

BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE



ADMISSIONS POLICY 2018

Updated: February 2017
Committee: IGB

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the Admission and Full Governing Body Committee who will monitor the outcomes and impact of this policy every 1 year. The evidence base for assessment will be presented as agenda items at the Admissions and Full Governing Body Committee meetings.

Blue Coat School seeks to prepare all pupils for the opportunities, responsibilities and experiences of adult life by providing high quality Christian Education. Working in effective partnership with the families of students and their worshipping communities, is important to us, as Blue Coat is a school where individual people matter, results count and a passion for excellence drives everything that we do.

Blue Coat School has a strong ethos of mutual cooperation and respect, which encourages everyone to achieve their personal best within a supportive and nurturing Christian environment. Pupils are motivated to seize the opportunity to explore new ideas, to learn academic discipline and to apply informed clear thinking, whilst developing a strong personal faith which will sustain them throughout future life.

The Published Admission Number (PAN) for Year 7 in September 2018 is 255

For Year Groups 8 the Published Admission Number **is amended to 255**

For Year Groups 9, the Published Admission Number remains at 270

For Year Group 10, the Published Admission Number remains at 270.

For Year Group 11, the Published Admission Number remains at 240.

If there are fewer applications received than there are places available, all applications received will be admitted. If there are more applications received than there are places available, the Over Subscription Criteria will be applied.

Applications for Children to be Admitted into a Class Outside of their Normal Age Group

Where a parent/carer seeks a place for their child outside of their normal age group they must notify their intention as part of the application. This request should be in the form of a written letter outlining the reasons why the parent/carer wishes their child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that that they wish to be taken into account as part of that request.

The Governing Body/Board of Directors will consider all applications submitted and advise parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

Over Subscription Criteria

If there are more applications received than there are places available, places will be allocated in accordance with the following criteria and in the order shown:

- 1 - Applications from Looked After Children.

2 - Applications from siblings of children currently in the school.

3 - Applications from families who can demonstrate Weekly Participation by the child and one parent or guardian in the life of a Church of England worshipping community.

4 - Applications from families who can demonstrate Weekly Participation by the child and one parent or guardian in the life of "Another Christian Worshipping Community" recognised by the Governors – as defined in Appendix 1.

5 - All other applications.

Having applied the above priority order, if it is not possible to meet all application requests in any one of the categories defined above, applications within that category will be further prioritised by reference to distance between the school and the home address.

Where the final available place in a year group can be taken by two or more children living an equal distance from the school random allocation will be used.

Definitions

Looked After Children

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), or
- children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order or a special guardianship order.

A Looked After Child is defined in Section 22 of the Children Act 1989.

Siblings

Children who, at the time of application:

- have a sibling currently attending the school in Year 7 to Year 13,
- and, the sibling joined the school in Year 7 to Year 11,
- and, the sibling will still attend the school at the time of admission,

This priority applies equally to brothers, sisters, step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters, provided that they are living at the same address as the applicant child.

(Any place offered may be withdrawn if the sibling already attending the school leaves the school before the applicant sibling attends.)

Weekly Participation

Weekly Participation in the life of a worshipping community is assessed by ranking the information provided within the SIF to determine the level of attendance at Public Worship, Sunday School or Religious Instruction by the child as verified by an appropriate Church Leader.

Weekly Participation requires as a minimum, attendance on not less than 35 weeks throughout the 12 month period preceding the date of application.

Where the child considers that they are members of more than one worshipping community, or where they attend separate places of worship, a supporting statement and counter signature should be provided for each such place of worship attended within the above period.

Attendance arranged as part school based church worship or education is not included.

Where the parent or guardian, and/or applicant child, consider that they have attended more than one worshipping community in the above period, or where they attend separately to the child, a supporting statement and counter signature is required from each such worshipping community.

Attendance by other members of the applicant's family such as grandparents, aunts, uncles or siblings will not be considered unless the individual concerned is in fact the legal guardian of the applicant.

Another Christian Worshipping Community

The definitive list is set out in Appendix 1 to this policy. A copy is also included for information within the Supplementary Information Form (SIF).

In producing this list, the Governors of Blue Coat School have taken into account the number of places available to those of other faiths at Secondary Schools in the City. After consultation with representatives of the Roman Catholic Church, the Governors of Blue Coat School have also taken into account the significant number of places at Roman Catholic Secondary Schools in the City.

Distance from Home

A straight-line measurement will be made, using a computerised mapping system, from the child's home address to the centre of the school site, on the basis of information provided to the school by the Local Authority. The shortest measurement will have the highest priority.

The home address used must be a residential property that is the child's only or main residence.

As part of the co-ordination process, the home local authority undertakes address checks to ensure that applicants have provided the correct address, including in cases where there is shared parenting.

Any place offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address may be withdrawn.

Children of UK service personnel and other Crown Servants will be treated as being resident at an address once proof of posting has been provided.

Random Allocation

Where all other listed criteria are equal, and the school is not able to admit all such children, lots will be drawn decide the priority order for admission. This process will be independently verified.

Important Notes

Supplementary Information Forms

Blue Coat School usually receives around 2 applications for each available place, therefore the admissions process relies heavily on the over-subscription criteria to prioritise applications.

Supplementary Information Forms (SIF) are required to be completed by those who wish to apply under one of the following criteria:

Criteria 3 - Applications from families who can demonstrate Weekly Participation by the child and one parent or guardian in the life of a Church of England worshipping community.

Criteria 4 - Applications from families who can demonstrate Weekly Participation by the child and one parent or guardian in the life of "Another Christian Worshipping Community"

In these cases, the SIF should be supported and counter-signed by a recognised minister or similar "church leader" to assist in verification.

SIF forms are available from the school, may be downloaded from the school website, and can also be obtained via the Local Authority. The SIF must be returned to the school by the agreed deadline (normally 31st October). This form is in addition to any Common Application Form, or similar information, that is required by the Local Authority.

Siblings of Multiple Births

Where the last available place is offered to one sibling of a multiple birth, the remaining siblings will also be admitted.

Year of Admission

Children are normally admitted at the start of the school year in which they become twelve (school Year 7) and remain until they are of statutory school leaving age.

Applications will also be considered at other times and into other years if there are places available, using the process set out above. In year applications can be made at any time during the school year for which admission is sought.

Applications for post-16 courses of study may be made by either parents or prospective students themselves. Please see the school's separate post-16 admissions policy.

Late Applications

All completed Supplementary Information Forms received at the school by any closing date set by the appropriate Local Authority, will be considered as "on time". Applications received after this date will be classed as 'late' and will not be dealt with until after the allocation for all "on time" applications has been completed and parents informed.

Historically, Blue Coat School receives more applications than there are places available. This means 'late' applications may be unsuccessful as all the available places may already have been allocated to those applicants whose forms were received on time.

Waiting Lists

Applications for those who were not offered place, because all available places have been allocated to those having a higher priority according to the over-subscription criteria, will automatically have their name placed on the waiting list for that Year Group.

The waiting list will remain in operation until the end of the term for which admission is sought and will then be discarded. Parents may apply each term for their child's name to be reinstated.

When a place becomes available those on the waiting list for that Year Group at that time will be ranked according to the Over Subscription Criteria, and the place offered to the highest priority application.

Right of appeal

Parents who wish to appeal against the decision not to admit their child should contact the school for an appeal form. The completed form, stating the grounds for the appeal, should be returned to the Clerk to the Independent Admission Appeals Panel, whose address appears on the form.

The Independent Admission Appeals Panel is appointed by Coventry Diocesan Board of Education.

It is the policy of the Governors not to consider repeat applications or appeals within the same academic year - unless there has been a material change of circumstances relevant to the application or appeal.

Co-ordinated Admissions

The admissions process is part of the Coventry Local Authority Co-ordinated Scheme where applicable.

Further Information

In the first instance please contact the Admissions Administration Team at Blue Coat School.

Appendix 1

The Governors of Coventry Blue Coat Church of England School and Music College recognise the following as being the definitive list of “Another Christian Worshipping Community”:

1 Churches that are full members of the following National Organisations

Greek Orthodox Church	Russian Orthodox Church
Serbian Orthodox Church	Baptist Union of Great Britain
Seventh Day Adventist Church	Evangelical Alliance
Congregational Federation	Wesleyan Holiness Church
New Testament Assembly	Joint Council of Afro-Caribbean Churches
Moravian Church	Religious Society of Friends (Quakers)
Salvation Army UK Territory	Church of Scotland
Church of Wales	Cherubim & Seraphim Council of Churches
United Reformed Church	International Ministerial Council of Great Britain
Council of African and Afro-Caribbean Churches	Methodist Church

2 Local Churches – whether or not included in the list of National Organisations

Abundant Faith Centre	Hebron Christian Centre
Agape Church	Hillfields Christian Fellowship
Aldermans Green Free Methodist	Immanuel Church, Greens Road
All Nations Church	International Ministries for the Living Word
Apostolic Faith Mission	Jesus Fellowship
Asian Outreach Punjabi Church	Jireh Baptist Church
Assemblies of God	Jubilee Church
Bell Green Life Centre (New Testament Church of God)	King's Chapel Apostolic Church
Bell Green New Life Church (also known as Northpoint Church Centre)	King's Church
Balm in Gilead Ministries	Kingshurst Evangelical Church
Berachah Faith Ministries	Lawrence Saunders Road Baptist Church
Bethel Evangelical Church	Lee Church, Lapworth
Bethesda Chapel	Libyan School, Barr's Hill
Bilton Evangelical Church	Living Rock Church
Bretheren in Christ Church	Living Word Temple, Tottenham
Canley Community Church	Lower Ford Street Baptist Church
Christ Embassy	Manor Court Baptist Church, Nuneaton
Christian Life Ministries	Miracle Life Gospel Church
Church of God Prophecy	Mosaic Church
Church of Pentecost, Birmingham	Mount Zion Pentecostal
Church Street Gospel Hall	Need of our Nation Christian Fellowship
Cornerstone Church of God, Hillfields	New Horizons
Coundon Fellowship	New Life Christian Fellowship
Coventry Asian Fellowship	Nuneaton Christian Fellowship
Coventry Chinese Church	Queen's Road Baptist Church
Coventry Christian Fellowship	Presence of God Ministries (Touching Nations)
Coventry Church, Ansty	Redeemed Christian Church of God
Deeper Life Bible Church	Restoration Christian Ministries
Durbar Avenue Evangelical Church	Saltisford Evangelical Church
El Shaddai International Centre	Seventh Day Adventists
Elim Pentecostal Church	Solihull Christian Renewal Centre
Emmanuel Church	Streams of Life
Faith International Ministry	Vineyard Church
Father's Heart Chapel	Weslyan Reform Union, Bedworth
Forward in Faith Ministries - Hillfields	Word of Life Willenhall Free Church
Good Shepherd Lutheran Church	
Heartbeat Centre	