

# Coventry Secondary School Co-ordinated Admissions Scheme: 2016/2017

## 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 2016.
4. The scheme complies with the DfE School Admissions Code 2014.
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 2015.
  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 2015**. Parents can complete the online application by this date. An email confirming receipt of the application will be received once the application has been submitted. Alternatively parents can return a completed Common Application Forms to a primary, junior or infant school or to the Local Authority by this date. The Local Authority will issue a receipt within 14 days for all Common Application Forms received. The receipt letter is the only valid proof that an application has been received by the Local Authority. Applications received after 31 October 2015 will be treated in accordance with the procedure for late applications
10. **By 5 November 2015** primary schools will forward all applications and any supplementary forms to the Local Authority.
11. **By 18 November 2015** 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 2015** 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 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.
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 2015** 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 2016** 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 2016** and again by **5 February 2016** 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 2016** 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 **1 March 2016** 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 or education, health and care plans 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 2016**. 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 **1 March 2016**.

## **PART III – WAITING LISTS**

23. After the initial allocation of places on **1 March 2016**, the Local Authority will establish a waiting list for community schools, and this will operate up until the end of the Autumn term 2016. 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. Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

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/carer as to the likelihood of educational disadvantage to the pupil that may arise from transfer
- Complete the form and return it to the school

The Headteacher will:

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

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

## **SCHEDULE 2**

### **Timetable of co-ordinated scheme - Secondary Admissions**

**31 October 2015:** Closing date for the Common Application forms to be returned to the local authority or primary schools.

**18 November 2015:** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.

- 27 November 2015:** Details of preferences expressed will be sent to Coventry Voluntary Aided and Trust schools and Academies for "ranking".
- 18 December 2015:** Coventry Voluntary Aided and Trust schools and Academies will provide the Local Authority with a "ranked" list of applicants.
- 31 December 2015:** Cut off date for parents requesting Coventry Local Authority schools to notify any changes e.g. home addresses etc
- 8 January 2016:** 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 2016  
and 5 February 2016:** 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 2016:** 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.
- 1 March 2016:** 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.