



**THE BLUE COAT CHURCH OF ENGLAND (AIDED)
INFANT AND JUNIOR SCHOOLS FEDERATION**

BELIEVING, CELEBRATING, SUCCEEDING

EXECUTIVE HEAD TEACHER: MR A. ORLIK



Blue Coat CE Infant & Junior Schools Federation

**Blue Coat CE (Aided) Junior School Admissions Arrangements
September 2017/2018**

The Federated Governing Body of Blue Coat CE (Aided) Infant School and Blue Coat CE (Aided) Junior School is the admission authority for both of the schools.

Admissions to Year 3 are administered through a coordinated admissions scheme and preferences will be processed centrally by the Admissions and Pupil Place Planning Team at Walsall Council in accordance with the admission criteria set out below.

Children do not automatically move from the Infant School to the Junior School and therefore parents of children in Year 2 must complete an application for admission to Year 3 for their child.

Full details of the scheme and the timetable for applications are set out in the 'Information for Parents about Admissions to Primary Schools in September 2017' booklet published by Walsall Council. The national closing date for applications is 15 January 2017 and the national offer date on which parents will be sent the offer of a school place for their child is 16 April 2017.

Admission Number

Blue Coat CE (Aided) Junior School has an agreed Published Admission Number of 90 for entry to Year 3. The Federated Governing Body will admit up to 90 pupils in the relevant age group each year if sufficient applications are received.

Oversubscription Criteria

If the total number of applications for admission exceeds the Published Admission Number, the following order of priority is used to allocate the available places.

1. Children in Public Care (looked after children) and previously looked after children.
2. Children attending Blue Coat CE (Aided) Infant School when the application is made.
3. Children with a sibling in attendance at Blue Coat CE (Aided) Infant School or at Blue Coat CE (Aided) Junior School when the application is made and who will still be attending at the proposed admission date.
4. Children whose family worships regularly at an Anglican church.
5. Children whose family worships regularly at a church of another Christian denomination.

6. Children who have been baptised or dedicated within the Christian church.
7. Children with special medical or social circumstances and whose needs can only be met at Blue Coat CE (Aided) Junior School.
8. Other children arranged in order of distance from the school, with priority for admission being given to children who live nearest to the school.

If there is oversubscription within a criterion, the Federated Governing Body will give priority on the basis of distance as set out in criterion 8. If the distance between two children's homes and the school is the same, random allocation will be used to decide who has the highest priority for admission.

Explanatory Notes for Oversubscription Criteria

1. Children in Public Care (looked after children) and previously looked after children.

Children in Public Care are children in the care of a local authority or provided with accommodation by a local authority and previously looked after children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

3. Sibling.

A sibling is a child who lives at the same address as the child for whom a school place is being requested and is one of the following:

- a brother or sister sharing the same parents
- a half brother or sister sharing one common parent
- a step brother or sister (ie related by their parent's marriage)
- a foster brother or sister
- any other child for whom it can be demonstrated that he or she is living permanently at the same address eg an adopted sibling.

4. and 5. Regular worship.

Regular worship is defined as worship at least twice a month for two years prior to application. Details of worship must be provided on the Supplementary Information Form which must be sent, together with a letter of support from a member of the clergy, to Blue Coat CE (Aided) Junior School at the time of the application for a school place.

6. Baptised or dedicated within the Christian church.

For consideration under this criterion, a copy of the Baptismal Certificate must be sent together with the Supplementary Information Form to Blue Coat CE (Aided) Junior School at the time of the application for a school place.

7. Medical or social reasons.

If parents believe there are specific medical or social reasons for claiming priority for a child to attend the school, written evidence to support the claim must be submitted with the application. Medical evidence from a medical practitioner or social evidence from an appropriate professional (eg social worker) should state why the school is the only one that can meet the child's needs and the difficulties which would be caused if the child had to attend another school.

8. Distance.

Distance is measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system.

The home address is considered to be the permanent residence of the child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent, parents or guardian, or
- leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than 6 months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the address.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be asked to provide documentary evidence to support the address used in the application.

The offer of a school place is based upon the address of the child when the offer is made. If a family moves between the date of the application and the date of the offer, the Admissions and Pupil Place Planning Team at Walsall Council must be notified.

Late Applications

Applications that are received by Walsall Council after the closing date are classed as late applications. The Federated Governing Body has adopted Walsall's 'Late Application Policy', details of which can be found in the 'Information for Parents about Admissions to Primary Schools in September 2017' booklet.

Late applications are normally considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place.

Late applications received up to four weeks after the closing date may be considered as being on-time but only where there are exceptional circumstances:

- where the family was unable to submit the on-line application by the closing date because they moved into the Borough of Walsall after the closing date;
- the family was unable to comply with the admission timetable because of exceptional circumstances that prevented them from submitting an on-time application;

- when a lone parent has been ill for some time.

In all cases the circumstances must be given in writing and will be subject to verification by the Federated Governing Body.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria set out above. If places become available after the offer date they will be offered to the child at the top of the waiting list. A child's position on a waiting list is not fixed and is subject to change when other children join/leave the waiting list.

The waiting list for Year 3 will be maintained by Walsall Council until 31 August 2017 after which it will be maintained by Blue Coat CE (Aided) Junior School. Waiting lists for Years 4, 5 and 6 are maintained by the school on a termly basis.

Appeals

Parents who do not obtain a place for their child at Blue Coat CE (Aided) Junior School may appeal against the decision not to offer a place. An independent Appeal Panel will hear the appeal. The decision of an Appeal Panel is binding on the school and on the parents. If an appeal is unsuccessful, no further appeal may be made in the same school year unless there are significant changes in the circumstances of the child or the school.

IN-YEAR ADMISSIONS

Parents who wish their child to be admitted to Blue Coat CE (Aided) Junior School outside the normal admission time should contact the school for an application form. If a place is not available, the child will be placed on the waiting list and the parents will be offered the right of appeal to an independent Appeal Panel.
