



## Bluecoat Trent Academy

# Admission Arrangements 2025/26

### Bluecoat Trent Academy Introduction

The Archway Learning Trust (hereafter referred to as the Trust) in liaison with the Department for Education and Nottingham City Local Authority supports Bluecoat Trent Academy.

The Trust, which is its own admission authority, has responsibility to ensure that the admission arrangements comply with the School Admissions Code and School Admissions Appeal Code, and is implemented objectively and fairly.

### How to apply:

Admission to Bluecoat Trent Academy is carried out as part of the home authority co-ordinated admission arrangements. The deadline for applications for those children applying for a Year 7 place starting September 2025 is **31<sup>st</sup> October 2024** by completing the Local Authority Common Application Form (CAF). 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 **3<sup>rd</sup> March 2025**.

For in-year admissions, please contact the Academy on 0115 900 7245 or complete the relevant in-Year application form available from [www.bluecoattrent.co.uk/prospective-parents/how-to-apply/](http://www.bluecoattrent.co.uk/prospective-parents/how-to-apply/).

### Admission to schools outside the normal year group:

Bluecoat Trent Academy will consider requests for admission outside the normal year group and take account of the circumstances of each case. To do so parents should make a request in writing, specifying why admission out of normal year group is being requested. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

# Admission Arrangements

## Admission:

Bluecoat Trent Academy has a planned admission number of **240** places in Year 7 in September 2025.

## 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 Trent Academy, will be admitted first, followed by looked after and previously looked after children and then children of staff. This will reduce the number of reserved places available for other applicants on a pro rata basis.

## 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 Trent Academy in the statement or plan, the criteria will be applied in the order in which they are set out below.

- a) Looked after child or a child who was previously looked<sup>1</sup> 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) Priority will next be given to <sup>2</sup>children of staff, specifically teaching or support staff, full or part-time on the payroll of the Archway Learning Trust working at Bluecoat Trent Academy at the time of admission where:
  - the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the school is made, and/or
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Priority will next be given to children attending Bluecoat Bentinck Primary Academy;
- d) Priority will next be given to children who have a <sup>3</sup>sibling who will be on roll at Bluecoat Trent Academy at the date of admission.
- e) Priority will next be given to children who live the shortest \*distance from their <sup>4</sup>home to Bluecoat Trent Academy. Distance will be measured in a straight line from the centre of the child's home to the centre of the new Bluecoat Trent Academy site (previously Clarendon College), Pelham Avenue, Nottingham, NG5 1AJ.

In the event of oversubscription **within criteria b-e**, the following criteria will apply in this order:

- i) Whether the child has a <sup>3</sup>sibling who will be attending the Bluecoat Trent Academy at the date of admission;
- ii) \*the nearness of the child's home to Bluecoat Trent Academy.
- 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 Trust.

\*Distance will be measured in a straight line from the centre of the child's main home to the centre of the Bluecoat Trent Academy site (previously Clarendon College), Pelham Avenue, Nottingham, NG5 1AJ using the LA's computerised measuring system. For shared properties e.g. Flats, the measurement will be taken from the centre of the building.

## 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 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 Secondary Co-ordinated Admissions Scheme the Nottingham LA will maintain a waiting list for all City 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 available places in Year 7. This waiting list will operate on the offer day and will be maintained up to 30<sup>th</sup> 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 secondary 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Arrangements for appeals panels:

All applicant's refused a place at Bluecoat Trent Academy, 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 Appeals Panel, c/o Bluecoat Trent Academy, Pelham Avenue, Nottingham, NG5 1AJ within 20 school days of the refusal. Information on the timetable for the appeals process will be published on our website [www.bluecoattrent.co.uk/prospective-parents/appeals/](http://www.bluecoattrent.co.uk/prospective-parents/appeals/).

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 30<sup>th</sup> November 2024** 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.

## 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 Trent Academy and the Trust will participate fully in the Nottingham City Council's fair access protocol.

### Notes:

1. <sup>1</sup> 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. **Children of staff** - includes stepchildren that are living in the same household. Stepchildren are defined as children whose biological parent / legal guardian marries a person who isn't the child's biological parent.

3. **Sibling** - the term sibling includes stepchildren that are living in the same household. Stepchildren are defined as children whose biological parent / legal guardian marries a person who isn't the child's biological parent.

4. **Home Address** - the child's place of residence is taken to be the parental home, other than in the case of children fostered by local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 school nights, i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence, even when the child stays there for all or part of the week.

Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live thereafter the time of admission. Informal arrangements, even between parents, will not be taken into consideration. Proof of residence from the courts regarding parental responsibilities in these matters may be sought.