



Bluecoat Beechdale  
Academy  
Belong, Believe, Achieve

## Admission Policy Sept 2018/19

Harvey Road, Bilborough, Nottingham, NG8 3GP

### Consideration of applications:

The Academy will consider all applications for places. Where fewer applications are received than places available, the Academy will offer places to all those who have applied. Students, who have a statement of special educational need or Education, Health and Care plan, naming Bluecoat Beechdale Academy, will be admitted first. This will reduce the number of places available for other applicants.

### How to apply:

For admission to secondary Year 7, in the year preceding admission, parents should apply using their home Local Authority's Common Application Form. Parents that would like any help completing this application form please do not hesitate to contact the academy office.

### Admission criteria

(see notes on page 3 for definitions):

After the admission of applicants with statements of special educational need or Education, Health and Care Plan where the Academy is named on the statement or Plan, the criteria will be applied in the order in which they are set out below.

- a) Children in public care and previously looked after children;
- b) Places will then be offered to applicants who have a sibling who will be attending the Academy at the time of the applicant's admission.
- c) Remaining places will then be allocated to other applicants who live the shortest \*distance from their residence to the main entrance of Bluecoat Beechdale Academy at the closing date for applications. Distance will be measured in a straight line from the main entrance door to the child's home to the main reception entrance door to Bluecoat Beechdale Academy.

*In the event that such a measure is identical to the nearest metre for two or more children and there are insufficient places available for both or all of them, the remaining place/s will be awarded by random allocation using lots drawn by a person independent of the Academy.*

\*Distance will be measured in a straight line from the centre of the applicant's main home to the main entrance, of Bluecoat Beechdale Academy, Harvey Road, Bilborough, NG8 3BB using the LA's computerised measuring system. For shared properties e.g. Flats, the centre will be taken from the centre of the building.

### Admission to schools outside the normal year group:

Bluecoat Beechdale Academy will consider requests for admission outside the normal year group and take account of the circumstances of each case. Requests must be made in writing as a supplement to the application to the Clerk of the Governing Body. All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age.

## **In-Year Admissions:**

Subject to any provision in the local authority's co-ordinated admission arrangements relating to application submitted for years other than the normal year of entry, the Academy must consider all such applications. Applications for in-year admissions should be made directly to the academy. If a place is available and there are places available then applications will be ranked in accordance with the over subscription criteria for the relevant provision. Parents and carers whose application is turned down are entitled to appeal to an independent appeal panel.

**Please note the academy has different admission numbers for other year groups which have been determined by the operational capacity of the Academy.**

Year 8	-	180
Year 9	-	160
Year 10	-	158
Year 11	-	122

## **Waiting list:**

In accordance with the Secondary Co-ordinated Admissions Scheme the Nottingham LA will maintain a waiting list for all City secondary schools and academies where the number of applications received during the normal admissions round for those schools and academies has exceeded the number of places available places in Year 7. This waiting list will operate on the offer day and will be maintained up to the last day of August after which it will cease to operate, thereafter the waiting list will be maintained by the Academy until the end of the autumn term. Names of children will automatically be placed on the waiting list for a secondary education place where they have been refused a place and where it is ranked above that secondary school or Academy at which a place has been offered. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs a - c above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where in any year other than the intake year, the Academy receives more applications than there are places available, the Academy will maintain a waiting list until the end of each term. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

## **Arrangements for appeals panels:**

Where a parent/carer has been refused a place for their child at the Academy, they will have the right of appeal to an appeal panel. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. Appeals should be made to the Clerk to the Governing Body, Bluecoat Beechdale Academy, Harvey Road, Bilbrough, NG8 3GP within 20 school days of the refusal.

Notwithstanding these arrangements, the Secretary of State may direct the school to admit a named student to the Academy on application from any Local Authority. Before doing so the Secretary of State will consult the school.

## **General:**

### **Late Applications**

The Local Authority and the Academy may be willing to accept applications which are received late but before 5pm on **5<sup>th</sup> January 2018** for good reason, for example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances.

Each case will be treated on its merits. All other late applications that are received after 5pm on 5<sup>th</sup> January 2018 will be dealt with after the national offer day.

## Fair access protocol:

The 2009 School Admissions Code required all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no secondary education place, and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. The code requires that all educational settings and academies must participate in their local authority's protocol in order to ensure that unplaced children are offered a place at a suitable educational setting as quickly as possible. This includes admitting children above the published admission number to schools and academies that are already full. Bluecoat Beechdale Academy will participate fully in the Nottingham City Council's fair access protocol.

### Notes:

**1. Children in Public Care - A 'looked after child'** or a child who was previously looked after but immediately being looked after became subject to an adoption, residence/child arrangements or special guardianship order\*\*. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014).

\*\* An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'residence/child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**2. Sibling** - The term sibling includes a child living in the same household under the care of the same parent(s) or guardians(s) and children not normally resident in the same household but sharing a genetic or adoptive parent. The Academy do not consider cousins or other family relationships or siblings who at 1<sup>st</sup> September 2018 will not be on roll at the Bluecoat Beechdale Academy as 'Siblings'.

**3. Parent** - Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

**4. Residence** - This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.