



# Inspire Education Trust

Together we achieve, individually we grow

## Admissions Policy 2024-25

Blue Coat CE Secondary School

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**Policy Date:** December 2022

**Review Date:** November 2023

## Document History

Version	Date	Author	Summary Changes
	January 2023	N Phipps	<p>Page 6 : Where a family is commissioned by a church, listed in Appendix 1, 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.</p> <p>Changed to : Where a family is commissioned by a church, listed in Appendix 1, 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. Where possible the 'additional worshipping community' section of the SIF should be completed to detail the participation at the 'receiving' place of worship.</p>

# Introduction

At Blue Coat Church of England School, our vision is “Living life in all its fullness”. We exist to equip our students to ‘live life in all its fullness’ by providing excellent education, which is distinctively Christian and inclusive of all. At the heart of this education are the values of Care, Hard Work, Respect, Integrity and Servanthood, working Together for the good of all individuals, the school and wider communities.

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

This document sets out the Policy of the Academy with respect to Admissions. The Inspire Education Trust is the Admission Authority for the academy.

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 Board of Directors.

The Board of Directors who will admit pupils up to the published admission number and in accordance with the arrangements made with the Local Authority. When considering applications, the Board of Directors will award places using their published over subscription criteria.

The published admission number (PAN) for Year 7 in September 2024 is 265.

The Board of Directors 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 Board of Directors 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 5, in the life of a Church of England worshipping community. More information on variations to admissions arrangements as a result of temporary closures to places of worship can be found below.
4. Children of all staff who are employed by the Inspire Education Trust to work at Blue Coat School and have been employed continuously for a period of at least two years for the purpose of working in the Trust 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 family member(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 family member(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.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions

arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

## Definitions

### Looked After Children

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### Siblings

Children who, at the time of application, have a sibling currently attending the school in Year 7 to Year 13.

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 family relative(s) (defined as a grandparent, aunt, uncle, sibling over the age of 18, or step-grandparents, step-aunt, step-uncle, or step-sibling over the age 18), and verified by a recognised minister, official or similar representative of the worshipping community to which the child and qualifying adult belong.

Frequent participation requires, as a minimum, attendance on not less than 30 weeks of the previous 52 weeks in which the place of worship was fully open for public acts of worship. ‘Fully open’ is taken to mean that the place of worship is operating a full programme of acts of worship which is accessible to the public and all members of the worshipping community. The Admission Authority recognises that ‘fully open’ may mean different things depending on the place of worship. It is the responsibility of the worship leader/representative to discuss frequent participation with the applicant to ensure the criteria are met.

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

Where the qualifying adult, 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. In this case, it is essential that the numbers of weeks' attendances are included on the SIF in order to meet the attendance criteria in total.

Where a family is commissioned by a church, listed in Appendix 1, 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. Where possible the 'additional worshipping community' section of the SIF should be completed to detail the participation at the 'receiving' place of worship.

### **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 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 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. Please refer to the In-Year Admissions page on our website by clicking [HERE](#).

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 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 31st 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**

Blue Coat School is part of the local authority's in-year co-ordinated admissions scheme. Therefore, in order to apply for a place at this school, an application must be submitted to the local authority who will then forward that application to the school for consideration by the school. The school will inform the local authority of the outcome of the application who will then inform the parents on behalf of the school. Applications can be submitted through the local authority by clicking [here](#).

### **Further Information**

In the first instance please contact the Admissions and Communications Manager, Blue Coat School – Tel: 02476 223542 or email [admin@bluecoatschool.com](mailto:admin@bluecoatschool.com).

## Appendix 1

The Board of Directors of Inspire Education Trust 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)  
Well of Life Christian Fellowship  
Hillfields Church Coventry  
Bethel Evangelical Church Coventry

In addition, the Board of Directors also recognise as ‘another Christian worshipping community’ international churches which have a formal partnership with the Church of England. This includes members of the worldwide Anglican Communion, the World Council of Churches, and other Churches as detailed by the Church of England on their webpage [Working together internationally | The Church of England](#).

The Board of Directors of Inspire Education Trust 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.

Additionally, the Board of Directors recognise that churches which do not meet the definition as above but do meet all of the following criteria, will be accepted within that round of admissions as an established place of worship if:

1. Evidence of the qualifying conditions i, ii, and iii as detailed below are provided; and
2. Evidence of at least three of the conditions iv-viii are publicly available or presented; and
3. The place of worship engages with Blue Coat Admissions Leadership in order to be accepted as an established place of worship by contacting the Admissions Manager in advance.

It is the responsibility of the place of worship to fulfil these criteria and present evidence to the school, and not the school’s responsibility to seek out the place of worship for evidence.

The following qualifying conditions i-iii all need to be fulfilled to be recognised as an established place of worship:

- i A publicly available statement of faith, which is in agreement with the Trinitarian beliefs of the Church of England, and the sacraments of eucharist and baptism as detailed here: [What we believe | The Church of England](#).  
Agreement with Church of England key educational documents, including the Vision for Education (2016), and Valuing All God's Children (2017) which can be found here: [Education Publications | The Church of England](#).
- ii Evidence of an active worshipping community in the form of at least weekly public gatherings for worship and teaching (and, where this is not possible due to closures, online). This can be evidenced by, for example, an updated webpage or social media presence with images and information.
- iii Existence of the church (or parent church/organisation if a plant) being open for acts of public worship for at least two years.

In addition to the above, three or more of the following conditions need to be fulfilled in order to be recognised as an established place of worship:

- iv Active recent online presence (e.g. a website or social media) within the last three months.
- v Wider mission work, charitable acts or community engagement within Coventry or the surrounding area.
- vi Some form of children's or youth ministry, taking place during a Sunday service or midweek, led by members of the congregation.
- vii A calendar of social events, activities or small group teaching such as a cell group, which meets the contextual needs of the congregation.
- viii Evidence of networking or partnership work with other local churches.

It is the responsibility of the Church Leader to ensure that the place of worship meets the criteria as set out above. Applicants are strongly advised to discuss their application with their Church Leader well in advance of the application deadline in order to ensure the criteria are met. The Church Leader should contact the school directly if there are any queries concerning the information detailed above.

Reviewed by: Neil Phipps

Next Review Date: November 2023


Approved by Directors: 15 February 2023

Signed:



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Lois Whitehouse  
CEO



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David Bermingham  
Chair of Trust Board