



Bluecoat Primary

believe in yourself, in others, in God

Admission Arrangements 2025/26

Bluecoat Primary Church of England Academy

The Archway Learning Trust (hereby referred to as the Trust) in liaison with The Diocese of Southwell & Nottingham, the Department for Education and Nottingham City Local Authority supports Bluecoat Primary Academy. Bluecoat Primary Academy offers primary education from age 3 – 11. The Academy is both distinctively Christian and inclusive. It is clear about its Christian ethos whilst welcoming children of other faiths or no faith.

How to apply:

Admission to Bluecoat Primary Academy is carried out as part of the home authority co-ordinated admission arrangements. The deadline for applications for those children applying for a Reception place starting September 2025 is **15th January 2025**. In addition to completing the Local Authority Common Application Form (Online Preference Form), parents / carers should complete a Bluecoat Primary supplementary form available online on the academy website www.bluecoatprimaryacademy.co.uk under the **Prospective Parents > How to Apply > Reception Intake September 2025** tab or from the academy office. Failure to complete both may result in your application not being considered under all possible criteria. Notification of school allocation will be made by the home local authority on National Offer Day. For September 2025 entry, the National Offer day is **16th April 2025**.

For In-year admissions, please contact the Academy on 0115 900 7200 or complete the relevant online In-Year application form available on the academy website www.bluecoatprimaryacademy.co.uk under the **Prospective Parents > How To Apply > In-Year Admissions 2024-2025 (Reception – Year 6)** tab.

Admission to schools outside the normal year group:

Bluecoat Primary 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 the term in which their children become 5 years of 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), if you are considering deferring admission or wish to discuss your child starting on a part-time basis for a selected period of time please contact the Academy to discuss the reasons why with the Head teacher.

Bluecoat Primary 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 Archway Learning Trust. 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:

Bluecoat Primary Academy has a planned admission number of **60** places in Year R (Reception Year).

Consideration of applications:

The Trust will consider all applications for places. Where fewer applications are received than places available, the Trust 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 Primary Academy, will be admitted first, followed by looked after and previously looked after children. This will reduce the number of reserved places available for other children.

Oversubscription criteria:

(see notes on page 4 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 Primary Academy in the statement or plan, the criteria will be applied in the order in which they are set out below.

- a) Looked after children or children who was previously looked¹ after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted.
- b) Places will be offered to children with a sibling² on roll at Bluecoat Primary 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 a Church;
 - ii) whether the child or the child's immediate family is attached to a Church;
**** Please refer to notes on measurement of attendance on page 4.**
- d) Places will then be offered to children 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.
**** Please refer to notes on measurement of attendance on page 4.**
- e) Remaining places will then be allocated to other children who live the shortest *distance from their home to the main entrance to Bluecoat Primary Academy, Harvey Road, Bilborough, Nottingham, NG8 3BB at the closing date for applications.

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

- i) *the nearness of the child's home to the main entrance of Bluecoat Primary Academy, Harvey Road, Nottingham, NG8 3BB;
- ii) 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 Trust.

*Distance will be measured in a straight line from the centre of the child's main home to the main entrance, of Bluecoat Primary Academy, Harvey Road, Bilborough, Nottingham, NG8 3BB using the LA's computerised measuring system. For shared properties e.g. Flats, the centre will be taken from the centre of the building.

In-Year admissions:

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

Waiting list:

In accordance with the Primary Co-Ordinated Admissions Scheme the Nottingham City Local Authority will maintain a waiting list for all City primary 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. This waiting list will operate on the offer day and will be maintained up to 30th August 2025 after which it will cease to operate, thereafter the waiting list will be maintained by the trust until the end of the autumn term 2025. 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 school or Academy at which a place has been offered. For in-year applications, where the trust receives more applications than there are places available, the trust 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 Primary Academy, they will have the right of appeal to an independent appeal panel. 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 Independent Appeal Panel Clerk, c/o Archway Learning Trust, Aspley Lane, Nottingham, NG8 5GY, 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 Trust may be willing to accept applications which are received late but before **5:00pm** on **10th February 2025** 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.

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 School Admissions Code requires 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 Primary Academy and the Trust will participate fully in the Nottingham City Council's fair access protocol.

Notes:

1. Children in Public Care – A looked after or previously looked after child 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

2. Sibling - The term sibling includes a brother and sister who share the same parents, a half brother or sister sharing one common parent, a step brother or sister related by their parent's marriage or civil partnership, adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

3. Faith Criteria - All applicants seeking places under criteria c) or f) 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 Trust 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 Trust 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. **** Please refer to notes below on measurement of attendance.**

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. **** Please refer to notes below on measurement of attendance.**

Measurement of Attendance

**** In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship"**