
Cabinet Member for Education and Skills

13 February 2024

Name of Cabinet Member:

Cabinet Member for Education and Skills – Councillor Dr K Sandhu

Director Approving Submission of the report:

Director of Education and Skills

Ward(s) affected:

All

Title:

Community and Voluntary Controlled School Admission Policies for 2025/26 and Co-ordinated School Admission Schemes for 2025/26

Is this a key decision?

No, although the proposals affect more than two electoral wards, the impact is not expected to be significant.

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 2025 there have been no substantive changes to the admission arrangements.

Recommendations:

The Cabinet Member for Education and Skills is recommended to:

- 1) Determine the Admissions Policy for Community and Voluntary Controlled Primary, Infant and Junior Schools for 2025/26 (see appendix 1 to the report).
- 2) Determine the Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2025/26 (see appendix 2 to the report)
- 3) Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2025/26 (see appendix 3 to the report).

List of Appendices included:

Appendix 1: Community and Voluntary Controlled School Admissions Policies 2025/26

Appendix 2: Primary, Infant and Junior School Co-ordinated Admissions Scheme 2025/26

Appendix 3: Secondary School Co-ordinated Admissions Scheme 2025/26

Background papers

None

Other Useful Documents

School Admissions Code 2021 available at

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 2025/26 and Co-ordinated School Admission Schemes for 2025/26

1. Context (or background)

- 1.1 The School Admissions Code 2021 requires admissions authorities to consult on admission arrangements every 7 years or more frequently where any significant changes are proposed. No significant changes are proposed to the co-ordinated admissions schemes or the admissions policies for community and voluntary controlled schools since the last consultation for September 2020 admission arrangements. Therefore, no consultation has been required for 2025.
- 1.2 Community and voluntary controlled schools were notified on 24 October 2023 that arrangements including published admission numbers (PAN) for community schools would remain the same apart from an increase for Howes primary school. All schools were given until 7 November 2023 to raise any requests for change. No requests for changing admission numbers were received.

2. Options considered and recommended proposal

- 2.1 As detailed in point 1.1 no significant issues have been identified which require changes to the admission arrangements since the consultation carried out for the 2020 policies.
- 2.2 The proposals in this report are to determine the admissions policy for community and voluntary controlled Primary, Infant and Junior Schools for 2025/26 (see appendix 1 to the report).
- 2.3 Determine the Co-Ordinated Admissions Scheme for Primary, Infant and Junior Schools in Coventry for 2025/26 (appendix 2 to the report)
- 2.4 Determine the Co-ordinated Admissions Scheme for Secondary Schools in Coventry for 2025/26 (see appendix 3 to the report).

3. Results of consultation undertaken

- 3.1 There has been no requirement to undertake public consultation.

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 2024. All admissions arrangements will apply to school admissions from September 2025.
- 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 Chief Operating Officer (Section 151 Officer) and Chief Legal Officer

Financial implications

- 5.1 There are no direct financial implications on the Local Authority arising from the recommendations in this report.

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 2024. 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 2025, has been adopted. A failure to comply with these requirements would prevent any changes to the existing arrangements from being made.
- 5.3 In preparing its admission arrangements, the Council adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code¹. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. Admission authorities and local authorities must comply with the regulations and legislation set out in the Appendix to the School Admissions Code.
- 5.4 The Council is required to co-ordinate applications for all residents in its area. To this purpose it has an approved scheme for co-ordination which is published on our website². Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents must ensure their children receive suitable full-time education by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age. Parents who have their application to a particular school refused have a right to appeal³ to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.
- 5.5 The Council has a statutory power to direct the admission of a Looked After Child (LAC) pupil to a community school or voluntary controlled school. The law requires Children with an Education Health and Care Plan (EHCP) that names a school in their plan is allocated the place and is not subject to conditions set out within this policy.
- 5.6 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.
- 5.7 The Code requires that the Council must have a Fair Access Protocol (FAP), agreed with the majority of schools in its area, to ensure that, outside the normal admissions round,

¹ See statutory guidance: <https://www.gov.uk/government/publications/school-admissions-code--2>

² Co-ordination includes applications for first-time admission, infant to junior transfers and secondary transfer at the normal year of entry for that school and late applications, and in Coventry also includes mid-term (in-year) applications.

³ See statutory guidance: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Links to In-Year Fair Access Protocols are included in Appendix 2 and 3.

6. Other implications

6.1 How will this contribute to the One Coventry Plan?

The proposed admission arrangements support the aims of ensuring that children and young people enjoy the best start in life through having access to education in schools which are aspiring to excellence and improving educational attainment for all children and young people.

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 available at https://www.coventry.gov.uk/downloads/file/32659/one_strategic_plan provides long term planning and oversight of school place planning.

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

An equality impact assessment was undertaken as part of the process for consulting on wide ranging changes to the primary admission arrangements for 2020. There has been no consultation for 2025 arrangements as there are no significant changes.

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

None

6.6 Implications for partner organisations?

None

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Names of approvers for submission: (Officers and Members)				
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Sebastian Brun	Solicitor	Law and Governance	19/12/2023	3/01/2024
Rachael Sugars	Head of Education Improvement and Standards, on behalf of Chief Partnerships Officer, Director of Education and Skills		5/01/2024	12/01/2024
Councillor Dr K Sandhu	Cabinet Member for Education and Skills		5/01/2024	13/01/2024

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

Appendix 1

Community and Voluntary Controlled Primary Admissions Policy 2025/26 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. Please see “Applications out of normal age group” section below, and information at <https://www.gov.uk/government/publications/summer-born-children-school-admission> for further details.

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:

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

Part time attendance

Where parents wish, their children may attend part-time until later in the school year but not beyond the point at which they reach 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 2025. 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.

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 2025/2026

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 2025/2026 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2025/2026
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
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	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

Eastern Green Junior School Admissions Policy 2025/26

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%20notes%20for%20applying%20to%20educate%20out%20of%20the%20normal%20chronological%20age%20group).

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 2025. 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.

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 2025/2026**

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 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. Please see "Applications out of normal age group" section below, and information at <https://www.gov.uk/government/publications/summer-born-children-school-admission> for further details.

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%20notes%20for%20applying%20to%20educate%20out%20of%20the%20normal%20chronological%20age%20group).

Part time attendance

Where parents wish, their children may attend part-time until later in the school year but not beyond the point at which they reach 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 [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 2025. 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.

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: 2025/26

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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 2025/2026. 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 2025. 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 2025/2026 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 2024 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 2025. Information will also be made available in nurseries and other early years provision, and in other general community settings such as libraries and clinics.

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 2025** 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 2025**. 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 2025** 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 2025** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents
- 7.4. **By 5 February 2025** 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 26 February 2025** 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. **On 10 and 24 March 2025** the Local Authority will 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 2025**.

8. Decision Letters

- 8.1. **On 16 April 2025** 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 2025**.
- 9.2. All applications received after **15 January 2025** 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 2025**.
- 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 2025.

10. Waiting Lists

- 10.1. After the initial allocation on **16 April 2025** the Local Authority will establish waiting lists for community & voluntary controlled Primary, Infant and Junior schools, and these will operate up until 31 December 2025. 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 2025, 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 individual applications 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

12. Timetable

Primary / Infant / Junior Coordinated Admissions Scheme Timetable

Birth Range	01/09/2020 – 31/08/2021 - Reception 01/09/2017 – 31/08/2018 - Junior
National closing date for receipt of applications	15 January 2025
Data exchange with other Local Authorities	27 January 2025
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	5 February 2025
Ranked lists returned to LA from Coventry Admission Authorities	26 February 2025
Offer exchange with other Local Authorities	10 March 2025 24 March 2025 Final exchanges by 31 March 2025
Offer day – Emails and Letters sent (via second class post)	16 April 2025

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 1st August 2025. 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 2025 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 [Attendance and Children Missing Education team](#)

Appendix 3

Coventry Secondary School Co-ordinated Admissions Scheme 2025/26

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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 2025/2026. 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 2025. 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 2025/2026 and subsequent years, applications made outside of the normal admissions round (In Year Applications) can be made via the Secondary in year application form. <https://www.coventry.gov.uk/secondaryinyearapplication>. However, if a student wants to transfer from one Coventry school to another, parents are advised to contact the current school 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 school's individual admissions policy.*

4.3 The parent will receive no more than one offer of a school place and:

- a. a place will be offered at the highest ranking nominated school at which they are eligible for a place; and
- b. 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:

- c. the online system and the Common Application Forms are available during the application period
- d. 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 2024.

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 2024**. 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 2024**. 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 Please note that schools will close for half term on **Friday 25 October 2024** so if parents return a form via a school, they must do this by this date to ensure that primary schools will be able to forward any applications before the closing date of **31 October 2024** 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 15 November 2024** Coventry Local Authority will exchange "unranked" preferences with other Local Authorities whose schools have been requested by Coventry parents.
- 7.4 **By 29 November 2024** 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 20 December 2024** 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 needs '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 2024** 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 On **20 January 2025** 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 On **27 January 2025 and 10 February 2025** 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 24 February 2025** 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 **3 March 2025** 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 2024**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after **3 March 2025**. 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 2024**.
- 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 2025.

10. Waiting Lists

- 10.1 After the initial allocation of places on **3 March 2025**, schools will be responsible for maintaining their own waiting lists in conjunction with the Local Authority. Waiting lists must operate until **31 December 2025**. 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

12. Timetable

Secondary Admissions Co-ordinated Admissions scheme

Birth Range	01/09/2013 – 31/08/2014
National closing date for receipt of applications	31 October 2024
Data exchange with other Local Authorities	15 November 2024
Unranked preferences sent to Coventry Admission Authorities for 'Ranking'	29 November 2024
Ranked lists returned to LA from Coventry Admission Authorities	20 December 2024
Deadline for parents requesting Coventry schools to notify the LA of any changes (eg: home addresses)	31 December 2024

1 st Data exchange of potential offers with other Local Authorities	20 January 2025
Further data exchanges of potential offers with other Local Authorities	27 January 2025 10 February 2025
Final offer exchange with other Local Authorities	24 February 2025
Offer day – Emails and letters sent (via second class post)	3 March 2025

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 1st August 2025. 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 <https://www.coventry.gov.uk/school-admissions/secondary-school-admissions/5> 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 2025 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 [Attendance and Children Missing Education team](#).