

Cabinet

12 February 2018

Name of Cabinet Member:

Cabinet Member for Education and Skills - Councillor K Maton

Director Approving Submission of the report:

Deputy Chief Executive (People)

Ward(s) affected: All

Title: 2020/2021 Admissions Policies for Coventry Community and Voluntary Controlled Primary, Infant and Junior Schools

Is this a key decision?

Yes – proposals will impact on communities in all areas of the city. The decision is to determine the admissions policies for schools where the local authority is the admission authority. A consultation has taken place to alter the priorities for applications to primary schools.

Executive Summary:

Consultation is required to take place every seven years on school admission arrangements under the School Standards and Framework Act. In April 2006 Cabinet agreed that consideration of reports on school admission arrangements would be delegated to the appropriate Cabinet Member in years where there were no significant changes to admission arrangements. It has been seven years since the last consultation and we have proposed the following significant changes to our policies:

1. Broadening our definition of brothers and sisters to include those children whose parents live together without being married. This will more accurately reflect and meet the needs of the families we have living in the city.
2. Adding in a new priority for children of school staff which we hope will help schools to recruit staff. It will only have a marginal impact of perhaps one or two places in any school, but it may help schools to secure the services of staff that will benefit a large number of children over time.
3. Changing our waiting list arrangements so that instead of having to apply to remain on the waiting list each term, parents will only have to apply after 31 December to remain on the waiting list for the rest of the academic year.
4. We have created a separate policy for St Andrew's Infant School which reflects more clearly the specific links with Eastern Green Junior School, and enables us to simplify the wording in the general policy for primary schools as it no longer needs to refer to infant and junior schools.

Recommendations:

Cabinet are asked to determine the admission arrangements for all community and voluntary controlled primary, infant and junior schools for 2020/21.

List of Appendices included:

Appendix 1: Primary community and voluntary controlled school admissions policy 2020/21

Appendix 2: St Andrew's Infant School admissions policy 2020/21 and Eastern Green Junior School admissions policy 2020/2021

Appendix 3: Equality and Consultation Analysis

Appendix 4: Consultation documentation

Background papers:

None

Other useful documents

School Admissions Code 2014 available at the Department of Education website at <https://www.gov.uk/government/publications/school-admissions-code--2>

Has it been or will it be considered by Scrutiny?

No

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

No

Will this report go to Council?

No

Report title: 2020/2021 Admissions policies for Coventry community and voluntary controlled primary, infant and junior schools

1. Context (or background)

1.1 The local authority is the admission authority for all community and voluntary controlled primary, infant and junior schools in Coventry, and is responsible for setting the admission arrangements for schools. The key part of policies are the oversubscription criteria which set out how applications for each school are prioritised. Admission authorities are required to consult on admissions policies every 7 years. There has been no consultation for Coventry community and voluntary controlled primary school admissions policies since the 2013 policy arrangements and so consultation is required for the 2020 policy. This consultation must be completed by 31 January 2019 and final policies must be determined by 28 February 2019.

2. Options considered and recommended proposal

2.1 The definitions used in the current policy about siblings include references to step or half brothers and sisters and these only apply where parents are married. We have proposed a broadening of our definition of brothers and sisters to include those children whose parents live together without being married. The new wording is set out in Appendix 1 and ensures from an equality standpoint that children living in a family unit where their parents are co-habiting or have a civil partnership will be included. This will also bring the definition onto a more equal footing with the definitions used in most of the faith primary schools in the city. The aim is to more accurately reflect and meet the needs of the families we have living in the city.

2.2 The School Admissions Code at 1.39 allows children of staff to be given priority in either or both of the following circumstances “where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage”. We had received requests in the past from a small number of head teachers for this option to be included in school policies to make their schools more attractive to potential staff, and senior education staff advised that there were difficulties in recruitment for some posts in primary schools and therefore it would be worth considering this option. A range of academies in the city have adopted this approach and we decided to go out to consultation using the definition of staff members which was used by the majority of schools for consistency.

2.3 The advice provided as part of the consultation was that it would only have a marginal impact of perhaps one or two places in any school, but it may help schools to secure the services of staff that will benefit a large number of children over time. By placing the priority low down in the policy this would mean that children living in the catchment area and those with siblings at the school would still have a higher priority than children of staff. We asked as part of the consultation for views on whether this group should be given a higher priority as they are with several of the secondary schools that include this in their policy arrangements, but received very limited responses. Therefore, we have retained the placement at point 5 out of 6 in the policy.

2.4 Following the consultation we have amended the details regarding hard to fill posts being defined based on guidance from Human Resources.

2.5 The School Admissions Code requires all schools to operate a waiting list until at least the end of December each year. Currently community school applicants have to ask to remain

on the waiting list at the end of each term. For those applying for a place in reception in September 2020 they will make their application between 1/9/19 and 15/1/20. They will receive an offer of a school place on 16/4/20 and where they have been unsuccessful in getting their highest choice schools they will be placed on waiting lists and will be considered for any places that become available. Most children will start reception in September 2020 and many will settle into their new school even though it was not their first choice. Therefore, our experience is that many parents do not ask to remain on the waiting list at the end of the first term. Those who do wish to remain on the list will have an active commitment to this request, but the change means there will be a reduction in the bureaucracy involved for parents and the local authority. Many of the Catholic primary schools in the city no longer require parents to renew their requests each term and maintaining a consistent approach for applications to all schools whilst not a requirement is often helpful for parents.

- 2.6 Historically the admissions policy wording for primary schools contained some wording which ensured that the policy could be applied to infant and junior schools. For example “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;”. Feedback from appeal panel hearings is that parents applying for primary school places are often confused by the inclusion of the wording about infant and junior schools. Eastern Green Junior School already has a separate policy and therefore for 2020 we opted to create a separate policy for St Andrews Infant School too (see Appendix 2). This did not make any significant changes to the position on who will be admitted, but ensures that the links between St Andrews Infant School and Eastern Green Junior School are clear and specific. This approach has been endorsed by both schools. In addition, we have taken out all unnecessary references to infant and junior schools within the primary policy which makes information clearer and more appropriate for parents applying for primary schools.
- 2.7 The Schools Minister requested in 2017 that schools consider changing their definition of previously looked after children to include those who have been adopted from abroad and therefore they do not currently meet the requirements of being in local authority care before their adoption. Advice was issued in 2018 from the Department for Education on ways of making such changes before amendments have been made to the School Admissions Code or regulations. By undertaking any change we would need to identify our own definitions of suitable proof and policy wording and the advice is that any arrangements should be in place across the range of schools in a local authority area so there is consistency. We have already been advised that the Catholic diocese model policies both within Coventry and more widely are not making any changes as they wish to await clearer definitions within government regulations. Given the high proportion of Catholic primary schools in the city this would make consistency unattainable. We therefore decided to make no changes in this area at this time, but to await legislative change. We did note that no applicants in Coventry have been refused status as previously looked after children on the basis of adoption from abroad since this criterion was introduced in 2012, so we do not expect this decision to have a major impact.

3. Results of consultation undertaken

- 3.1 Admissions policy consultation was carried out in line with the requirements of the School Admissions Code 2014 and included direct consultation with all admission authorities and schools within Coventry, neighbouring admission authorities, diocesan representatives, parents, trade unions and the wider public. An online survey was available from 23 November 2018 to 11 January 2019 and we used social media, communication links with all schools and advertising postcards in early years, health and community venues to encourage feedback and participation in the online consultation on the city council website.

3.2 Details of the consultation results are included in Appendix 4 of this report. The summary details were that 121 responses were received. 95% of respondents agreed with the changes to the definition of siblings. 92% of respondents agreed with changes to the arrangements for waiting lists. 83% of respondents agreed with the introduction of the new criterion to prioritise children of school staff and 86% agreed with the definition used in the consultation. Only a small number of respondents (30) commented on where the new criterion should be placed with the highest number (11) supporting placement after all catchment area children and siblings but above those prioritised on the basis of their distance outside the catchment area.

4. Timetable for implementing this decision

4.1 Admission arrangements for 2020/21 have to be agreed by 28 February 2019. Details are reviewed each year and the policy will be implemented for applications to enter schools in September 2020 which will begin in September 2019. Monitoring takes place through the work of the School Organisation (Admissions) Team and the completion of an annual report for the Office of the Schools Adjudicator reviewing the impact of admissions policies and co-ordinated admissions schemes.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

There are no direct financial implications arising from the admission policy changes.

5.2 Legal implications

The Local Authority is the admission authority for community and voluntary controlled schools. Regulation 17 of the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 requires every admission authority to determine their admission arrangement by 28 February in the determination year. The local authority is also required to formulate a qualifying scheme for co-ordinating admission arrangements for primary and secondary school in its area (Regulation 26 refers) and to consult on those arrangements at least every 7 years, or where the qualifying co-ordinated scheme is substantially different from the scheme adopted in the preceding academic year (Regulation 27 refers). The local authority has not consulted on its admission arrangements over the last 7 years and is now required to consult on those arrangements for a minimum of 6 weeks. Consultation must be concluded by 31 January. The local authority is required to notify the Secretary of State that a co-ordinated scheme for admissions for 2020/21 has been adopted, by the 28 February 2019 (Regulation 28 refers).

Public authority decision makers are under a duty to have due regard to 1) the need to eliminate discrimination: 2) advance equality of opportunity between people who share a protected characteristic and those who do not: 3) foster good relations between persons who share a relevant protected characteristic and people who do not (public sector equality duty - s 149(1) Equality Act 2010). The applicable protected characteristics are disability, gender reassignment; race, religion or belief, sex; sexual orientation, pregnancy or maternity.

Decision makers must be consciously thinking about these three aims as part of their decision making process with rigour and with an open mind. The duty is to have "due regard", not to achieve a result but to have due regard to the need to achieve these goals.

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

6. Other implications

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

The proposed admission arrangements support the aims of ensuring that children and families are able to exercise choices regarding school places, and helping to give them the best start in life. The changes in the way we work in allocating school places will be more reflective of the needs of local people.

6.2 How is risk being managed?

None

6.3 What is the impact on the organisation?

The proposed admission arrangements support the aims of the City Council in respect of corporate parenting through providing all children with access to education in accordance with their needs. It may also assist in improving recruitment of staff into community and voluntary controlled schools.

6.4 Equalities / EIA

Details of the Equality and Consultation Analysis are included in this report at Appendix 3. Changes in the policy in the definition of siblings will provide a positive equality impact for those protected groups based on marriage/civil partnership and sexual orientation. Changes will also bring the educational provision for those of all religions/beliefs and none onto a more equal footing with similar policies being in place at faith and community schools regarding sibling definitions and waiting lists. It is also likely that changes regarding systems for communication about waiting lists will support those parents who are vulnerable due to deprivation. For other protected groups and for other changes the impact is neither positive nor negative.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

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

Appendix 1

Community and Voluntary Controlled Primary Admissions Policy 2020/21 Oversubscription criteria:

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

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

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

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

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

2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year

3. Other children who live in the catchment area served by the school.

4. Children living outside the catchment area with a brother or sister who currently attends the school provided that the brother or sister will continue to attend that school the following year;

5. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. All other children

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

Brothers and Sisters

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

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

Staff

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

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

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

Distance

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

Home address

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

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

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

Catchment area

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

Deferred entry into Primary School

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

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

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Part time attendance

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

For more information please visit the following webpage:

http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group

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. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting Lists will remain in operation until 31 December 2020. After this parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Admission Numbers 2020/2021

Community and Voluntary Controlled Primary Schools

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2020/2021 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2020/2021
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
Coundon Primary	90
Earlsdon Primary	60
Edgewick Community Primary	60
Ernesford Grange Primary	60
Frederick Bird Primary	120
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Henley Green Community Primary	60
Holbrook Community Primary	90
Hollyfast Primary	90
Howes Community Primary	30
John Gulson Primary	90
John Shelton Community Primary	30

Joseph Cash Primary	60
Limbrick Wood Primary	30
Little Heath Primary	30
Longford Park Primary	30
Manor Park Primary	90
Moat House Community Primary	60
Moseley Primary	60
Mount Nod Primary	45
Park Hill Primary	60
Pearl Hyde Primary	45
Potters Green Primary	60
Ravensdale Primary	60
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	60
St Christopher Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60
Templars Primary	90
Whitley Abbey Primary	60
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

Appendix 2

St Andrew's Infant School

Oversubscription criteria:

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

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

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

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements 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 Eastern Green Junior school, provided that the brother or sister will continue to attend that school the following year

3. Other children who live in the catchment area served by the school.

4. Children living outside the catchment area with a brother or sister who currently attends the school or Eastern Green Junior school, provided that the brother or sister will continue to attend that school the following year;

5. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage

6. All other children

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

Brothers and Sisters

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

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

Staff

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

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

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

Distance

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

Home address

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

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

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

Catchment area

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

Deferred entry into School

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

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

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

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 the school. If this is the case the child's name will be automatically placed on the waiting list for the school. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting lists will remain in operation until 31 December 2020. After this parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Admissions number for the school is 60

Further details on arrangements for late applications and applications outside the normal admissions round are in the Coventry Primary, Infant and Junior Co-ordination Admissions Scheme 2020.

Eastern Green Junior School

Oversubscription criteria:

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

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

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

1 Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order, child arrangements 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 of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. All other children

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

Brothers and Sisters

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

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

Staff

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

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

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

Distance

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

Home address

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

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

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

Catchment area

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

Applications out of normal age group

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Waiting List

The Authority cannot always offer places at the school. If this is the case the child's name will be automatically placed on the waiting list for the school. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants

may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting lists will remain in operation until 31 December 2020. After this parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Admissions number for the school is 60

Further details on arrangements for late applications and applications outside the normal admissions round are in the Coventry Primary, Infant and Junior Co-ordinated Admissions Scheme 2020

Appendix 3

Equality and Consultation Analysis (ECA) Form

In line with the principles of decision making outlined in the City Council Constitution, the Council will ensure that its decision making is open and transparent, and that due regard is given to the Council's obligations and desire to promote equality of opportunity and equal treatment.

Form 1

This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.

Author of this document: Sue Heawood

Name of Service Area/Proposal: School Organisation – primary admissions policy for community and voluntary controlled schools in 2020

Head of Service: Sarah Mills

Date of completion: 20/11/18

Background to the planned changes

1. What is the background to the planned changes? Why is this change being considered? If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.

School Admissions Code (1.42 – 1.45) requires statutory consultation on school admissions policies every 7 years or when policy changes are proposed. The local authority is the admission authority for all community and voluntary controlled primary school in Coventry. The last consultation on the admissions policy for these schools took place on the 2013 policy therefore consultation is now required to take place for the 2020 policy before 31 January 2019.

Specific changes being considered for consideration are:

Changing the definition of siblings to add siblings where parents are living together as partners, instead of just including those where parents are married.

Reducing the need for parents to request to stay on waiting lists from a termly basis to requesting this once each academic year

Adding an oversubscription criterion which would give priority to children of school staff in line with Admissions Code. Consultation will focus on whether this is desirable; the definition of who should be included as staff; and whether this should be added at point 5 in the policy, or at another position.

2. Who do you need to consider as part of this ECA? *stakeholder analysis

Statutory requirement list of stakeholders to consult is:

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

In this case the focus will be for parents and prospective parents of primary age children as the policy relates to primary school entry.

The definition of which staff to include means that we would expect to directly consult with trades unions for their views.

We would want our consultation to be wide and so would ensure that details are sent out to all schools including secondary schools.

Amongst the voluntary controlled schools we have Church of England schools and so need to consult with the Church of England diocese.

Pre-Consultation Engagement

This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.

3. What engagement activities took place prior to formal consultation and what feedback (if any) was received in relation to equality issues?

Review of all requests from stakeholders for consideration of changes to primary policy were considered

Input from senior education colleagues (SM, JS)

Meeting with Legal Services – gave positive feedback on sibling changes re protected characteristics as by adding children whose parents live as partners this would have a positive impact for civil partnership and sexual orientation groups.

Meeting with trade union representatives within the Education Service regular meeting on 14 November to highlight details.

Analysis of Impact

In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

Age
Disability
Gender
Gender reassignment
Marriage/Civil Partnership
Pregnancy/Maternity
Race
Religion/Belief
Sexual Orientation

The **three aims of the general duty** require that a public authority, in the exercise of its functions, must have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

4. Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps/mitigations (if any) could be taken to reduce any negative impact that has been identified.

Note – when identifying potential impacts below, please only include impacts that may exist over and above general impacts that may affect the wider community/population. (For example, a reduction in grant to Coventry Citizens Advice would affect all service users through a reduced level of first line advice being available to all – but it would affect the following groups more; age, disability, gender and race as they represent a larger proportion of the clients who use the advice service.)

The specific changes being considered for consultation in the primary school admissions policy are:

Changing the definition of siblings to add siblings where parents are living together as partners, instead of just including those where parents are married.

Reducing the need for parents to request to stay on waiting lists from a termly basis to requesting this once each academic year

Adding an oversubscription criterion which would give priority to children of school staff in line with Admissions Code. Consultation will focus on whether this is desirable; the definition of who should be included as staff; and whether this should be added at point 5 in the policy, or at another position.

Age

Primary school admissions will impact on children up to the age of 11 and their parents/carers. We will focus communications on the consultation to reach parents/carers through schools, early years and community settings.

Disability

No statistical information is available for this protected characteristic showing that there would be an impact over and above the impacts that would affect the general population.

Gender

We receive more applications from women than men for school places for their children. However, the policy changes described will not have a more positive or negative impact on women or men.

Gender reassignment

No statistical information is available for this protected characteristic

Marriage/Civil Partnership

There will be a positive equality impact on those in partnerships due to the change in policy criteria relating to siblings where parents are living together.

Pregnancy/Maternity

Primary school admissions will impact on parents/carers of children up to the age of 11. It will also impact on those who are due to become parents. We will focus communications on the consultation to reach the latter group through health and community settings in addition to general consultation routes.

Race

The Ethnic Minority Achievement Service support parents/carers arriving from abroad or whose first language is not English in applying for school places. The changes to the sibling definition were welcomed as being positive for service users.

Religion/Belief

There are a range of faith based primary schools in the city (Sikh, Catholic, Church of England). The changes to the sibling definition for community schools will match those in

place at Catholic and Sikh schools. Church of England schools currently also include children of civil partnerships but not those of partners living together. This will therefore bring the provision for those of all religions/beliefs and none onto a more equal footing.

Sexual Orientation

There will be a positive equality impact on those in LGBT communities in partnerships due to the change in policy criteria relating to siblings where parents are living together

5.Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.

Also include any information about the health inequalities/Marmot implications of this proposal. Contact Caroline Ryder (caroline.ryder@coventry.gov.uk) or Hannah Watts (hannah.watts@coventry.gov.uk) in Public Health for more information.

Reducing the need for parents to request to stay on waiting lists from a termly basis to requesting this once each academic year may be more helpful for those parents vulnerable due to deprivation as they will not need to spend time and money accessing our service online or via telephone to ensure they remain on waiting lists for their preferred school.

6.What are the gaps in evidence? Can this be addressed during the consultation stage?

In this section, re-state those protected characteristics for which there is no data available. In addition, outline if there are any plans to collect further data during the consultation stage (through surveys, on-site sampling etc). If it is unlikely that additional data will be available to inform this ECA, then include a commitment statement in this section along the lines of 'following on from this ECA, once the new service is implemented/commissioning process undertaken*, a specific requirement to collect and analyse relevant equalities data will be included in management information processes / service specifications*'. *delete as appropriate

There is no specific data regarding disability or gender reassignment protected characteristics but no part of the policy excludes these groups or has a negative impact on these groups in comparison to the general population.

7. What are the likely impacts of this project/review on staff from protected groups? For further support please contact Andy Hyland (andy.hyland@coventry.gov.uk tel: 7683 3426)

We have had an agreement in principle to the current wording for the definition of staff.

Form 2

This section should be completed AFTER any consultation has been concluded.

Author of this document: Sue Heawood

Date of completion: 17/1/19

Potential Impacts – further information

8. Referring to the information detailed in question 4 of ECA Form 1, state if the potential impacts have been confirmed. Also detail below any additional information about potential impacts that has been highlighted during any consultation.

The consultation responses received from 121 respondents support the changes proposed as detailed in section 4 of this report regarding the definitions of siblings and the changes to waiting list arrangements. The response to the consultation regarding adding an oversubscription criterion giving priority to children of staff was supported in terms of the general principle, the definition and the placement within the policy priorities. There are more women than men employed in primary schools and therefore likely to gain places for their children, but there are also more women than men in temporary posts who will not meet the two year employment criteria. We will therefore make a commitment to review the impact of the children of staff criterion after 12 months.

Outcome of equality impact

9. Indicate which of the following best describes the equality impact of this project/review:

There will be no equality impact if the proposed option is implemented

There will be positive equality impact if the proposed option is implemented

There will be negative equality impact if the proposed option is implemented but this can be objectively justified

There will be both positive and negative impacts if the proposed option is implemented

Summary of ECA

Write a paragraph below which summarises the key aspects of this ECA.

Changes in the policy on the definition of siblings will provide a positive equality impact for those protected groups based on marriage/civil partnership and sexual orientation. Changes will also bring the educational provision for those of all religions/beliefs and none onto a more equal footing with similar policies being in place at faith and community schools regarding sibling definitions and waiting lists. It is also likely that

changes regarding systems for communication about waiting lists will support those parents who are vulnerable due to deprivation. For other protected groups and for other changes the impact is neither positive nor negative.

Approvals from Director and Cabinet Member

Name of ECA Author - Sue Heawood

Date 17/1/19

Director: Kirston Nelson

Cabinet Member: Councillor Kevin Maton

Please detail below any committees, boards or panels that have considered this analysis.

Name

Cabinet

Date

12 February 2019

Chair

Decision taken

Next steps

Please send this completed ECA to the Insight Team as follows:

Wendy Ohandjanian (wendy.ohandjanian@coventry.gov.uk tel. 7683 2939)

Jaspal Mann (jaspal.mann@coventry.gov.uk tel. 7683 3112)