

Admissions Policy 2017 / 18



Bluecoat Academy
believe in yourself, in others, in God

Approved:	3 rd March 2016
Effective Date:	2017/18 Admissions
Review Date:	Annually / Consult every 7 years
Responsible Officer:	Executive Principal

Bluecoat Church of England Academy

Bluecoat Academy offers an all through education from age 4 – 19. The Academy is both distinctively Christian and inclusive. It is clear about its Christian ethos whilst welcoming children of other faiths or no faith.

Admission Provision:

Students are admitted at the start of, and during our three main phases:

- Primary Phase - Reception (age 4 -5)
- Secondary Phase – Year 7 (age 11)
- Secondary Phase – Post-16 (age 16+)

Students on roll in the primary phase of the Academy will automatically be allocated a place in the secondary phase.

How to apply:

For admission to primary reception and to secondary Year 7, in the year preceding admission, parents should apply using their home Local Authority's Common Application Form. Applicant's seeking a place under Faith or Technology grounds will also need to complete a Bluecoat Academy Supplementary form available from the Academy office or website

<http://www.bluecoat.uk.com>

For admission in September 2017, the deadlines for these forms are **15th January 2017 for primary reception** and by **31st October 2016 for secondary Year 7**. *Parents wishing their child to take the Technology aptitude test will need to ensure their supplement form is returned to the Academy before **Monday, 3rd October 2016**.

For in-year admissions, 5-16 please contact the Academy on 0115 9297445 or complete the relevant in-Year application form available from <http://www.bluecoat.uk.com>

For all Post-16 admissions, please contact the Sixth Form at Bluecoat Academy on 0115 9007215 or complete the Post-16 application form online at <http://p16applications.bluecoat.uk.com>

Admission to schools outside the normal year group:

Bluecoat Academy will consider requests for admission outside the normal year group and take account of the circumstances of each case. Requests must be made in writing as a supplement to the application and sent to the Clerk of the Governing Body. All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age both within primary school and at transition to secondary school where admissions outside the cohort cannot be guaranteed.

Admission Arrangements for Primary provision (Year R)

Admission:

Bluecoat Academy has a planned admission number of **60** places in Year R (Reception year). Bluecoat Academy will normally admit students to primary education at the beginning of the school year in which they reach the age of 5. Parents have the right to defer admission until later in the academic year but not beyond the point at which they reach compulsory school age or start school on a part-time basis for a selected period of time or until the point of reaching statutory school age (statutory school age is the term after the child's fifth birthday). Parents can only request to defer admission if it is for the same academic year as places cannot be reserved for the next academic year. The admissions process for the reception year is co-ordinated by Nottingham City Council on behalf of the governing body. All decisions relating to admission applications will be taken by the governing body.

Consideration of applications:

The Academy will consider all applications for places. Where fewer than **60** applications are received, the Academy will offer places to all those who have applied. Students, who have a statement of special educational need or Education, Health and Care plan, naming Bluecoat Academy, will be admitted first. This will reduce the number of places available for other applicants.

Oversubscription criteria for Primary provision

(see notes on page 8 for definitions):

After the admission of students with a statutory right to a place at the Academy through a statement of special educational need or Education, Health and Care plan, naming Bluecoat Academy on the statement the criteria will be applied in the order in which they are set out below.

- a) Looked after and previously looked children;
- b) Places will be offered to children with a sibling on roll at the Primary Provision of the Academy at the time of application and admission.
- c) Places will then be offered to children who are and/or parents are involved in the work and worship of a Church of England Parish or another Christian Church that is a member of Churches Together in England or Evangelical Alliance. In the event of oversubscription within this category, the following criteria will apply:
 - i) whether the child or the child's immediate family is at the heart of the Church;
 - ii) whether the child or the child's immediate family is attached to the Church;
- d) Places will then be offered to applicants who are and/or parents are involved, and committed to, the work and worship of one of the other world faiths other than Christianity, such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism. In the event of oversubscription within this category, the following criteria will apply:
 - i) whether the child or the child's immediate family is at the heart of the Faith Community;
 - ii) whether the child or the child's immediate family is attached to the Faith Community;
- e) Places will be then offered to children with a sibling on roll at the Secondary Provision of the Academy at the time of application and admission.
- f) Remaining places will then be allocated to other children who live the shortest *distance from their home to the main entrance of Nottingham City Homes Building, Beechdale Road at the closing date for applications. Distance will be measured in a straight line from the main entrance door to the child's home to the main entrance door to Beechdale Nottingham City Homes Building, Beechdale Road.

In the event of oversubscription **within any criterion** the following criteria will apply in this order:

- i) whether the child has a sibling who will be attending the Secondary Provision of the Academy at the time of the applicant's admission;
- ii) *the nearness of the child's home to the main entrance to Nottingham City Homes Building, Beechdale Road;
- iii) In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be awarded by random allocation using lots drawn by a person independent of the Academy.

*Distance will be measured in a straight line from the centre of the pupil's main home to the main entrance, of Nottingham City Homes Building, Beechdale Road, Nottingham, NG8 3LH, for shared properties eg. Flats, the centre will be taken from the centre of the building. Nottingham City Homes building, Beechdale Court is located close to the junction of Beechdale Road and

Western Boulevard using the LA's computerised measuring system. It is used as the measurement point as it is the most central point between the secondary phase sites (Aspley Lane and Wollaton Park) which the primary provision will feed into.

Admission Arrangements for Secondary provision (Year 7)

Admission:

Bluecoat Academy has a planned admission number of **330** places in Year 7. Students already on roll at Bluecoat Academy will be automatically admitted. This will reduce the number of places on a pro rata basis, with the exception of criteria e which will remain at 10% of the overall PAN. Bluecoat Academy secondary provision operates on two sites ie: Aspley Lane Campus and Wollaton Park Campus. The decision of which site the student will be accommodated will be made by the Academy. The allocation of a place at either site does not form part of the admission arrangements and there is no right to appeal against the allocation of a particular site.

Consideration of applications:

The Academy will consider all applications for places. Where fewer applications are received than places available, the Academy will offer places to all those who have applied. Students, who have a statement of special educational need or Education, Health and Care plan, naming Bluecoat Academy, will be admitted first. This will reduce the number of places available for other applicants on a pro rata basis.

Oversubscription criteria for Secondary provision

(see notes on page 8 for definitions):

After the admission of students with a statutory right to a place at the Academy through a statement of special educational need or Education, Health Care plan, naming Bluecoat Academy in the statement, the criteria will be applied in the order in which they are set out below. Where the number of places identified in any criterion are not filled that number of places will be added to the number of places available under criterion (f). If a student is not offered a place in the criteria of their choice they will be considered again under criterion (f).

- a) Looked after and previously looked after children;
- b) Up to **150** places will be offered to applicants who are involved in the work and worship of a Church of England Parish or another Christian Church that is a member of Churches Together in England or Evangelical Alliance. In the event of oversubscription within this category, the following criteria will apply:
 - i) whether the child or the child's immediate family is at the heart of a Church;
 - ii) whether the child or the child's immediate family is attached to a Church;
- c) Up to **20** places will be offered to applicants attending Church of England primary schools;
- d) Up to **27** places will be offered to applicants who are involved in, and committed to, the work and worship of one of the other world faiths other than Christianity, such as Buddhism, Hinduism, Islam, Judaism, Shintoism or Sikhism. In the event of oversubscription within this category, the following criteria will apply:
 - i) whether the child or the child's immediate family is at the heart of the Faith Community;
 - ii) whether the child or the child's immediate family is attached to the Faith Community;
- e) Up to **33** places will be offered to applicants on the basis of their aptitude in technology subjects as assessed through a written test. The applicants will be ranked in accordance to their score from highest to lowest and offers will be made until the 33 places have been fulfilled. Parents will be informed of their rank before the closing date for secondary applications on 31st October 2016. Applicants that wish to be assessed in order to be considered for a technology place will need to ensure they have returned their supplement form to the academy by **Monday, 3rd October 2016**. Tests will be held during the week commencing **17th October 2016**.
- f) Up to **100** places will then be allocated to applicants who live the shortest *distance from their home to the main entrance of either campus at the closing date for applications. Up to **50** of these places will be allocated to applicants who live the shortest distance from their home to the main entrance of Bluecoat Academy, Aspley Lane, NG8 5GY and up to **50** places will be allocated to applicants who live the shortest distance from their home to the main entrance of Bluecoat Academy, Sutton Passeys Crescent, NG8 1EA. Thereafter if more places are added to this criterion following the other criteria not being fulfilled places will be allocated to applicants closest to either campus.

In the event of oversubscription **within any criterion** the following criteria will apply in this order:

- i) whether the child has a sibling who will be attending the Academy at the time of the applicant's admission;
- ii) *the nearness of the child's home to the main entrance to either campus (Bluecoat Academy, Aspley Lane, NG8 5GY or Bluecoat Academy, Sutton Passeys Crescent, NG8 1EA)
- iii) In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be awarded by random allocation using lots drawn by a person independent of the Academy.

*Distance will be measured in a straight line from the centre of the pupil's main home to the main entrance, of both campuses using the LA's computerised measuring system. For shared properties eg. Flats, the centre will be taken from the centre of the building.

Admission Arrangements for Sixth Form provision (Year 12)

(see notes on page 8 for definitions):

Bluecoat Academy Sixth Form provision has a planned admission number of **300** places in Year 12 of which 100 places will be available for external applicants..

The Academy will first accept all students with a statutory right to a place at the Academy through a Statement of Special Educational Needs or Education Health and Care Plan naming Bluecoat Academy.

To be eligible to enter the sixth form both internal and external applicants will be expected to meet minimum academic entry criteria for the sixth form as a whole.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. They will also be expected to have met the published academic standard for their chosen subjects to be permitted to follow their preferred courses. If not suitably qualified for their preferred courses pupils will be offered alternatives (if available).

Bluecoat Academy will publish specific criteria in relation to minimum entrance requirements for the sixth form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external applicants.

They will be published in the Academy's prospectus and website.

In the event of over-subscription, the following criteria, which are listed in order of priority, will be used to allocate places:

- (a) Children in public care and previously looked after children;
- (b) Young people who are involved and committed to the work and worship of a Christian Church that is a member of Churches Together in England or Evangelical Alliance. All applications will require a supporting reference from the family's religious leader.
- (c) Young people with a sibling who currently who will be attending the Academy on the date of admission
- (d) Other young people. In the event of over-subscription preference will be given to children who live nearest to the Academy using straight line measurement from the main external entrance door of the Aspley Lane campus. In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be by random allocation using lots drawn by a person independent of the Academy.

*Distance will be measured in a straight line from the centre of the young person's main home to the main entrance, of Bluecoat Academy Sixth Form Centre by the LA's computerised measuring system. For shared properties eg. Flats, the centre will be taken from the centre of the building.

There will be a right of appeal to an independent appeals panel for unsuccessful applicants.

In-Year Admissions:

Applications for in-year admissions should be made directly to the Academy. If a place is available and there is no waiting list then a place will be offered to the applicant. If more applications are received than there are places available then applications will be ranked in accordance with the over subscription criteria for the relevant provision. Parents and carers whose application is turned down are entitled to appeal to an independent appeal panel.

*Please note Bluecoat Academy has a planned phased intake for our Primary provision with the first Year R and Year 1 entry in January 2015 and therefore in-year applications for 2017/18 can only be made for Year R, Year 1, Year 2 Year 3 and Year 4. Please see below timetable of planned phased provision and operational capacity for other year groups for in-year admissions for primary provision.

Admission numbers for other years during 2017/18:

Year 1 - 60
 Year 2 - 60
 Year 3 - 30
 Year 4 - 30

Academic Year	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2014/15 (Jan 2015 Intake)	✓	✓					
2015/16	✓	✓	✓				
2016/17	✓	✓	✓	✓			
2017/18	✓	✓	✓	✓	✓		
2018/19	✓	✓	✓	✓	✓	✓	
2019/20	✓	✓	✓	✓	✓	✓	✓

Waiting list:

In accordance with the Secondary Co-ordinated Admissions Scheme the Nottingham LA will maintain a waiting list for all City primary and secondary schools and academies where the number of applications received during the normal admissions round for those schools and academies has exceeded the number of places available places in Year R and / or Year 7. This waiting list will operate on the offer day and will be maintained up to 28th August 2016 after which it will cease to operate, thereafter the waiting list will be maintained by the Academy until the end of the autumn term. Names of children will automatically be placed on the waiting list for a place where they have been refused a place and where it is ranked above that primary or secondary school at which a place has been offered. For in-year applications, where the Academy receives more applications than there are places available, the Academy will maintain a waiting list until the end of the term of which the application was received. Where places become vacant in any year they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels:

Where a parent/carer has been refused a place for their child at Bluecoat Academy, they will have the right of appeal to an appeal panel. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the School Admission Appeal Code and is binding on all parties. Appeals should be made to the Clerk to the Governing Body, Bluecoat Academy, Aspley Lane, Nottingham, NG8 5GY or email to office@bluecoat.uk.com within 20 school days of the refusal.

Notwithstanding these arrangements, the Secretary of State may direct the school to admit a named student to the Academy on application from any Local Authority. Before doing so the Secretary of State will consult the school.

General:

Late Applications:

The Local Authority and the Academy Trust may be willing to accept applications which are received late but before 4:50pm on 17/02/2017 for a Year R place and 4:50pm on 06/01/2014 for a Year 7 place (please note other Local Authorities may have different deadlines for receipt of late applications), for good reason, for example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances.

Parents should submit their reasons in writing along with their common application form. Each case will be treated on its merits. All other late applications that are received after the Nottingham City Council deadline date will be dealt with after the national offer day.

Infant class size (England) regulations 2012:

Infant classes (those where majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 students with a single teacher. Additional children can only be admitted under limited exceptional circumstances. These children will remain an 'excepted student' for the time they are in an infant class or until class numbers fall back to the current infant class size limit.

Fair access protocol:

The 2009 School Admissions Code required all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no education place, and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. The code requires that all educational settings and academies must participate in their local authority's protocol in order to ensure that unplaced children are offered a place at a suitable educational setting as quickly as possible. This includes admitting children above the published admission number to schools and academies that are already full. Bluecoat Academy will participate fully in the Nottingham City Council's fair access protocol.

Notes:

1. Children in Public Care – A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangements or special guardianship order*. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

* A ‘residence/child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).

2. The term sibling includes children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy’s admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. All applicants seeking places under criteria c) or d) within primary provision and b) or d) within secondary provision should give the name and address of your parish priest, minister or equivalent religious leader who will be contacted to confirm the level of your child’s/your commitment to your church or religious group. The reference will need the signature of two officers/leaders of the Church/Religious Group. The Academy will send a reference to the named referee only once. Parents should inform the named referee to expect a reference and ensure the referee receives, completes and returns the form to the Academy within the mentioned timeline in order to be considered under the above criteria.

i) An applicant ‘at the heart of the church / religious group’ would be a frequent worshipper. This might mean one who worships twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents. This pattern of frequent worship may be typical of a member of the Church of England or another Christian Church that is a member of Churches Together in England or Evangelical Alliance; however it may differ for members of other faiths where the Religious Leader would provide the guidance relevant to their faith.

ii) An applicant ‘attached to the church / religious group’ would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship. This pattern of regular worship may be typical of a member of the Church of England or another Christian Church that is a member of Churches Together in England; however it may differ for members of other faiths where the Religious Leader would provide the guidance relevant to their faith.

4. All applicants seeking a secondary phase places under criteria e) will be required to take a test to assess their aptitude for technology and this will need to be indicated on a Bluecoat Supplement form and returned to the academy by 3rd October 2016. Places will be offered to the highest scoring 33 applicants. Confirmation of the test date will be sent to applicants by 7th October 2016. If you have not received notification of the test date by this date you should telephone the academy directly to seek advice.