

**BLUE COAT CHURCH OF ENGLAND
SCHOOL AND MUSIC COLLEGE**

**ADMISSIONS POLICY FOR ENTRY INTO
SIXTH FORM 2019-20**



Blue Coat Church of England School & Music College

Admissions Policy 2018 for entry into Sixth Form education

General information

The Admissions Process

All admissions to Blue Coat Church of England School and Music College are under the control of the Governors, who are the Admissions Authority for the school. The Governors appoint a Committee annually to determine and oversee the administration of their admission arrangements. Coventry Local Authority does not coordinate admissions to Sixth Form education.

The anticipated capacity of students in Sixth Form education at the school (taking into account both internal and external applicants) is likely to be 400. This is based on an anticipated capacity for courses of study of 230 students in total in Year 12 and 170 students in total in Year 13. These figures may, however, be subject to change.

The Published Admission Number for external students into Year 12 in September 2017 is 75.

If the school has applications from less than 75 external applicants who meet the minimum entry requirements it will admit all those applicants. However, if the school has more than 75 external applications for entry into Year 12 the Governors will award places using their published oversubscription criteria.

All internal or external applicants, who may either be the prospective Sixth Form students themselves or their parents, should complete and submit an application form, which is available with an information pack from the school's Sixth Form Department, or complete and submit an online application form which can be found on the www.ucasprogress.com. An internal applicant is defined as one who is transferring from Year 11 at Blue Coat School into Sixth Form education at the school, and an external student is defined as one who is seeking entry into Sixth Form education at Blue Coat School from another educational establishment/their "home school".

The school will endeavour to meet course combination requests, subject to the completion of timetabling on 30 May each year.

All applicants are expected to show respect for the Christian ethos of the school.

Internal applicants do not need to complete a supplementary information form relevant to their faith practice, as this was evidenced at the point they were previously admitted to the school.

Applications are welcome from external applicants of all faiths and none.

Applicants are welcome to attend the Open Evening for entry into Sixth Form education at Blue Coat School, which is held in January. Advice on options and entry requirements for particular courses is available either at the Open Evening or in an individual meeting at the school at another time.

Important Note

The Governors will admit any child with a Statement of Special Educational Needs or an Education Health and Care Plan naming the school. This may reduce the number of places available to other applicants.

On time applications

Any applications received at the school up to and on the closing date of 1 May 2018 will be considered as on time. These applications will be considered at the same time by the Governors shortly after the closing date. In the event of oversubscription, the Governors will award places to those applicants who best meet the oversubscription criteria.

Waiting list

Applicants who meet the minimum entry requirements and who are unsuccessful in obtaining a place either for the normal point of entry in September or mid-year will automatically have their name placed on the school's waiting list. This list is held in strict oversubscription order by the school's Sixth Form Department. The waiting list will remain in operation until the end of the term in which they applied.

If places become available, the Governors will allocate the places to those who best meet the oversubscription criteria. Applicants should be aware that their place on the waiting list could change, as other applicants are either added to the list or removed based on how their applications best meet the oversubscription criteria.

Late applications

Applications received after the closing date will be classed as late and will not be dealt with until after the allocation of places to on-time applicants has been completed and applicants informed of their conditional offers.

Late applicants may be advised at an individual meeting of their options and the entry requirements for their chosen course(s) and must complete all the enrolment procedures outlined below before being admitted to Sixth Form study at the school. Applicants will not be admitted after the third Friday in September.

Mid-year applications

Applications for places during the course of the academic year should be made directly to the school's Sixth Form Department. However, as Blue Coat School has normally already allocated places up to its Published Admission Number of 75 places, it is likely that mid-year applications will be unsuccessful.

Right of appeal

Applicants, who may be either the prospective Sixth Form students themselves or their parents, have a right of appeal against the Governors' decision not to offer a place. This right is not affected or influenced by the operation of the school's waiting list. Applicants who wish to appeal may do so separately or jointly, and should contact the school for an appeal form accordingly. 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,

and provides an impartial appeals service for Church of England Voluntary Aided Schools and appellants alike.

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

Minimum Entry Requirements

Minimum entry requirements are the same for internal and external applicants.

1. To study a BTEC qualification all students must achieve five grade 4-9 at GCSE.
2. To study A levels (on their own or combined with BTECs all students must achieve at least five grade 5-9 including English & Maths. (Equivalents not accepted)
3. Entry forms containing students' personal details from SIMS (school information management system) are placed in the exam result envelope. If they achieve the required grades they sign the enrolment form. If they do not achieve the required grades they may need to see the Head of Sixth Form at the school.
4. External students must complete their own personal details and follow the same process as Blue Coat students and must bring their examination certificates when enrolling. Any attempt to gain admission by supplying false details may result in the student being refused entry.
5. Year 12 enrolment takes place on GCSE results day and the day after. Students who have not enrolled are not guaranteed places.
6. Students enrolling after this date must wait until their timetable is produced before attending lessons.

Conditional offers to internal applicants are made subject to a suitable Year Head's reference confirming that the minimum entry requirements are likely to be met. Conditional offers are subject to confirmation following receipt of GCSE grades in August.

Conditional offers to external applicants are made subject to satisfactory references from the "home school" confirming that the minimum entry requirements are likely to be met. Conditional offers are subject to confirmation following receipt of GCSE grades in August.

The Governors reserve the right to refuse admission to any applicant who is found to be on the roll of another Sixth Form institution at the time of taking up a place.

Over-subscription Criteria

If there are more applications received, that meet the minimum entry requirements, than there are places available, and in compliance with the School Admissions Code in force, places will be allocated in accordance with the following criteria and in the order shown below:

Criteria 1 – Looked After Children

Priority will be given to 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 residence order or a special guardianship order.

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

Criteria 2 – Siblings

Priority will then be given to 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.

Criteria 3 - Distance from Home

Priority will then be given by reference to distance between home and the school. A straightline measurement will be made 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 address used must be a residential property that is the child's only or main residence. Where an applicant lives with separated parents for different or exactly equal amounts of time during the school week, it will be the responsibility of the parents to nominate which address will be used for school. 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.

Criteria 4 - Random Allocation

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

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Reviewed by J Davoile

Summer 2018

Next Review Date:

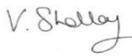
January 2019

Approved by Governors:

10 July 2018

Signed:

Signed:



VICTORIA SHELLEY
Headteacher



LYN JOHNSON
Chair of Governors