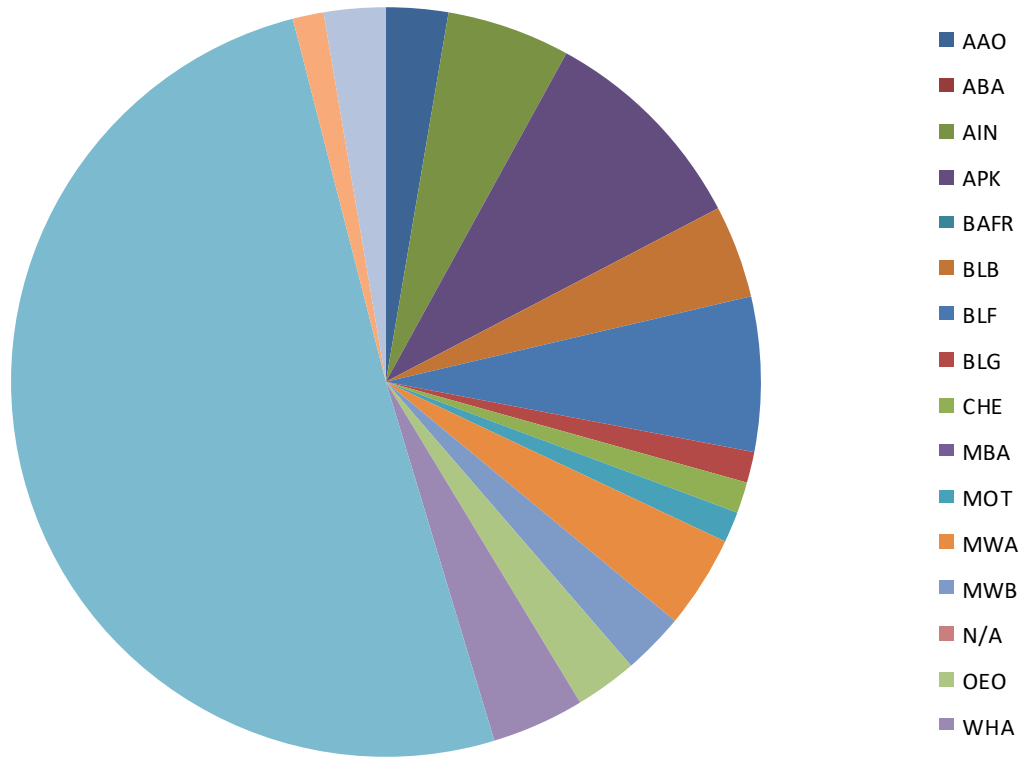


## A graph to show the number of non>Returns of CAF's by Primary School (M-W)



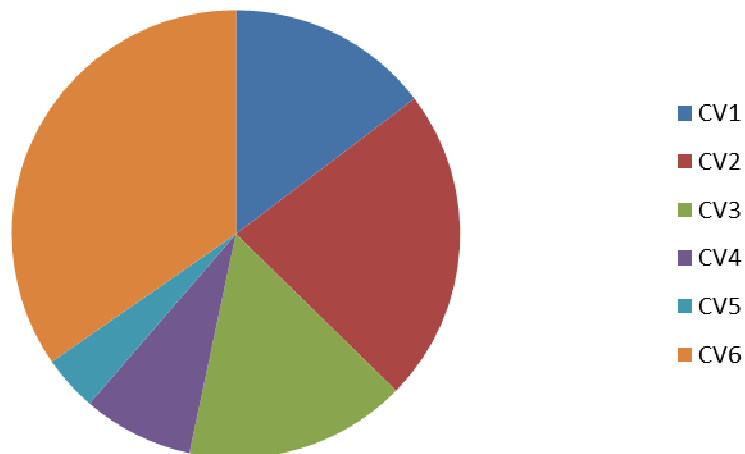


**Breakdown of non-returns by ethnicity 2013/14**



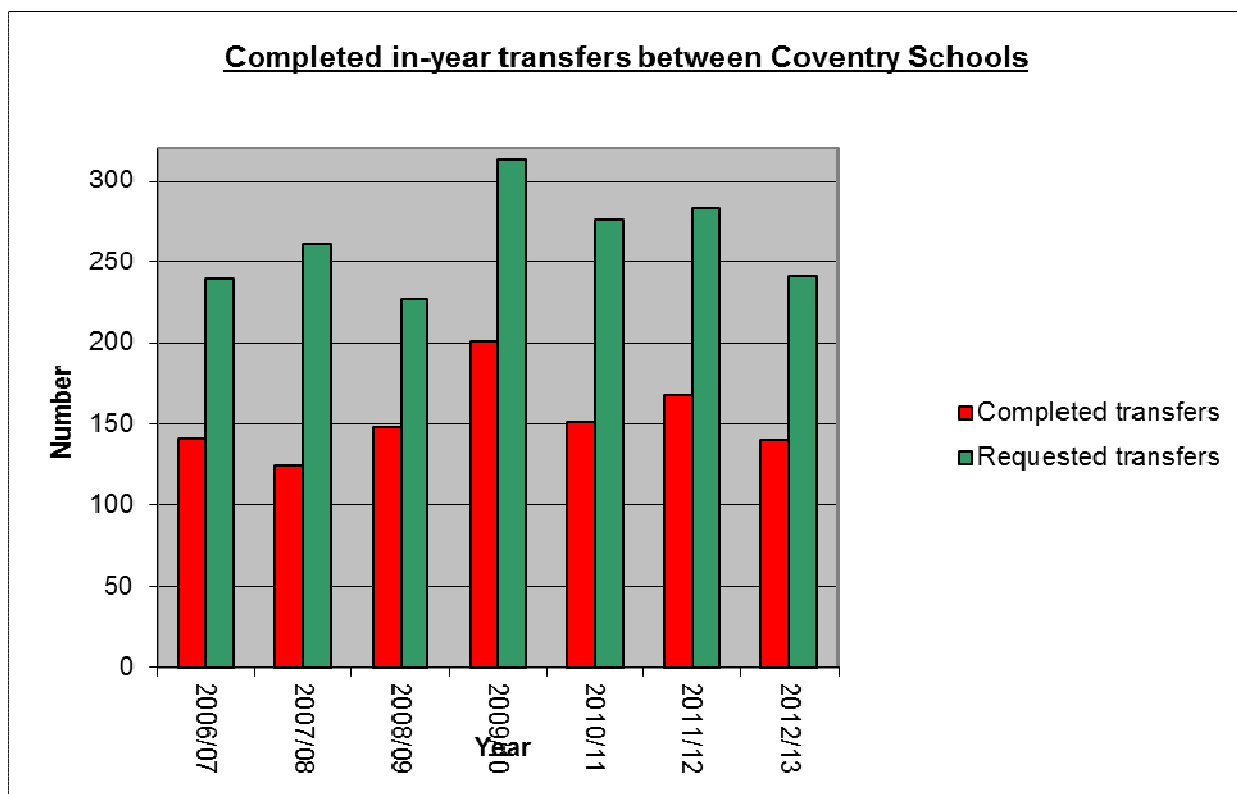
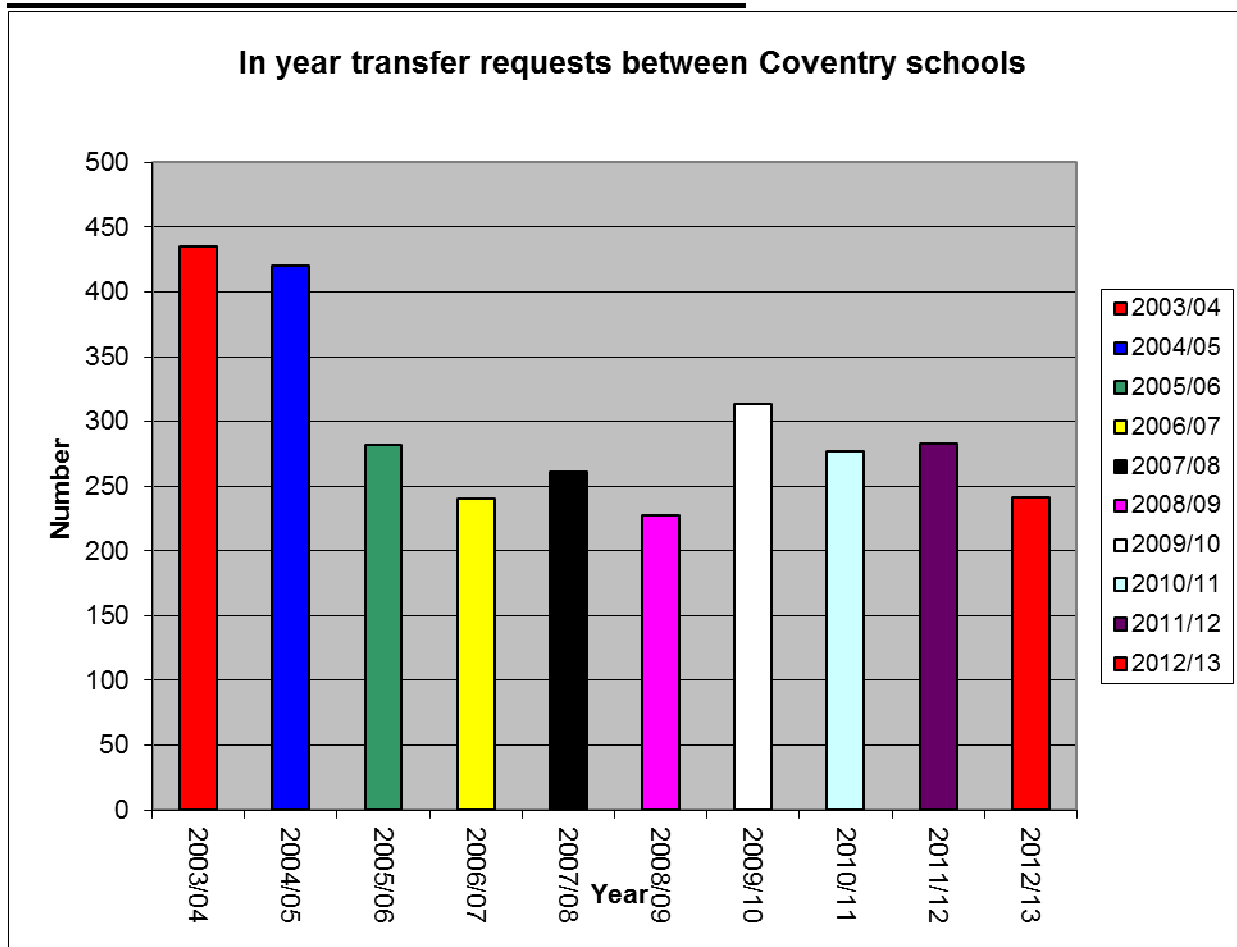
- No real trends/differences in ethnicity of non-returners, with the numbers/percentages very similar to previous years.

**Breakdown of non returns by postcode 2013/14**



- The only major difference is seen in CV1 area, where the numbers of non-returns has increased from 4 to 11. .

# In Year Transfers 2012'13



## Headline Stats for In year transfer requests

- Decrease (15%) in number of requests between City schools
  - Percentage of transfers completed similar to previous year (58% compared to 59% in 11'12)
  - Reasons given by parents for move similar to previous years
- Unhappy (43% of reasons given – slight rise)
  - Moved/Distance from home (35% of reasons given – slight fall).

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# **School Admissions Forum**

## **Increasing Secondary School Places**

7<sup>th</sup> February 2014  
Ashley Simpson

## Context

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- Coventry currently has 19 secondary schools – 4 Trust, 12 academies and 3 VA;
- Planning of secondary school places is based on a citywide approach;
- Since 2002/03 Y7 -11 secondary numbers have fallen by 8%;
- Between 2014 and 2020 numbers are expected to increase by 18%;
- Overall secondary numbers have been sustained by a rising post 16 population;
- Post 16 staying on rates in schools are comparatively high 51.4% (Y11-Y12) and 41.7% (Y11 – Y13);
- Increased cohorts moving through primary will begin to impact on Year 7 intakes from September 2014 onwards;
- BY 2023/24 we will need to make provision for approximately 4,740 Year 7 pupils (including a 5 % planning margin).

## Additional School Places: September 2014

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Three new secondary institutions are expected to open in Coventry in September 2014:

- The WMG Academy for Young Engineers (UTC). The PAN will be 160 initially Year 10 and Year 12 students will be admitted. The UTC will be located adjacent to Westwood Academy.
- Seva School will be an all through 4 -16 school which will have a Pupil Admission Number (PAN) of 100 pupils in Reception and 150 pupils for Year 7. There will also be a PAN of 100 pupils for Year 1 in 2014 only. There will also be a PAN of 100 pupils for Year 2 in 2014 only. No site has yet been identified.
- The Coventry Leadership Academy for Girls will provide 500, 11 to 16 year old places plus 200 post 16 places with a Year 7 PAN of 100. Initially admissions will be to Year 7 only in September 2014. The school will open on the former Courtaulds Sports and Social Club site at Lockhurst Lane, Foleshill.

## Proposed Strategy

- DfE recommends a 5% planning margin to enable a degree of parental preference to be exercised;
- Based on total PAN of 4,148 (includes Free Schools) there will be sufficient citywide places until 2017/18 assuming no further capacity is added;
- In 2018/19 a 3FE (1FE = 30 places) shortfall of Year 7 places is forecast rising to a 20FE shortfall in 2023/24 assuming a 5% planning margin.

| Year                                   | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| PAN                                    | 4,148   | 4,148   | 4,148   | 4,148   | 4,148   | 4,148   | 4,148   | 4,148   | 4,148   | 4,148   |
| NOR                                    | 3,544   | 3,658   | 3,868   | 3,828   | 4,023   | 4,285   | 4,209   | 4,471   | 4,501   | 4,512   |
| NOR +5%                                | 3,721   | 3,841   | 4,061   | 4,019   | 4,224   | 4,499   | 4,419   | 4,695   | 4,726   | 4,738   |
| Surplus/<br>Deficit<br>Actual          | 427     | 307     | 87      | 129     | -76     | -351    | -271    | -547    | -578    | -590    |
| Surplus/<br>Deficit FE                 |         |         |         |         | -3      | -12     | -10     | -19     | -20     | -20     |
| Annual<br>Additional<br>FE<br>Required |         |         |         |         | 3       | 9       | 0       | 7       | 1       | 0       |



## Additional Places Required

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**It therefore seems prudent to plan for an additional 20 forms of entry over the next 10 years phased in from 2018/19 onwards, which is the broadly equivalent of expanding all current secondary and planned free schools by one form of entry.**

## Planning Assumptions

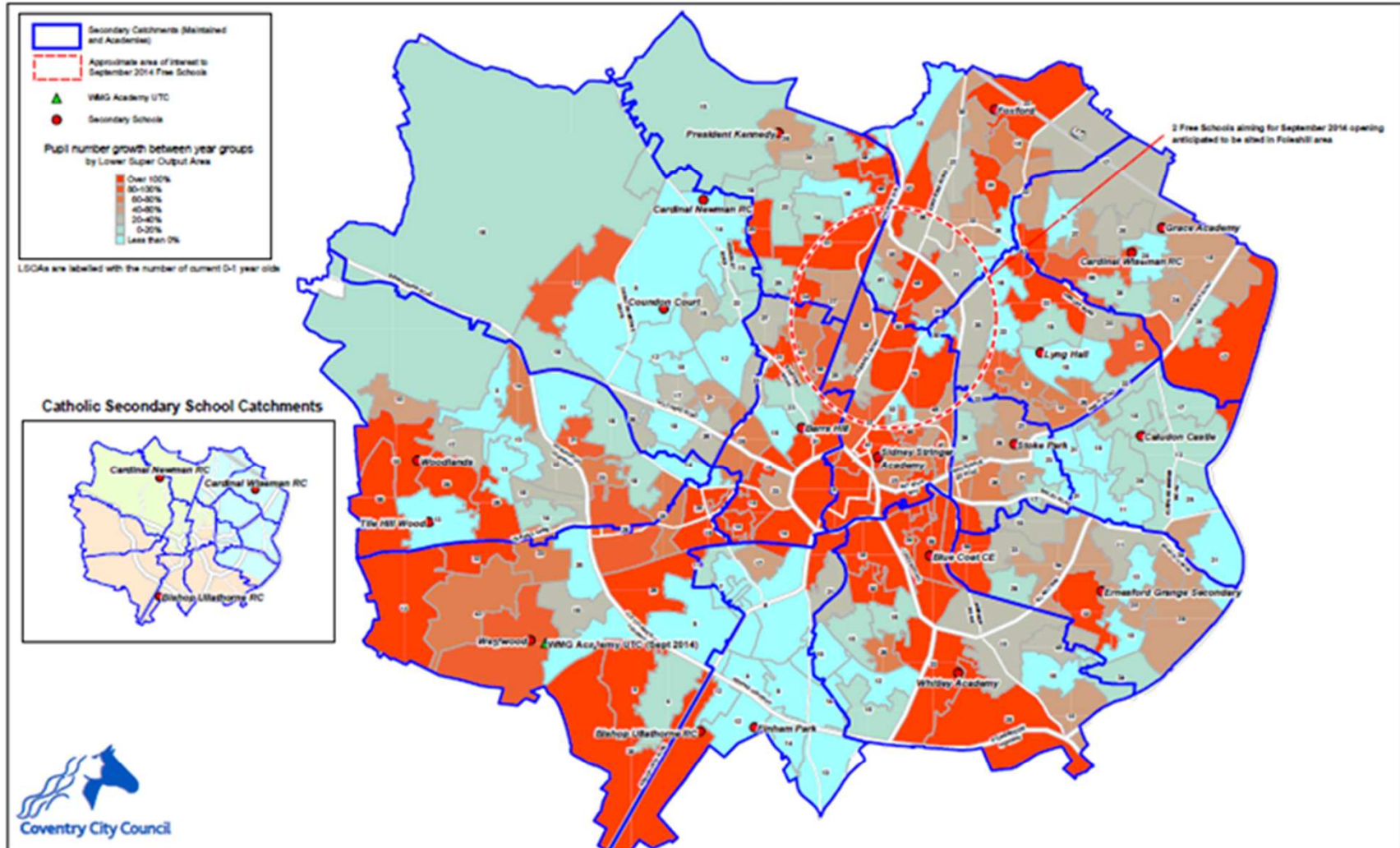
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- The projected shortfall of places is therefore based on the following assumptions:
- A 5% planning margin is maintained over the planning period;
- Current PAN's of existing schools do not change over the planning period;
- No further secondary Free Schools are opened in the planning period;
- Impact of new housing developments is taken into account where known and reflected in the City Council's '*Coventry Development Plan Annual Monitoring Report*';
- Potential Future housing developments not yet subject to land allocation and/or planning consent are not included.

The strategy will therefore regular review and update to take account of any further changes in the demand for or supply of school places, particularly from the Academy and Free School sector.

# Secondary School Pupil Growth Analysis

Growth implication of difference in number of current Year 7 pupils compared to 0-1 year olds (those who will be Year 7 in 2023/24)



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Date Created: 17/06/2013  
Data Team: CLYPD

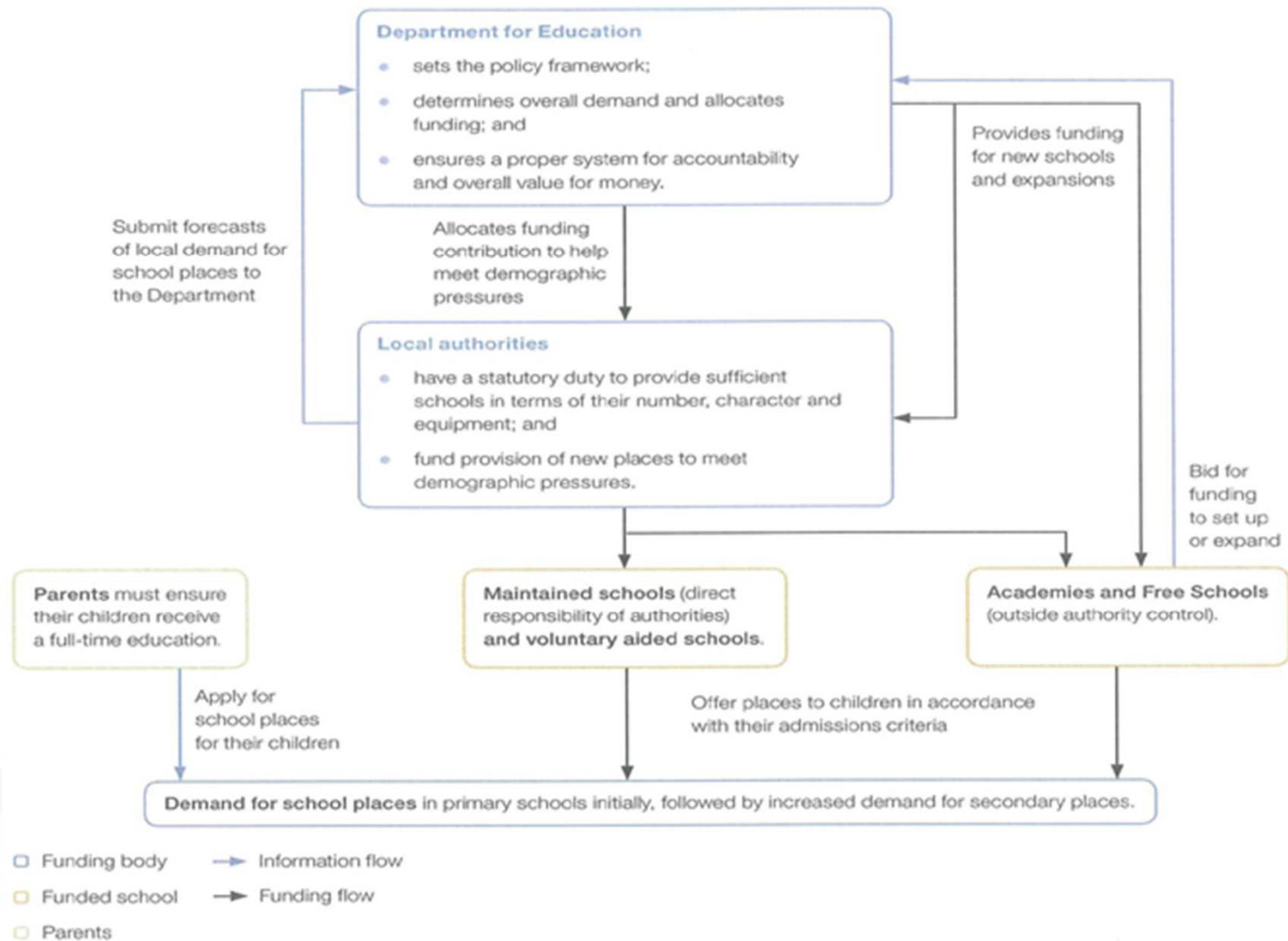
## Legal Context

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- The City Council has a duty under the 1996 Education Act to ensure that there are sufficient school places for those who require them.
- The DfE set the policy framework and allocate the funding to local authorities for Basic Need (additional places).
- The challenge for the Council is that while it retains a legal responsibility to ensure sufficiency of places, from 1<sup>st</sup> January 2014 there are no local authority maintained secondary schools. The Council has no power of direction over an academy – only the Secretary of State can direct an academy to expand.
- The Education Act 2011 changed the arrangements for establishing new schools and introduced section 6A (the academy/free school presumption) to the Education and Inspections Act 2006. Where a local authority thinks there is a need for a new school in its area it must seek proposals to establish an academy/free school.

## Roles and responsibilities in providing school places

The Department is responsible for the policy framework and overall value for money. Local authorities are responsible for delivering sufficient schools





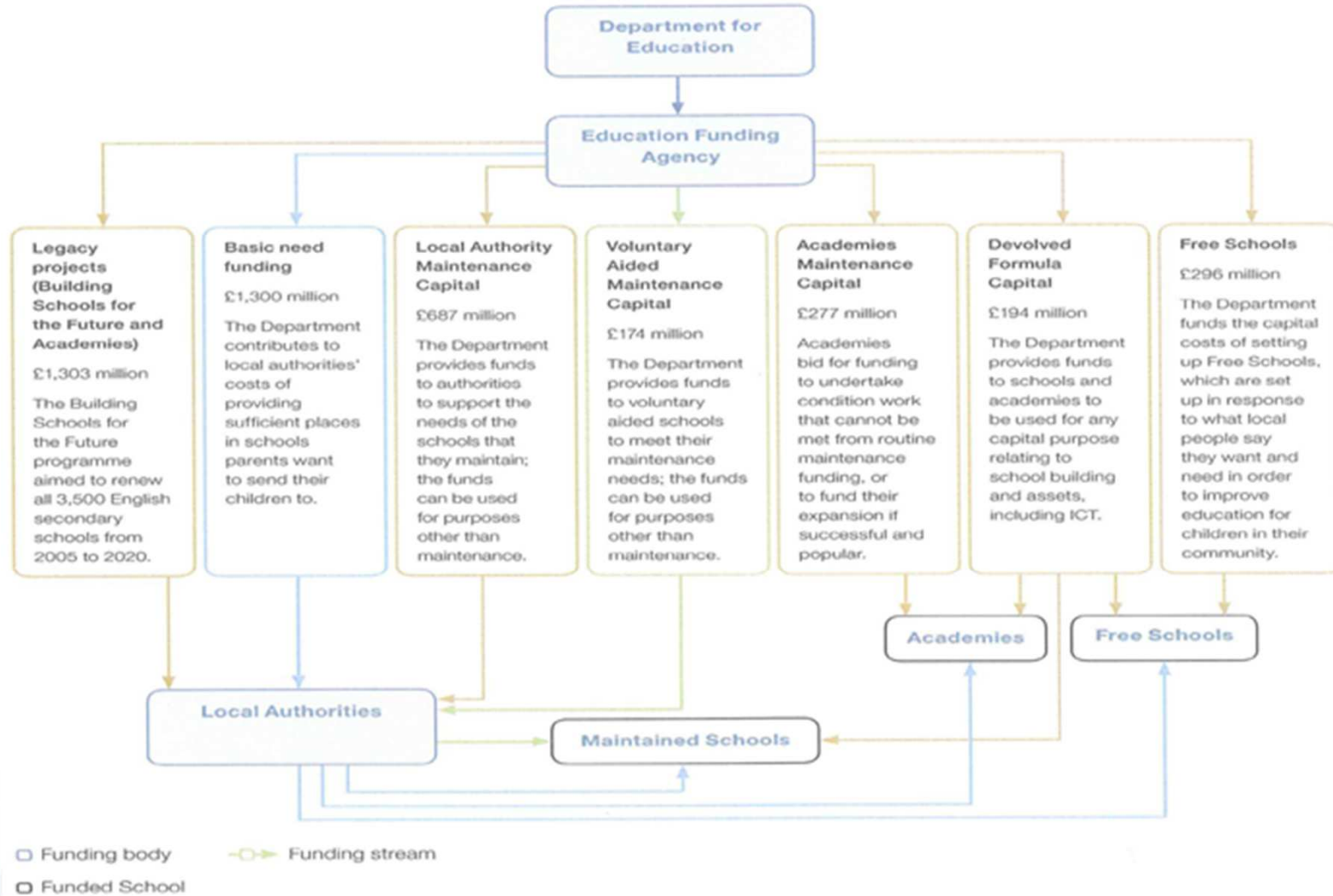
## Financial Context

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- The main funding source for additional school places is Basic Need, although the Council has also used Capital Maintenance , Section 106 and corporate capital funding;
- This is because the level of Government funding on average only accounts for approximately two thirds of the overall cost of providing school places;
- The DfE recently announced that the Basic Need settlement for Coventry in 2015-16 and 2016-17 will be zero. Officers are currently challenging the basis for this decision;
- It is difficult at this stage to estimate the cost of supplying the additional secondary places .To a greater extent this will depend on the emerging strategy and specifically the relative proportion of places created through expansions and free schools. The costs associated with the establishment of free schools are entirely met by Government.

## The Department's capital funding 2012-13

The Department's capital funding of schools totalled £4,231 million<sup>1</sup>, of which £1,300 million was specifically for new places



## Next Steps?

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- A Working Group comprising key stakeholders (Council officers, Headteachers, Archdiocese of Birmingham and Coventry Diocesan Board of Education) has been established to review current provision and establish a strategy for increasing the number of secondary school places;
- Membership will be reviewed on an ongoing basis to ensure that any new providers are also involved;
- Feasibility studies have been commissioned for all 19 current secondary schools to establish the potential for expansion on existing sites;
- This work will commenced in February 2014 and a final report will be presented to the Working Group at Easter 2014.