



BLUE COAT CE (AIDED) INFANT SCHOOL
ADMISSIONS ARRANGEMENTS FOR 2024-25
For Children Starting School from September 2025

Reviewed & Updated: Annually

Signature of Executive Headteacher:

Signature of Chair of Governors:

Blue Coat CE (Aided) Infant School Admissions Arrangements 2024/2025

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. The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

This policy aims to:

- Explain how to apply for a place at the Infant School
- Set out the school’s arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

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Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A "**family**" is a married, civil partnered or cohabiting couple with or without children, or a lone parent with at least one child, who lives at the same address; children may be dependent or non-dependent.

Looked-after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Regular worship is defined as worship at least twice a month for two years prior to application.

How to apply

Admissions to Reception 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 Nursery to Reception and therefore parents whose child attends the Nursery class must apply for a Reception place for their child. A place in the Nursery class does not guarantee a full-time place in the school's Reception class.

Please note, pupils attending Blue Coat Infant School will not transfer automatically into Blue Coat Junior School. A separate application must be made for a place along with any additional supporting documentation.

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 2025' booklet published by Walsall Council. This can be found on the website [Moving to a different school | Walsall Council](#). The national closing date for applications is 15 January 2025 and the national offer date on which parents will be sent the offer of a school place for their child is 17 April 2025.

Admission Number

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

Oversubscription Criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

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. Highest priority will be given to **looked-after children** and all previously looked-after children who apply for a place at the school.
2. Children who have 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.
3. Priority will next be given to **children of staff** at the school, in either of the following circumstances:
 - where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
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) Infant 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.

**Refer to the list of Designated Churches in Appendix 1*

Oversubscription

If there is oversubscription within a criterion, the Federated Governing Body will give priority on the basis of distance as set out in criterion 7. 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.

2. 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 (i.e. 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 e.g. an adopted sibling.

3. Children of staff at the school.

The staff of the school refers to employees who are employed directly by the school.

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 signed declaration of support from a member of the clergy, to Blue Coat CE (Aided) Infant School at the time of the application for a school place.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (attached to the end of this policy). This can also be obtained from Blue Coat CE Infant School or by emailing postbox@bluecoatfederation.co.uk.

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) Infant School at the time of the application for a school place. If the baptismal certificate cannot be produced, you would need to provide testimonies of two witnesses of the baptism.

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 (e.g. 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 2025 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.

This applies to applications received between 16 January 2026 and 13 February 2026.

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

In-Year Admissions

Parents who wish their child to be admitted to Blue Coat CE (Aided) Infant School outside the normal admission time should submit an on-line application through the Schools Admissions page of the Walsall Council website.

As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

Copies of Baptismal Forms and Supplementary Information Forms must be sent to Blue Coat CE (Aided) Infant School, at the time of the application. 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.

Nursery Admissions

The maximum nursery admission number is 52 sessions (26 morning sessions and 26 afternoon sessions).

Nursery children are offered three hours of free childcare daily (15 hours per week):
Either Mornings – 8:30-11:30am
Or Afternoons – 12:30-3:30pm

You may be eligible for 30 hours free childcare (term time only) if your child is 3 to 4 years old.

Your eligibility depends on:

- if you're working (employed, self-employed, or both)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

You can apply online (<https://www.gov.uk/30-hours-free-childcare>) for a childcare account to get a code for 30 hours. Once your application has been approved, you'll get a code for 30 hours free childcare to give to the Infant school.

Further details of the procedure, timetable and application forms are available from Blue Coat CE (Aided) Infant School. The oversubscription criteria set out above also apply to admissions to nursery classes. If the school is unable to offer a nursery place, please note that there is no right of appeal as nursery education is non-statutory.

A place in the nursery class does not guarantee a full-time place in the school's Reception class.

Deferred Entry to Reception Class

Provision is made for all children admitted to a Reception class to take up their school place in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year or until the term in which the child reaches compulsory school age i.e. their fifth birthday. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday nor beyond the school year for which the application for the school place was made. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Any such requests should be submitted to the school at the time the application is made for a school place in order for them to be considered by the Federated Governing Body.

The process for parents to request admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Walsall Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

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 lists for all Year Groups will be maintained by Walsall Council. Waiting lists will be kept for one term only. From 1 January 2025, parents who wish their child to be added to the waiting list should write to the Admissions and Pupil Place Planning team.

Appeals

Parents who do not obtain a place for their child at Blue Coat CE (Aided) Infant 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.

If you wish to appeal an admissions decision, please contact the infant school admin team on 01922720740. They will be able to advise you on the appeals procedure and timescale. You can also contact the office for an appeals form or alternatively download one from our website.

Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Consultation

If the Executive Head decides to consult on the proposed change in the oversubscription criteria for its Federation schools, an informal consultation will be carried with governors to discuss details of the proposed criterion and any necessary definitions of staff to be included.

The subsequent statutory consultation on the specific would need to be carried out for a minimum six week period between 1st October 2023 and 31st January 2024.

Any new arrangements must be formally determined by 29th February 2024. A possible timetable is outlined below:

Date	Event
1st July to 30th September 2023	Informal Consultation with stake holders
October 2023	Finalise specific proposal
23 rd October 2023 – 8 th December 2024 (seven weeks)	Statutory Consultation on specific proposal February 2024

Determination of Admission Arrangements by the Executive following consideration by Overview & Scrutiny Committee Meeting. Depending on the outcome of the initial consultation, it is proposed to recommend to schools which are their own Admission Authority that they make a similar change, where they have not already done so.

APPENDIX 1: List of Designated Churches

To which the Ecumenical Relations Measure and Ecumenical Canons Apply

- The Baptist Union
- The Methodist Church
- The Moravian Church
- The Roman Catholic Church in England and Wales
- The United Reformed Church
- The Congregational Federation
- The International Ministerial Council of Great Britain
- The Lutheran Council of Great Britain
- The Archdiocese of Thyateira and Great Britain (Oecumenical Patriarchate))
- The Council of African and Afro-Caribbean Churches
- The Free Church of England
- The Southam Road Evangelical Church, Banbury
- The member churches of the Evangelical Church in Germany (EKD) (as a result of the Meissen Agreement)
- The Assemblies of God in Great Britain and Ireland
- The New Testament Church of God 2 January 1996
- The Russian Orthodox Church (Diocese of Sourozh)
- The Independent Methodist Churches 6 July 2001 (Date of motion in General Synod (on the basis of the Reuilly Agreement))
 - The Church of the Augsburg Confession of Alsace and Lorraine
 - The Reformed Church of Alsace and Lorraine
 - The United Protestant Church of France (formerly the Evangelical-Lutheran Church of France and the Reformed Church of France)
 - The Council of Oriental Orthodox Churches in the United Kingdom and the Republic of Ireland

The Measure and Canons apply to the following churches by virtue of their membership of the Council

The Armenian Apostolic Church in the UK and Republic of Ireland
The Coptic Church in the UK and Republic of Ireland
The Eritrean Orthodox Church in the UK and Republic of Ireland
The Ethiopian Orthodox Church in the UK and Republic of Ireland
The Indian Orthodox Church in the UK and Republic of Ireland
The Syrian Orthodox Church in the UK and Republic of Ireland, incorporating the Malankara Syrian Orthodox Church
The Church of the Nazarene (British Isles South District)
The Church of Scotland
Apostolic Pastoral Congress



BLUE COAT CE (AIDED) INFANT SCHOOL

SUPPLEMENTARY INFORMATION APPLICATION FORM FOR ADMISSIONS BASED ON FAITH GROUNDS

This form should only be completed if you are seeking admissions based on the following admissions criteria:

4. your child’s family worships regularly at an Anglican church for at least twice a month for two years prior to application

5. your child’s family worships regularly at a church of another Christian denomination for at least twice a month for two years prior to application

6. Your child has been baptised or dedicated within the Christian church.

Your child’s Details

1. Full name of Child	
Date of Birth (ddmmyy)	

2. Address:	
Postcode:	
Email Address:	
Contact No.	

3. Do you attend church?	Yes		No		If No, move to section 10.
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4. Denomination (please tick)

Church of England		Roman Catholic	
Baptist		Redeemed Christian Church of God (RCCG)	
Methodist		Salvation Army	
Orthodox		United Reformed Church	
Elim		Other Christian	

If you have ticked "other Christian" above, please specify

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5. Name of Minister/Faith Leader of your current place of worship & Contact details

Name of Minister/Faith Leader	
Place of worship	
Postcode:	
Email Address:	
Contact No.	

6. How long have the family/ child worshipped here?

Parent(s) / Guardian(s):

Years & Months

Child:

Years & Months

7. How many times per month (including weekday services) do the family/ child worship?

Parent(s) / Guardian(s):

x per month

Child:

X per month

8. If you have moved within the last two years, please give details of your previous place of worship and length/frequency of attendance

9. Declaration by Faith Leader (Your faith application will only be accepted if the details below are provided and it is signed/stamped by your Faith Leader)

I certify that the information in Sections 3-7 is, to the best of my knowledge, correct.

Name of Faith Leader:

Official stamp:

Place of worship:

Postcode:

Email Address:

Contact No.

Signed:

Date:

10. Has your child been baptised or dedicated within the Christian Church?

Yes

No

If yes, please ensure you provide evidence of the above.

11. Declaration by Parent/Carer

I certify that these details are, to the best of my knowledge, correct

Signed (Parent/Guardian):

Name:

(Please print in BLOCK CAPITALS)

Date:

THIS FORM MUST BE COMPLETED IN FULL AND RETURNED DIRECTLY TO THE INFANT SCHOOL AT THE ADDRESS SHOWN BELOW BY 31ST OCTOBER 2025 AT THE LATEST

PLEASE RETURN TO:

Mrs Baugh,
Blue Coat C.E Infant School,
Hanch Place,
Walsall,
WS1 3AF