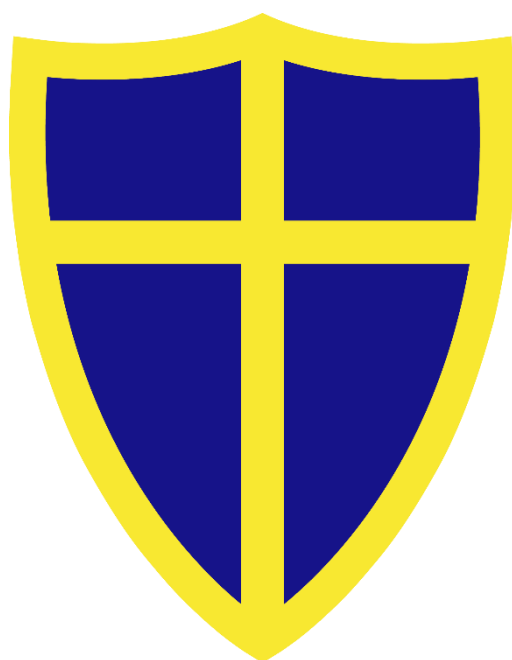


**BLUE COAT CHURCH OF ENGLAND  
SCHOOL AND MUSIC COLLEGE**



**ADMISSIONS POLICY 2021-22**

Updated: November 2019  
Policy duration: 1 year  
Committee: Full Governors

## Blue Coat Church of England School & Music College

### Admissions Policy 2021-22

Blue Coat School aims to prepare all pupils for the opportunities, responsibilities and experiences of adult life by providing high quality Christian education with care. The core purpose of the admissions policy is to safeguard this aim, the provision of the highest quality education for all pupils, and the efficient and safe use of resources.

#### **The Admissions Process**

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

All admissions to Coventry Blue Coat Church of England School and Music College are the responsibility of the governing body who annually appoint a committee to carry out their policy. The governing body will admit pupils up to the published admission number and in accordance with the arrangements made with the Local Authority. When considering applications, the governing body will award places using their published over subscription criteria.

#### **The published admission number (PAN) for Years 7 in September 2021 is 265.**

The governing body is required to admit any child with an Education Health Care Plan in which the Local Authority has named the school. This may reduce the number of places available to other applicants.

If there are applications from non-faith applicants and insufficient faith applicants, then the governing body will admit such non-faith applicants up to the published admission number.

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.

#### **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 and previously Looked After Children.
2. Applications from siblings of children currently in the school.
3. Applications from any children from families who can demonstrate frequent participation by the child and either of their parents or guardians as defined on page 4, in the life of a Church of England worshipping community.
4. Children of all staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on 37 weeks and above contracts
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two year qualification period may be waived if a post is hard to fill and has remained vacant for six months or longer.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

5. Applications from any children from families who can demonstrate frequent participation by the child and their parent(s) or guardian(s) as defined on page 4, in the life of "another Christian worshipping community" recognised by the governing body – see Appendix 1.
6. Applications from any children from families who can demonstrate frequent participation by the child and their parent(s) or guardian(s) as defined on page 4, in the life of a recognised place of worship for other major world faiths – see Appendix 1.
7. 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
- were previously looked after but ceased to be so because they were adopted or became subject to a residence order, a special guardianship order or a child arrangements order.

A 'Looked After Child' is defined in Section 22 of the Children Act 1989. The governing body will obtain confirmation that the child's status is, or was, 'looked after' from the Local Authority.

### **Siblings**

Children who, at the time of application have a sibling who will be attending the school in Year 7 to Year 11, 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 attends.

### **Frequent Participation**

Frequent participation in the life of a worshipping community is assessed by using the information provided within the supplementary information form (SIF) to determine the level of attendance at public worship by the child and parent(s), carer(s), legal guardian(s) or close family relative(s) (defined as a grandparent or sibling over the age of 18), and verified by a recognised minister, official or similar representative of the worshipping community to which the child and parent belong.

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

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.

Where a family is commissioned by a church, listed in Appendix A, to participate in work as part of a mission organisation (for example, to establish a church in another country), they will still be considered as meeting the frequent participation criteria for their home Christian worshipping community if relevant additional information is supplied by the commissioning church. This additional information should be supplied in the form of a letter from the commissioning church leader, alongside evidence of the nature of the mission work and, where possible, the additional worshipping community section of the SIF completed. This must be submitted alongside information on the SIF completed by the home church leader.

### **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).

### **Another Faith Community**

For the purposes of this criterion, "other major world faiths" is set out in Appendix 1 to this policy. A copy is also included for information within the supplementary information form (SIF).

### **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, based on 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 based on 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 to decide the priority order for admission. This process will be independently verified.

### **Important Notes**

#### **Supplementary Information Forms**

Blue Coat School usually receives around two 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 any children from families who can demonstrate frequent participation by the child and their parent(s) or guardian(s) in the life of a Church of England worshipping community.

Criteria 5 - Applications from any children from families who can demonstrate frequent participation by the child and their parent(s) or guardian(s) in the life of "Another Christian Worshipping Community".

Criteria 6 - Applications from any children from families who can demonstrate frequent participation by the child and their parent(s) or guardian(s) in the life of "other major world faiths".

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

SIFs 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 31<sup>st</sup> 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 in either category of 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.

Where a parent/carer seeks a place for their child outside 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 their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request. The governing body will consider all applications submitted and advise parents of the outcome of their application before the national offer day, having considered the information provided by the parents, the child's best interests and the views of the Headteacher.

### **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 have 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 a place, because all available places have been allocated to those having a higher priority according to the over-subscription criteria, or who have applied late, will automatically have their name placed on the waiting list for that year group.

For Year 7 applications (September start), the waiting list will remain in operation until 31<sup>st</sup> December.

At this point, parents wanting their child to remain on the waiting list, must complete an In-Year application form.

In-Year applications will remain on the waiting list until the end of the academic year for which admission is sought and will then be discarded. Parents who have not previously applied for a place may also apply to have their child's name included on the waiting list.

When a place becomes available those on the waiting list for that year group at that time, including each added child, 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 governing body 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 governing body of Coventry Blue Coat Church of England School and Music College recognise the following as being the definition of “another Christian worshipping community”:

#### **Churches that are full members of the following national organisations or listed individually below:**

Churches Together in Britain and Ireland  
Churches Together in England  
The Evangelical Alliance  
The Fellowship of Independent Evangelical Churches  
Vineyard Churches UK and Ireland  
New Frontiers  
Hebron  
City Church  
Allesley Park Evangelical Church (Bethesda)  
Jesus Fellowship Church  
Hillfields Church Coventry  
Bethel Evangelical Church Coventry

The Governors of Coventry Blue Coat Church of England School and Music College recognise the following as being the definition of “other major world faiths”: Buddhist, Hindu, Islamic, Jewish and Sikh organisations that are full members of **The Inter Faith Network** for the UK.

# ADMISSIONS POLICY 2021-22

**Reviewed by:**  
Mrs Shelley

November 2019

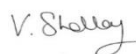
**Next Review Date:**

November 2020

**Approved by Governors:**

11 February 2020

Signed:



VICTORIA SHELLEY  
Headteacher

Date: 11.02.20

Signed:



LYN JOHNSON  
Chair of Governors

Date: 11.02.20