

*Love God, love others*

*Let your light shine*

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

***BELIEVING, CELEBRATING, SUCCEEDING***

EXECUTIVE HEAD TEACHER: MR. A. ORLIK

Deputy Executive Head: Mr. D. Matthews



**BLUE COAT CE (AIDED) INFANT SCHOOL  
ADMISSIONS ARRANGEMENTS  
2023/24**

**For Children Starting School from September 2024**

**Signature of Executive Headteacher:**

**Signature of Chair of Governors:**

**Blue Coat CE (A) Infant School**

Acting Assistant Head: Miss. H. Johnston  
Hanch Place, Walsall, WS1 3AF  
Tel: 01922 720740 Fax: 01922 720306  
Email: [postbox@bluecoatfederation.co.uk](mailto:postbox@bluecoatfederation.co.uk)

**Blue Coat Federation Inclusion and Behaviour**

Assistant Head: Mrs. L. Adlington-McArthur  
Springhill Road, Walsall, WS1 2LP  
Tel: 01922 720921 Fax: 01922 640013  
Email: [postbox@bluecoatfederation.co.uk](mailto:postbox@bluecoatfederation.co.uk)

**Blue Coat CE (A) Junior School**

Acting Assistant Head: Mrs. R. Moore  
Springhill Road, Walsall, WS1 2LP  
Tel: 01922 720921 Fax: 01922 640013  
Email: [postbox@bluecoatfederation.co.uk](mailto:postbox@bluecoatfederation.co.uk)

[www.bluecoatfederation.co.uk](http://www.bluecoatfederation.co.uk)

## **Blue Coat CE (Aided) Infant School Admissions Arrangements 2023/2024** **(for children starting school from September 2024)**

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 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.

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 2024' booklet published by Walsall Council. The national closing date for applications is 15 January 2024 and the national offer date on which parents will be sent the offer of a school place for their child is 17 April 2024.

### **Admission Number**

Blue Coat CE (Aided) Infant School has an agreed Published Admission Number 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**

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 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. Children whose family worships regularly at an Anglican church.
4. Children whose family worships regularly at a church of another Christian denomination.
5. Children who have been baptised or dedicated within the Christian church.
6. Children with special medical or social circumstances and whose needs can only be met at Blue Coat CE (Aided) Infant School.
7. 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 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. and 3. 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) Infant School at the time of the application for a school place.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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 2023 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 2024 and 13 February 2024.

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 lists for all Year Groups will be maintained by Walsall Council. Waiting lists will be kept for one term only. From 1 January 2024, 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.

## **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 ie 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.

## **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. 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 nursery admission number is 52. 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.

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