



Bluecoat Bentinck
Primary Academy

Admission Arrangements 2025/26

Bluecoat Bentinck Primary Academy

The Archway Learning Trust (hereby referred to as the Trust) in liaison the Department for Education and Nottingham City Local Authority supports Bluecoat Bentinck Primary Academy. Bluecoat Bentinck Primary Academy offers primary education from age 3 – 11. The Academy is distinctively inclusive and it is clear about its ethos welcoming children from many different backgrounds and nationalities.

How to apply:

Admission to Bluecoat Bentinck Primary Academy is carried out as part of the home authority co-ordinated admission arrangements. The deadline for applications for those pupils applying for a Reception place starting September 2025 is **15th January 2025** by completing 'School Common Application Form' via your home local authority. 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 9151566 or complete the relevant In-Year application form available on the academy website www.bluecoatbentinck.co.uk under the **Prospective Parents > How to Apply** tab.

Admission to schools outside the normal year group:

Bluecoat Bentinck 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 Bentinck 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 local authority application and be sent to the Archway Learning Trust c/o Bluecoat Bentinck Primary Academy F.A.O the Head Teacher. All requests to educate a pupil outside their normal year group must include evidence of the pupil's circumstances from a relevant professional detailing the pupil's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a pupil 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

Admission:

Bluecoat Bentinck Primary Academy has a planned admission number of **30** 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 an Education, Health and Care plan, naming Bluecoat Bentinck Primary Academy, will be admitted first. This will reduce the number of reserved places available for other applicants.

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 an Education, Health and Care plan, naming Bluecoat Bentinck Primary Academy in their plan, the criteria will be applied in the order in which they are set out below.

- a) Places will first be allocated to looked after children or children who were previously looked after¹ 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 then be allocated to pupils who, live within the catchment area², and who have a sibling³ on roll at Bluecoat Bentinck Academy at the time of application and admission.
- c) Places will then be allocated to other pupils who at the closing date for applications, live within the catchment area².
- d) Places will then be allocated to pupils who live outside the catchment area², and who have a sibling³ on roll at Bluecoat Bentinck Academy at the time of application and admission.
- e) Places will then be allocated to pupils who live outside the catchment area.

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

- i) The nearness of the pupil's home to Bluecoat Bentinck Primary Academy, Alfreton Road, Nottingham, NG7 4AA
- ii) In the event that such a measure is identical to the nearest metre for two or more pupil's 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 (i.e. as the crow flies) from a point at the child's main home to a point at Bluecoat Bentinck Primary Academy, Alfreton Road, Nottingham, NG7 4AA using a computerised geographical information system.

In-Year Admissions:

Applications for in-year admissions should be made directly to the trust as the admission authority for Bluecoat Bentinck Primary 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.

Waiting list:

In accordance with the Primary Co-ordinated Admissions Scheme 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 Reception. 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/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 pupil's 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 Bentinck 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 Bluecoat Bentinck Primary Academy, Alfreton Road, Nottingham, NG7 4AA, within 20 school days of the refusal.

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

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 the majority of pupils will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single teacher. Additional pupils can only be admitted under limited exceptional circumstances. These pupils will remain as 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 Bentinck Primary Academy and the Trust will participate fully in the Nottingham City Council's fair access protocol.

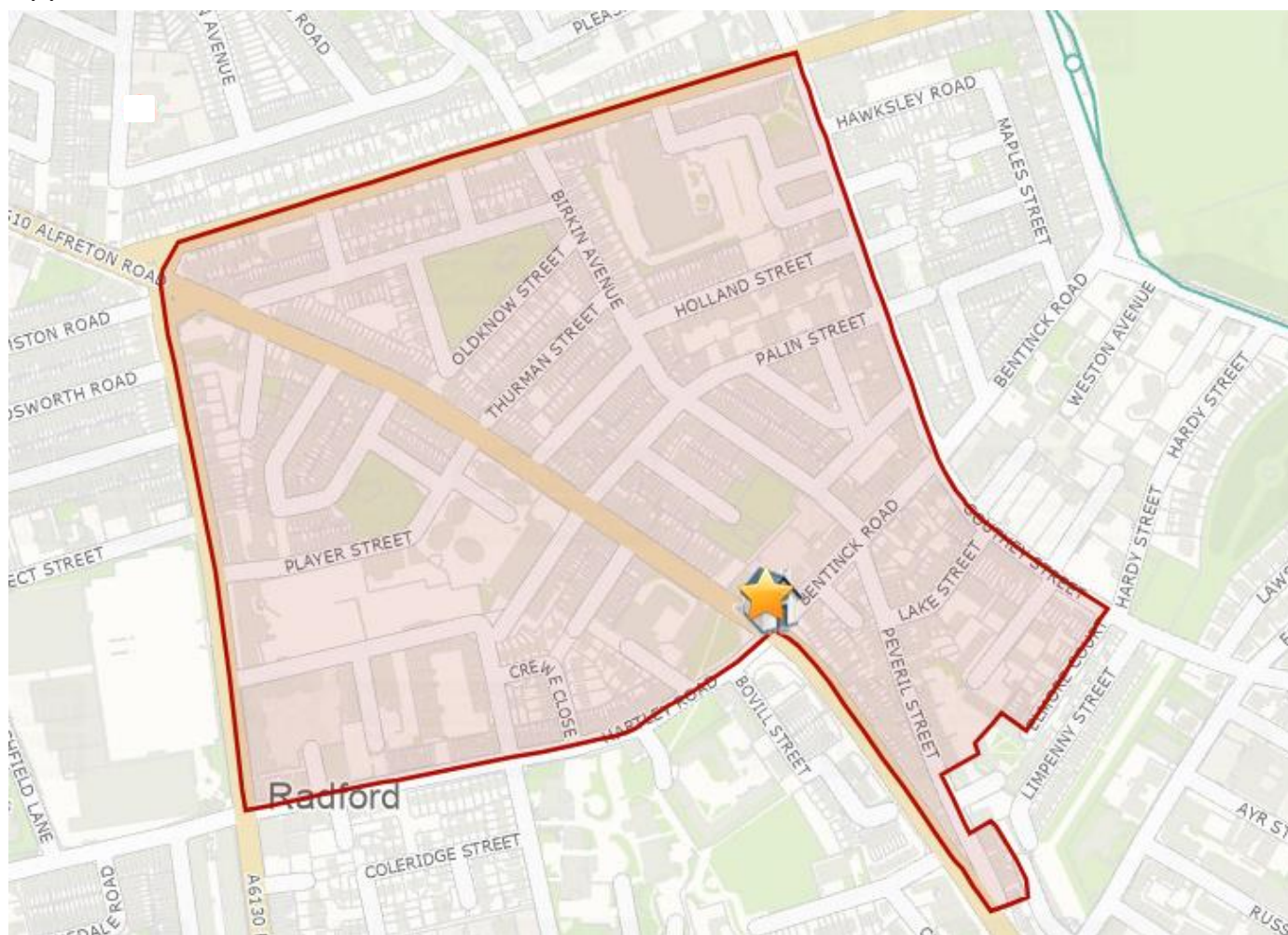
Notes:

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. **Catchment Area** – A catchment area is a defined geographical area which the academy serves. The ‘catchment area’ for Bluecoat Bentinck Primary Academy includes a defined portion Hyson Green. A map of the area is included in this document as Appendix 1. If you want to check if you are within the catchment area you can visit: <https://geoserver.nottinghamcity.gov.uk/primarycatchment/>.

3. **Sibling Connection** - 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.

Appendix 1:



The yellow star indicates the location of Bluecoat Bentinck Academy, the area within the red lines depicts the catchment area.