

8 February 2022

**Name of Cabinet Member:**

Cabinet Member for Education and Skills – Councillor Dr K Sandhu

**Director Approving Submission of the report:**

Director of Children's Services (on behalf of Director of Education and Skills)

**Ward(s) affected:** All

**Title: Community and Voluntary Controlled School Admission Policies for 2023/24 and Co-ordinated School Admission Schemes for 2023/24**

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**Is this a key decision?** No, although the proposals affect more than two electoral wards, the impact is not expected to be significant.

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**Executive Summary:**

Each year the Department for Education requires Local Authorities to determine the co-ordination schemes for school admissions in their areas and the admissions policies for community and voluntary controlled schools which are the responsibility of the local authority, by 28 February.

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. (Cabinet minute number 253/06 refers). For 2023 there is a reduction of the published admission number at one primary school for which a consultation has taken place. Also, in order to comply with the School Admissions Code 2021, the definition of previously looked after children and the publication of in year admissions arrangements wording has been amended to meet statutory requirements.

**Recommendations:**

The Cabinet Member for Skills and Education is requested to:

- 1) Determine the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2023/24 (see appendix 1 to the report).
- 2) Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2023/24 (see appendix 2 to the report)
- 3) Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2023/24 (see appendix 3 to the report).

**List of Appendices included:**

Appendix 1: Community and Voluntary Controlled School Admissions Policies 2023/24

Appendix 2: Primary, Infant and Junior School Co-ordinated Admissions Scheme 2023/24

Appendix 3: Secondary School Co-ordinated Admissions Scheme 2023/24

Appendix 4: Primary admissions policy consultation results

**Background papers**

None

**Other Useful Documents**

School Admissions Code 2021 available at

[www.gov.uk/government/publications/school-admissions-code--2](http://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: Community and Voluntary Controlled School Admission Policies for 2023/24 and Co-ordinated School Admission Schemes for 2023/24**

**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 these schools. We are proposing a reduction in the published admission numbers (PAN) at Howes primary school and therefore in line with the requirements for the School Admissions Code 2021 have consulted on the admission arrangements for 2023. This consultation must be completed by 31 January 2022 and the final policies must be determined by 28 February 2022.
- 1.2 The co-ordinated schemes for admissions into all primary and secondary schools have to be adopted by 28 February each year and published. As there has been no significant change to the schemes since the consultation in November 2018, there is no requirement to consult on these co-ordination scheme arrangements.
- 1.3 Following changes in the School Admissions Code September 2021, previous policies have been updated to ensure compliance with mandatory changes to definitions of previously looked after children, and requirements regarding more detailed publications on in year admissions. These have been incorporated into the 2023 policies and schemes in this report.

**2. Options considered and recommended proposal**

- 2.1 After several years of expanding primary schools across the city, we have recently seen reducing birth rates and lower demand for places in reception at primary school. This trend is forecast to continue. Where schools have high numbers of spare places this creates financial difficulties for the schools. In order to meet these challenges as a local authority we need to be able to offer a sustainable level of school places to offer parental choice whilst supporting schools to manage their financial position.
- 2.2 All primary schools were notified in 2019/20 academic year of the general picture of falling demand. Figures were updated in autumn 2020 which show forecasts of 14% available spaces across the city which is considerably above the Department for Education recommended levels of 4 – 8% spare capacity. Schools were asked to consider whether their governing bodies would wish to consult on reducing their published admission numbers (PAN). Since 2020, 7 primary schools have reduced their PAN, and for 2023 one academy is consulting on a reduction along with Howes Community primary school.
- 2.3 The proposals in this report are to determine the admissions policy for community and voluntary controlled Primary, Infant and Junior Schools for 2023/24 (see appendix 1 to the report).
- 2.4 Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2023/24 (appendix 2 to the report)
- 2.5 Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2023/24 (see appendix 3 to the report).

### **3. Results of consultation undertaken**

- 3.1 The consultation period was held from 30 November 2021 to 11 January 2022 using the council online consultation platform Let's Talk Coventry. At the close of the consultation survey 15 responses were received. We had 2 responses from parents with 1 supporting the reduction and the other neither agreeing nor disagreeing with the proposal. We had 7 respondents described as having an interest in school admissions with 2 supporting, 4 disagreeing and 1 neither agreeing nor disagreeing with the proposal. We also had 6 school staff respondents; 5 staff from Howes disagreeing and 1 staff member from another school supporting the proposal. Further details of comments and responses are shown in appendix 4.

### **4. Timetable for implementing this decision**

- 4.1 The Local Authority is required to notify the Department for Education that co-ordinated schemes and admissions policies have been determined by 28 February 2022. All admissions arrangements will apply to school admissions from September 2023.
- 4.2 Admission arrangements are reviewed on an annual basis. An annual report will be produced from the Local Authority to the Department for Education on the effectiveness of admission arrangements.

### **5. Comments from City Operating Officer (Section 151 Officer) and Director of Law and Governance**

#### Financial implications

- 5.1 There are no direct financial implications on the Local Authority arising from the recommendations in this report. However, it should be noted that schools which have significant numbers of vacant places are less financially stable than schools which are full. Reducing spare capacity in schools with large amounts of spare capacity for a medium to long term period will help them to remain financially sustainable for the future.

#### Legal implications

- 5.2 The local authority is the admission authority for community and voluntary controlled schools. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2012 requires every admission authority to determine their admission arrangements by 28 February 2022. The local authority is also required to formulate a qualifying scheme for co-ordinating admission arrangements for primary and secondary schools in its area. The local authority must notify the Secretary of State that a co-ordinated scheme for admissions in 2023, has been adopted. Where a reduction to admission numbers is proposed there is a requirement to consult for a minimum of 6 weeks between the 1 October and 31 January. A failure to comply with these requirements would prevent any changes to the existing arrangements from being made
- 5.3 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?**

The proposed admission arrangements support the aims of ensuring that children and young people are safe and improve the quality of their lives through access to improving schools. Also, the admission schemes will ensure that young people and their parents are enabled to exercise choice.

### **6.2 How is risk being managed?**

The School Organisation Team and Legal Services via the school appeals process continue to consider existing and proposed admission arrangements and monitor their effectiveness. The One Strategic Plan provides long term planning and oversight of school place planning. The risk to schools of not reducing their published admissions number is that they become financially unsustainable. It is important that Governing Bodies understand the impact of the fall in applications, birth rates and popularity of schools.

### **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. The arrangements support the partnership and strong working relationships between all schools and types of schools across the City.

### **6.4 Equality Impact Assessment (EIA)**

An equality and consultation analysis was undertaken as part of the process for consulting on wide ranging changes to the primary admission arrangements for 2020. The changes for 2023 in this report relate to an admission number reduction in one primary school where overall demand is falling in the local area and there are significant alternative options for school places.

### **6.5 Implications for (or impact on) climate change and the environment**

None

### **6.6 Implications for partner organisations?**

None

## **Report author(s):**

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This report is published on the council's website: [www.coventry.gov.uk/councilmeetings](http://www.coventry.gov.uk/councilmeetings)

## **Appendix 1**

### **Community and Voluntary Controlled Primary Admissions Policy 2023/24 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 child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

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.

### **Applications out of normal age group**

Parents may seek a place for their child outside of their normal age group. Parents should use the standard application form and include information regarding the year group requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. 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. For more information on issues to take into account when considering out of normal age group applications 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](http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group)

### **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.

### **In-Year Admissions**

All community and voluntary controlled primary schools in Coventry are part of the [Coventry co-ordinated admissions scheme](#).

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in -year application form link](#)

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

### **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 2023. 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.

## Appeals

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at [https://www.coventry.gov.uk/info/148/school\\_admissions/122/school\\_appeals/2](https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2)

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

## Admission Numbers 2023/2024

### 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 2023/2024 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2023/2024
Aldermoor 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
Coundon Primary	60
Earlsdon Primary	60
Edgewick Community Primary	60
Ernesford Grange Primary	60
Frederick Bird Primary	90
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	15*
John Gulson Primary	60
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
Potters Green Primary	60
Ravensdale Primary	60
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	30
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

\* Consultation to reduce Howes Primary PAN from 30-15

## **Eastern Green Junior School Admissions Policy 2023/24**

### **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 child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

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. Parents should use the standard application form and include information regarding the year group requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. 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. For more information on issues to take into account when considering out of normal age group applications 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](http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group)

### **In-Year Admissions**

Eastern Green Junior School is a community school and part of the [Coventry co-ordinated admissions scheme](#).

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in - year application form link](#)

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

### **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 2023. 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.

## **Appeals**

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at [https://www.coventry.gov.uk/info/148/school\\_admissions/122/school\\_appeals/2](https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2)

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

Admissions number for the school is 60

## **St Andrew's Church of England Infant School** **Admissions Policy 2023/2024**

### **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 child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

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.

### **Applications out of normal age group**

Parents may seek a place for their child outside of their normal age group. Parents should use the standard application form and include information regarding the year group requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. 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. For more information on issues to take into account when considering out of normal age group applications 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](http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group)

### **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.**

## **In-Year Admissions**

St Andrew's Infant School is a voluntary controlled school and part of the [Coventry co-ordinated admissions scheme](#).

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in -year application form link](#)

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

## **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 2023. 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.

## **Appeals**

Parents who have been refused a place at a school have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at [https://www.coventry.gov.uk/info/148/school\\_admissions/122/school\\_appeals/2](https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2)

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

Admissions number for the school is 60

## **Appendix 2**

### **Coventry Primary, Infant and Junior School Co-ordinated Admissions Scheme: 2023/24**

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## 1 Introduction

The co-ordination scheme as detailed in this document applies to all primary maintained schools, academies and free schools (excluding special schools) in the Coventry area and shall take effect for the admissions process for the academic year 2023/2024. This is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulation 2012 as amended by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2021.

Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to Primary, Infant and Junior schools in the Local Authority area.

## 2 Co-ordination

2.1 The School Organisation team on behalf of the Local Authority and other admission authorities in Coventry, will co-ordinate applications made during the main admissions round (for the Reception year and year 3 for Junior school). Parents/carers living in Coventry will make an application to the Local Authority for any maintained school, academy or free school for a school place for their child in September 2023. The application process will be available online via the Local Authority website or via a paper common application form from September in the year before children are due to start school.

2.2 For the academic year 2023/2024 and subsequent years, applications made outside of the normal admissions round (In Year Applications) can be made via the online application process found on the Coventry City Council school admissions web pages.

## 3 Admission Authorities

3.1 There are 5 types of primary schools in Coventry: Local Authority **community** schools, **voluntary controlled** schools, Catholic **voluntary aided** schools, **Academies** and **Free** schools. The arrangements for all these schools are co-ordinated by the Local Authority.

3.2 Coventry City Council is the relevant admissions authority for all Community and Voluntary Controlled schools within the city.

3.3 For academies and free schools their Trust or board of directors is the admissions authority. For Voluntary aided schools the governing bodies are the admissions authority.

## 4. Application process

4.1. 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, Infant and Junior school or an Academy/free school.

4.2. 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\*

**\*Please note:** reasons expressed for any school can only be taken into account where they have a direct link to how an application would be prioritised according to the schools individual admissions policy.

- 4.3. 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 at 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 the schools own admission authorities where appropriate.

4.4 The Local Authority will make appropriate arrangements to ensure that:

- the online application system and the Common Application Forms are available during the application period
- A written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.

4.5. During September 2022 all maintained Primary, Infant and Junior schools and academies/free schools in Coventry will receive information for parents who wish to apply for admission to a Coventry school at the normal age of entry in 2023. 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.

## 5 Supplementary Information Forms

5.1. 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 (eg voluntary aided schools or academies) may ask parents to provide additional information on a supplementary form for the governing body to apply their faith-based oversubscription criteria to the application. Currently in Coventry Leigh CofE Primary School and Seva School require supplementary forms to be completed. Details of these schools and online links to the supplementary forms will be included in the admissions booklet on the Coventry city council website. If parents complete a supplementary form, this must be returned direct to the school.

5.2. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an online application or Common Application Form with their Local Authority 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.

## 6 Processing of Applications

6.1. Parents must complete the online application by **15 January 2023** which is the closing 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, infant or junior school or to the Local Authority by **15 January 2023**. 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 the closing date will be treated in accordance with the procedure for late applications.

6.2. All Primary, Infant or Junior schools should forward any Common Application Forms received directly onto the School Admissions Team by **16 January 2023** at the latest.

## 7. Determining Offers

- 7.1. **It should be noted that all children with an Education, Health and Care plan that names a school must be admitted to that school before all other applicants.**
- 7.2 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.
- 7.3 **By 27 January 2023** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents
- 7.4. **By 3 February 2023** 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 which schools require in order to apply their oversubscription criteria will be forwarded to the governing body together with any evidence.
- 7.5. **By 20 February 2023** 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.
- 7.6. 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.
- 7.7. In the week beginning **6 March 2023** 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.
- 7.8. 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 **31 March 2023**.

## 8. Decision Letters

8.1. **On 17 April 2023** Coventry Local Authority will post letters to parents by second class post notifying them of the Primary / Infant / Junior 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 provide 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.

## 9. Late Applications

- 9.1. The closing date for applications in the normal admissions round is **15 January 2023**.
- 9.2. All applications received after **15 January 2023** will be late and will only be considered after all those who applied on time.
- 9.3. A link to the late application form will be available on the Coventry City Council admissions web pages from the **16 January 2023**.
- 9.4. All late applications and changes of preference made up to 2 weeks after the national offer day will then be considered in a further round of allocations of places to be completed in mid May. Any further late applications will be allocated prior to the start of September 2023.

## 10. Waiting Lists

- 10.1. After the initial allocation on **17 April 2023** the Local Authority will establish waiting lists for community & voluntary controlled Primary, Infant and Junior schools, and these will operate up until 31 December 2023. 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.
- 10.2. 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 31 December 2023, will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.
- 10.3. Waiting lists are kept in the oversubscription 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.

## 11. Admission of children outside their normal chronological age group

- 11.1 Paragraph 2.18 of the **School Admissions Code** allows parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth

birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

- 11.2 Where a parent/carer seeks a place for their child outside their normal age group they must state which year group they are requesting and why they want this year group on the application form. 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. Each school governing body will need to make an individual decision and details will be included in the school admissions policy about how applications will be dealt with. There are no guarantees that such applications will be agreed. However, where the application is not agreed a letter setting out the decision and reasons for it will be provided along with any rights to appeal. Please use the following links for further guidance. [Further information for parents and schools to consider in dealing with applications outside the normal age group](#)

[https://www.coventry.gov.uk/downloads/file/28497/guidance notes for applying to educate out of the normal chronological age group](https://www.coventry.gov.uk/downloads/file/28497/guidance%20notes%20for%20applying%20to%20educate%20out%20of%20the%20normal%20chronological%20age%20group)

## 12. Timetable

### Primary / Infant / Junior Coordinated Admissions Scheme Timetable

Birth Range	01/09/2018 – 31/08/2019 - Reception 01/09/2015 – 31/08/2016 - Junior
National closing date for receipt of applications	15 January 2023
Data exchange with other Local Authorities	27 January 2023
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	3 February 2023
Ranked lists returned to LA from Coventry Admission Authorities	20 February 2023
Offer exchange with other Local Authorities	Week beginning 6 March 2023 Week beginning 20 March 2023 Final exchanges by 31 March 2023
Offer day – Emails and Letters sent (via second class post)	17 April 2023

## 13. In Year Application Process

- 13.1. 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. According to the School Admissions Code 2021 schools that do not wish to participate in the co-ordinated scheme will need to notify the local authority by 1<sup>st</sup> August 2023. This information will be updated on the council and individual school websites at this time. All schools not part of the co-ordination

scheme will have to provide their own application forms and details of their arrangements for dealing with in year applications on their school websites.

- 13.2. In the co-ordinated scheme an in year application can be made for a place for a child for all year groups. Applications are made on a standard on-line application form via the [Primary in-year application form link](#) Applicants for some faith schools (currently Seva School and Leigh Church of England School) will need to complete a supplementary information form but only if they are applying on priority faith grounds.
- 13.3 Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.
- 13.4 If places are not available at any of the schools requested and a child is not on roll at a school the local authority will allocate a place at the nearest school with a space available.
- 13.5. 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 31 December 2023 will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.

## **14 Fair Access Protocol**

- 14.1 The Coventry Fair Access Protocol ensures that, outside the normal admissions round, unplaced children are offered a place at a suitable school as quickly as possible. This protocol does not apply to Looked After Children or pupils who have an Education, Health and Care Plan. The protocol also seeks to ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

Further details of the protocol are available from the [Inclusion and Attendance team](#)

## **Appendix 3**

### **Coventry Secondary School Co-ordinated Admissions Scheme 2023/24**

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## 1. Introduction

The co-ordination scheme as detailed in this document applies to all Secondary academies and free schools (excluding special schools) in the Coventry area and shall take effect for the admissions process for the academic year 2023/2024. This is published in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulation 2012 as amended by the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England)(Amendment) Regulations 2014 and the School Admissions Code 2021.

Coventry City Council are the responsible authority for co-ordinating the arrangements for the admission of pupils to Secondary Schools in the Local Authority area.

## 2. Co-ordination

- 2.1 The School Organisation team on behalf of the Local Authority and other admission authorities in Coventry, will co-ordinate applications made during the main admissions round (for Year 7). Parents/carers living in Coventry will make an application to the Local Authority for any maintained school, academy or free school for a school place for their child in September 2023. The application process will be available online via the Local Authority website or via a paper common application form from September in the year before children are due to start Secondary school.
- 2.2 For those 14-19 academies, UTCs and Studio Schools across the region that admit pupils into Year 10, the School Organisation Team will co-ordinate applications made during the main admissions round where the academies are part of the co-ordination arrangements within their areas. The application process will be available online via the Local Authority website. Where the academies are not part of co-ordination arrangements, then parents are advised to approach the academy direct for details on how to apply. Applications into year 10 for WMG Academy Coventry can be made online with [Solihull Metropolitan Borough Council](#).
- 2.3 For the academic year 2023/2024 and subsequent years, applications made outside of the normal admissions round (In Year Applications) can be made via the Secondary in year application form on Coventry City Council [school admissions](#) web pages. However, if a student wants to transfer from one Coventry school to another parents are advised to contact the current school in order to complete the in-year transfer form.

## 3. Admission Authorities

- 3.1 All secondary schools in Coventry are academies or free schools and their Trust or Board of Directors is the admissions authority.

## 4. Application process

- 4.1 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 secondary school, Academy or free school within Coventry or located in another Local Authority area.

4.2 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\*.

*\*Please note: reasons expressed for any school can only be taken into account where they have a direct link to how an application would be prioritised according to the schools individual admissions policy.*

4.3 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 at 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.

4.4 The Local Authority will make appropriate arrangements to ensure that:

- the online system and the Common Application Forms are available during the application period
- a written explanation of the co-ordinated admissions scheme is available on the Local Authority website and from the Local Authority.

4.5 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 2022.

## 5. Supplementary Information Forms

- 5.1 All preferences expressed via the online process or on the Common Application Form are valid applications. Schools may ask parents to provide additional information on a supplementary form for the governing body to apply their faith-based oversubscription criteria to the application. Currently in Coventry Blue Coat Church of England School and Seva School require supplementary forms to be completed. Details of these schools and online links to the supplementary forms will be included in the admissions booklet on the Coventry city council website. If parents complete a supplementary form, this must be returned direct to the school.
- 5.2 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 schools they 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.

## 6. Processing of Applications

- 6.1 The closing date for applications is **31 October 2022**. 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 or junior school or to the Local Authority by **31 October 2022**. 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 the closing date will be treated in accordance with the procedure for late applications
- 6.2 **By 1 November 2022** primary schools will forward all applications to the Local Authority.

## 7. Determining Offers

- 7.1 **It should be noted that all children with an Education, Health and Care plan that names a school must be admitted to that school before all other applicants.**
- 7.2 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) an applicant is eligible for a place at more than one school, or
  - (b) an applicant is not eligible for a place at any school that the parent has nominated.
- 7.3 **By 11 November 2022** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
- 7.4 **By 25 November 2022** 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, including all relevant details together with any evidence received by this date which schools require in order to apply their oversubscription criteria.
- 7.5 **By 16 December 2022** 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.
- 7.6 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 school with a vacancy following consultation with own admission authorities where appropriate.
- 7.7 **31 December 2022** will be the effective 'cut off' date for parents requesting Coventry schools to notify any changes (e.g. home address), which might materially affect their application.
- 7.8 In the week beginning **9 January 2023** 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.
- 7.9 In the weeks beginning **23 January 2023 and 30 January 2023** Coventry Local Authority and other Local Authorities will compare potential offers and provisionally allocate places. This information will then be exchanged between Local Authorities.
- 7.10 **By 17 February 2023** 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.

## 8. Decision Letters

- 8.1 On **1 March 2023** letters will be posted to parents by second class post notifying them of the school place 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 applicants to lodge an appeal when they have not been offered a place at a school.

## 9. Late Applications

- 9.1 The closing date for applications in the normal admissions round is **31 October 2022**. 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 2023**. Parents will be advised in their receipt letter that this will be the case.
- 9.2 A link to the late application form will be available on the Coventry City Council admissions web pages from the **1 November 2022**.
- 9.3 All late applications and changes of preference made up to 2 weeks after the national offer day will then be considered in a further round of allocations of places to be completed in early April. Any further late applications will be allocated prior to the start of September 2023.

## 10. Waiting Lists

- 10.1 After the initial allocation of places on **1 March 2023**, schools will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Waiting lists must operate until **31 December 2023**. Parents, who wish for their children to continue to be considered for any places that might become available after this time will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.
- 10.2 Waiting lists are kept in oversubscription 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.

## 11. Admission of children outside their normal age group

- 11.1 Paragraph 2.18 of the **School Admissions Code** allows parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health, or as a summer born child they have been taught out of their normal year group during primary school. Parents must read the guidance links in section 11.2 regarding transition to secondary school and the timing of applications.
- 11.2 Where a parent/carer seeks a place for their child outside their normal age group, they must state which year group they are requesting and why they want this year group on the application form. Parents/carers will then be contacted to discuss the matter further as requests will be considered on the circumstances of each case and in the child's best interests. Each school governing body will need to make an individual decision and details will be included in the school admissions policy about how applications will be dealt with. There are no guarantees that such applications will be agreed. However, where the application is not agreed a letter setting out the decision and reasons for it will be provided along with any rights to appeal. Please use the following links for further guidance. [Further information for parents and schools to consider in dealing with applications outside the normal age group.](#)

[https://www.coventry.gov.uk/downloads/file/28497/guidance\\_notes\\_for\\_applying\\_to\\_educate\\_out\\_of\\_the\\_normal\\_chronological\\_age\\_group](https://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group)

## 12. Timetable

### Secondary Admissions Co-ordinated Admissions scheme

Birth Range	01/09/2011 – 31/08/2012
National closing date for receipt of applications	31 October 2022
Data exchange with other Local Authorities	11 November 2022
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	25 November 2022

Ranked lists returned to LA from Coventry Admission Authorities	16 December 2022
Deadline for parents requesting Coventry schools to notify the LA of any changes (eg: home addresses)	31 December 2022
1 <sup>st</sup> Data exchange of potential offers with other Local Authorities	Week commencing 9 January 2023
Further data exchanges of potential offers with other Local Authorities	Week beginning 23 January 2023 Week beginning 30 January 2023 Week beginning 13 February 2023
Final offer exchange with other Local Authorities	17 February 2023
Offer day – Emails and letters sent (via second class post)	1 March 2023

### 13. In Year Application Process

- 13.1 The Local Authority co-ordinates in year admissions for all academies and free schools within Coventry. According to the School Admissions Code 2021 schools that do not wish to participate in the co-ordinated scheme will need to notify the local authority by 1<sup>st</sup> August 2023. This information will be updated on the council and individual school websites at this time. All schools not part of the co-ordination scheme will have to provide their own application forms and details of their arrangements for dealing with in year applications on their school websites.
- 13.2. In the co-ordinated scheme, where a child is not on roll at a Coventry school, an in year application can be made for a place for a child in all year groups using the standard on-line [application form](#). Applicants for some faith schools (currently Seva School and Blue Coat Church of England School) will also need to complete a supplementary information form but only if they are applying on priority faith grounds.
- 13.3 Decision letters will be issued by the Local Authority in line with the timings published on the [secondary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.
- 13.4 If places are not available at any of the schools requested and a child is not on roll at a school the local authority will allocate a place at the nearest school with a space available.
- 13.5 For those pupils attending a Coventry secondary school who wish to transfer to another Coventry secondary school, parents/carers will be asked to meet with the headteacher or other appropriate member of staff 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. The headteacher will seek to resolve any issues that may be causing parents/carers to seek a transfer. Where the parent/carer does complete a transfer form and returns this to the school, the school staff will complete the school section of the form providing details so that the application can be processed as a standard admission or referred to fair access arrangements as necessary.

13.6 Waiting lists for all Coventry schools will be notified to the Local Authority. Academies and 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 31 December 2023 will need to contact the School Organisation Team or check details directly with the school for arrangements to stay on the waiting list.

## **14 Fair Access Protocol**

14.1 The Coventry Fair Access Protocol ensures that, outside the normal admissions round, unplaced children are offered a place at a suitable school as quickly as possible. This protocol does not apply to Looked After Children or pupils who have an Education, Health and Care Plan. The protocol also seeks to ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

Further details of the protocol are available from the [Inclusion and Attendance team](#)

## Appendix 4 – Consultation

### **2023 Primary admissions policy consultation results – Reducing Howes Admissions Number**

The consultation period was held from 30 November 2021 to 11 January 2022 using the council online consultation platform Let’s Talk Coventry. People were asked to respond to the proposal to reduce the admission number for reception from 2023 at Howes Primary School from 30 places to 15 places. At the close of consultation survey 15 responses were received:

2 responses from parents with 1 supporting the reduction and the other neither agreeing nor disagreeing with the proposal.

7 respondents described as having an interest in school admissions with 2 supporting, 4 disagreeing and 1 neither agreeing nor disagreeing with the proposal.

6 school staff respondents; 5 staff from Howes disagreeing and 1 staff member from another school supporting the proposal.

<b>Comments</b>
“It’s hard to see how the school could remain viable beyond 2026.”
“It is hoped that this reduction will enable the school to remain open as a viable economic entity.”
I believe all children should have the same quality teaching, with much smaller classes, lets say 1 teacher has 2 children public schools are a joke but i guess that doesnt matter as long as its law that they MUST go to school, otherwise the so called "system" would fail at making kids unhappy depressed bullied fat insecure isolated into working robots that keep the government Rich and the poorer people scared of change! It makes me very angry and i see it as abuse, making kids believe the world is anything other than hard work trying to skip to someone elses beat, and if they dont they get punished!!!!
“It may be more sensible to reduce the admissions by 20% at a time and monitor the number of placements required.”
Parents like their children to start at nursery then go all the way through staying in the same school.
This change would make this a very small school with mixed year groups in all classes which can be overlooked by parents as mixing groups is not wanted by many parents. There are other larger schools where a reduction of 15 places would not have as large an impact as it would on a small school.
I believe this will have a detrimental impact on families wanting to join the school. It has recently become a popular choice for families and within time families will want to apply for larger schools that are able to accommodate their growing families.
We are currently increasing our numbers. There have been a number of changes to the school recently, that could lead to an increase in pupil numbers. It would be better to have some flexibility to be able to increase our numbers for future potential demand for places.
Will be more successful as a one form entry rather than mixed classes.
There are a number of negatives impacts of reducing the admission number of Howes school but I cannot think of any positives. If the school is reduced there will need to be staff redundancies. School staff have been through enough without that hanging over their heads. Why reduce the size of an already small school & not take a few places from some of the schools who were recently expanded and can more easily absorb the reductions? Reducing our school will mean local families would have to travel further to a school out of area when we are trying to encourage children to walk to school and reduce traffic. Transition to secondary school will be much more difficult for our children moving from such a small school. Small schools don't have the benefits of economy of scale when purchasing resources & maintaining their buildings so may well have fewer disposable funds & have to

reduce opportunities for children when receiving less money. It feels like the school is gradually being closed down & I am very concerned that this might be the long term plan.

I believe that if schools within the local area were to reduce their numbers there would not be the need for Howes Primary to reduce to half form entry. There are a number of two and three form entry schools within the area. Howes primary school is a friendly community school. By reducing to 15 and merging classes I feel many families will be unhappy and look to move their children to neighbouring schools. I feel the LA has not been supportive towards Howes primary school over the last few years using Howes as a transitional school for families waiting for a first choice school.

### **Local Authority response to issues raised in the consultation comments**

The governing body of Howes primary school and the previous and new headteachers at the school have been aware of the impact of reducing numbers of primary pupils across the city, and subsequently at the school and have looked at a wide range of actions to safeguard the future of the school and the quality of the education and facilities it provides. They have been supported in this process by Education and Skills services at the local authority. The reduction in places from 2023 is part of a broader plan ensuring long term financial sustainability and staffing stability for the school which is supported by the governing body. The school has already been following mixed age teaching in some classes and will need to continue to do so whether the admission number at the school is reduced or not, so there will be no need for a reduction in numbers of classes for several years. Children will still be taught in classes of up to 30 pupils as they are now with an admissions number of 30. Children in the school nursery will still be able to apply for places at the school.

Parents make choices around school places for a wide variety of reasons not simply the size of the school. Where size is a determining factor some parents will be attracted by smaller schools and others by larger ones.

The reduction in school places in the local area takes into account the reducing local population and choices already made by families regarding school places. Forecasts do not support the view that significant numbers of local families will be refused places at the school and forced to travel outside the local area for school places. We cannot require other schools to reduce in size, particularly where there is a higher demand for places at these schools. Where patterns of school requests change and demand increases there will be options to increase places available at the school as the admission number is reviewed on an annual basis.