The Blue Coat School

ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2028

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1. Vision and Values

The Blue Coat School Oldham, as a member of the Cranmer Education Trust, is a Church of England Academy committed to Christian ecumenism and interfaith dialogue which serves Anglican families and a wide community of faiths across the region. The school welcomes applications from all families, of all faiths and none, wherever they live. The school does not have a catchment area.

2. Statutory Framework

The Cranmer Education Trust (CET) is the Admission Authority for the school, with the administration and implementation of the policy being delegated to the trust's Admissions Committee. The school is required to act in accordance with the School Admissions Code 2021 and the Schools Admissions Appeals Code 2022, which are available at https://www.gov.uk/guidance/academy-admissions. The admissions process is coordinated by Oldham Council (the Local Authority) and the school liaises with the Local Authority on admissions issues.

CET has consulted Manchester Diocesan Board of Education in drawing up the following arrangements for admissions, which include the criteria to be used to determine the allocation of places when the school is oversubscribed.

3. Admission Arrangements

Applications for a place in Year 7 in the normal admissions round each year must be made on the Local Authority's Common Application Form.

In addition to the Local Authority Form, all applicants should complete and return the school's **Supplementary Information Form** to the school, by the closing date of 31st October 2076.

The published admissions number (PAN) for admissions to Year 7 is **243**. If no more than 243 pupils apply, all applicants will be offered places.

The school welcomes applications for admissions from children of all faiths and none. If the school is oversubscribed, as a designated Church of England (CE) school, the Admissions Code 2021 allows Blue Coat to use faith-based oversubscription criteria. Some places are prioritised for Anglicans, some for other Christian denominations and some for other major world faiths that is a member of the Oldham Interfaith Forum and / or the Oldham Mosque Council.

Children with an Education, Health and Care Plan
The school will admit all children with an Education, Health and Care Plan (EHCP), naming the school. These admissions are made without reference to faith.

4. Oversubscription Criteria

See Definitions for clarification of terms.

If the school is oversubscribed, after the admission of pupils with an EHCP naming the school, the decision upon which children will be offered places will be based on the following oversubscription criteria. **The school will admit children under 2 categories**:

4.1 Category 1: Up to **183 places** (See Note 1) to applicants of the Anglican faith, in the order of priority out set below:

4.1.1 Children of the Anglican faith who are Children Looked After, Children Previously Looked After (in Public Care) or Internationally Adopted Children Previously Looked After

4.1.2 Children whose parent/legal guardian provides evidence that the child and one parent/legal guardian are active members of the Anglican faith.

Active Membership of the Anglican faith is evidenced by:

(a) the attendance at public worship of the child and one parent/legal guardian.

(b) baptism of the child, or a service of dedication.

If there are more applicants in 4.1.2 than places available, priority will be given to those children who, with their parent/legal guardian, show the greatest commitment as evidenced by their attendance at weekly public worship in an Anglican Church over a period of up to 5 years. This is measured by allocating 1 point for each weekly attendance (Sunday to Saturday) by the parent/legal guardian and child, up to a maximum of 39 per year (to 31 August each year).

In addition, 5 points will be allocated for the baptism of the child into the Church of England, or a service of dedication, before 31 August 2027. Confirmation of baptism or a service of dedication must be provided by the rector/vicar/priest-in-charge or church official.

The minimum points score for eligibility under 4.1.1 is 5. The minimum points score for eligibility under 4.1.2 is 15.

4.2 Category 2: Up to **60 places** (See Notes 2 and 3 below) to applicants from:

- other Christian churches. A "Christian Church" means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by a Diocesan Bishop
- **and** applications from other Major World Faiths that were members of the Interfaith Network
- **and** applicants of no faith

in the priority order set out below:

4.2.1 Children not of the Anglican faith who are Children Looked After, Children Previously Looked After (in Public Care) or Internationally Adopted Children Previously Looked After

4.2.2 Up to **30 places** (See Notes 2, 3 and 4) to applicants who are active members of other Christian churches. Active membership of these churches is evidenced by:

(a) the attendance at public worship of the child and one parent/legal guardian.
(b) baptism of the child or the denomination's equivalent of making a commitment (e.g. a service of dedication or Salvationist "wrapping in the flag")

If there are more applicants in 4.2.2 than places available, priority will be given to those children who, with one parent/legal guardian, show the greatest commitment as evidenced by their attendance at weekly public worship within their church over a period of up to 5 years. This is measured by allocating 1 point for each weekly attendance (Sunday to Saturday) by one parent/legal guardian and child, up to a maximum of 39 per year (to 31 August each year).

In addition, 5 points will be allocated for the baptism of the child or a service of dedication into the denomination (or the denomination's equivalent of making a commitment) before the 31 August 2027 Confirmation of baptism (or a service of dedication, or the denomination's equivalent) must be provided by the minister/leader of worship.

There is no minimum points score required for eligibility under Category 4.2.1. The minimum points score for eligibility under Category 4.2.2 is 15.

4.2.3 Up to **30 places** (see Notes 2, 3 and 4) to applicants who are members of another Major World Faith that is a member of the Oldham Interfaith Forum and / or the Oldham Mosque Council.

As patterns of worship vary between faiths, commitment is evidenced by the attestation of the leader of worship. If there are more applicants than places available, allocation of places in this category will be first to children of staff employed at The Blue Coat School and then by random allocation. **4.2.4 Any Other Children**. If places remain in Category 2 after the admission of children under Categories 4.2.1, 4.2.2 and 4.2.3, the remaining places will be allocated to any other children seeking places at the school. If there are

more applicants than places, allocation will be first to children of staff employed at The Blue Coat School and then by random allocation.

5. Notes

Note 1: This number will be adjusted downwards by the number of any children of the Anglican faith, who have been admitted as a result of having an EHCP naming the school.

Note 2: The number of places available for Category 2 will be adjusted downwards by the number of any children not of the Anglican faith who have been admitted as a result of having an EHCP naming the school. The places remaining will be divided equally between Category 4.2.2 and Category 4.2.3. If there is an odd number, the final place will be deducted from Category 4.2.3.

Note 3: If all the places available under Category 1 are not filled by children of the Anglican faith, the number of places available in Category 2 will be increased by the number of unfilled places from Category 1, with the places shared equally between Category 4.2.2 and 4.2.3. If there is an odd number, the final place will be added to Category 4.2.2.

Note 4: The number of places available for allocation under Categories 4.2.2 and 4.2.3 will be adjusted downwards to take account of the number of any pupils allocated under Category 4.2.1. Half the number of places will be deducted from Category 4.2.2 and half will be deducted from Category 4.2.3. If there is an odd number, the final place will be deducted from Category 4.2.2.

6. Tie Breaks

See Definitions for clarification of terms.

Categories 4.1.2 and 4.2.2
Where 2 or more children achieve the same points within each of these Categories, 4.1.2 and 4.2.2 the following tie-break(s) will be used:

(a) **Children of staff employed at The Blue Coat School** If a further tie break needs to be applied between the children of staff employed at The Blue Coat School, staff children who have a sibling attending the school as of 1 September 2028 will be admitted first.

If a further tie break needs to be applied between children of staff with siblings attending the school, this will be geographical proximity, using a straight-line measurement between the home postcode and the school postcode (see Point 16).

If a final tie break is needed, this will be by random allocation.

(b) **Non-Staff Children who have a sibling** attending the school as of 1 September 2028 will be admitted next.

If a further tie break needs to be applied between non-staff children with siblings attending the school, this will be geographical proximity, using a straight-line measurement between the home postcode and the school postcode (see Point 16).

(c) If all children with siblings attending the school can be admitted within this category, **geographical proximity using a straight-line measurement between the home postcode and the school postcode** will be used as a tie-break between the remaining applicants in the group (see point 16).

(d) If a final tie break is needed, this will be by random allocation.

Categories 4.2.3 and 4.2.4
If there are more applicants than places available, places in each of these categories will be allocated first to children of staff employed at The Blue Coat School and then by random allocation.

7. Definitions

i) **Children Looked After/Children Previously Looked After**

This includes any "children looked after", “children previously looked after” and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, special guardianship order, or Child Arrangements Order. ‘Looked after’ means that the child was:

- in the care of a Local Authority, or;
- being provided with accommodation by a Local Authority in the exercise of their social services functions.

This criteria also includes children looked after and children previously looked after who appear (to the Admission Authority) to have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

ii) The Responsible Authority is the Local Authority which has the care responsibility for the Looked After Child.

iii) Random Allocation. This process is electronic and is supervised by a responsible person independent of the school. It is a means of putting applications into an order that is entirely by chance and has no element of bias in the selection so that everybody has an equal chance of being selected.

iv) A **Parent/Legal Guardian** is any person who has parental responsibility (or has been awarded Legal Guardianship by a court) for the care of the child.

v) The Cranmer Education Trust has defined “sibling” as full, step, half, foster and adopted brothers and sisters living at the same address at the time of submitting the application and on roll at the school on 01 September of the year of admission.

vi) For the purposes of these admission arrangements **‘Christian Church’** means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the Diocesan Bishop. This includes:

a. Member churches of Churches Together in Britain and Ireland (www.cbti.org.uk)
b. Churches affiliated to the Evangelical Alliance (www.eauk.org)
c. Partner churches of Affinity (www.affinity.org.uk)
d. Churches which are members of the Fellowship of Evangelical Churches (www.fiec.org.uk)

vii) **Other Major World Faiths** are defined as Islam, Hinduism, Judaism, Sikhism and Buddhism who are members of another Major World Faith that is a member of the Oldham Interfaith Forum and/or The Oldham Mosque Council.

viii) **Home** is defined as the place where the child wakes up for the majority of Monday to Friday mornings.

ix) Permanent Address

The only address CET can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident. Proof of residence will be required.

Any allegations received by the admission authority of people providing false accommodation for school places will be fully investigated and, if found to be true, allocated places may be withdrawn.

If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, CET cannot consider this address for the purpose of its admission process to school.

x) **A member of staff employed at The Blue Coat School** is defined as someone who must have been permanently employed for a minimum of two years or was recruited to fill a vacant post for which there is a demonstrable skills shortage. This must be verified by the Headteacher.

xi) An **EHCP** (Education Health and Care Plan) is a legal document that outlines a child or young person's special educational, health and social care needs and the provision a Local Authority must put in place to help them.

8. Exceptional Circumstances (Faith-Based Places)

The Admissions Committee will consider applications where exceptional circumstances apply, to determine whether the application sets out any exceptional circumstances that have limited or prevented attendance at public worship with a parent or guardian.

In this section, exceptional circumstance means:

a) not of a trivial or moderate nature, such that can be foreseen and be reasonably expected as part of day-to-day life.
b) must have a substantial detrimental impact on the child's ability to demonstrate a commitment to the faith through attendance at public worship with a parent or guardian.
c) must be the cause of the limit and/or prevention of attendance at public worship with a parent or guardian; and
d) must render attendance at public worship with a parent or guardian unachievable.

The Admissions Committee will assess whether a commitment to the faith would have been demonstrated by attendance at public worship with a parent or guardian, *but for* the exceptional circumstance. For instance, where a parent or guardian has a serious illness that prevents them from accompanying their child to public worship, this may be considered to be an exceptional circumstance.

When making its determination, the Admissions Committee will require evidence to support the application for exceptional circumstances. Trustees shall consider all relevant information and evidence submitted with the application including, but not limited to:

- medical reports or letters
- reports or letters from social care professionals
- statements from clergy or religious leaders setting out attendance with an alternative family member and/or friend

If the Admissions Committee is satisfied that exceptional circumstances have been made out, they will determine the number of points to be awarded for the period that exceptional circumstances applied, up the maximum of 39 in any one year.

The application for exceptional circumstances can be made through the supplementary information form.

9. Distance

Distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

10. Appeals

Where the Trust is unable to offer a place because the school is oversubscribed, parents/legal guardians have the right of appeal to an independent panel set up under the Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and subject to the School Admissions Appeal Code 2022.

Parents/legal guardians should notify the Admissions Secretary at the school within 20 school days of receiving the letter refusing a place of their intention to lodge an appeal.

Parents/legal guardians have the opportunity to submit their case to the panel in writing and also to attend to present their case. Parents/legal guardians will normally receive 10 school days' notice of the place and time of the hearing. Further information about any appeal will be provided by the independent clerk to the appeals panel. Details about the appeals process can be found on the school website (https://www.brian-clarke.org/join-us/admissions-appeals/).

Please note that this right of appeal against the school's decision does not prevent you from making an appeal in respect of any other school.

11. Waiting List

Where there are more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. The waiting list will be maintained until 31 December in any given year.

Late applicants for the school will be slotted into the order according to the oversubscription criteria. The waiting list for all categories where randomisation applies will be re-randomised in line with any legal requirements. Thus, it is possible for a child who moves into the area later to have a higher priority than one already on the waiting list. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

12. Applications for In-Year Admission

All applications for in-year admission must be submitted in writing to the school (please telephone in the first instance). If you are an active member of your faith, you will also be asked to complete a Supplementary Information Form. If a place is offered and accepted, the school will inform the Local Authority.

13. Applications for admission outside the normal age group

Parents/legal guardians are entitled to apply to the Trust for entry of their child into a year group outside of the normal age specific group. For example, if a child works at a higher ability than would be expected at Year 7, parents/legal guardians may apply to the Trust for entry of their child into Year 8. Equally, a child may have experienced problems such as ill health which means they would be better suited to a lower age group.

All applications should be sent to the Clerk to Trustees at the Trust. These can be submitted in writing by post or electronically by e-mail. Applications must be supported by evidence. The evidence required is dependent on the nature of the application made. The local admissions committee has the delegated authority from the Cranmer Education Trust to make decisions on requests for admissions outside of the normal age group. Decisions will be made on the available evidence before the local admissions committee and in the best interests of the child. The local admissions committee will take account of the following information:

- the views of the parents/legal guardians
- the views of the Headteacher at the school
- any applicable medical history and views obtained by the parents/legal guardians from a medical professional(s)
- whether the child has previously been educated outside of the normal age group
- any applicable information about the child's academic, social and emotional development; and
- if the child would have fallen into a lower age group had they not been born prematurely (as applicable).

Decisions will be issued to parents/legal guardians setting out the local admissions committee's reasons.

If the application is granted and has been made during the normal admissions round, the child will still be subject to the school's oversubscription criteria and will not be given any preference beyond that set out in the oversubscription criteria.

If the application is granted and it is for in-year admission, subject to any waiting list or space being available, the child will be admitted to the age group applied to.

If the application has been rejected the child will only be able to apply for admission to the normal age group and be subject to the applicable process whether admission is sought through the normal admissions round or in-year.

Parents/legal guardians have the right to appeal to a refusal to admit their child (see further details below). However, if parents/legal guardians are offered a place for their child but not in the preferred age group there is no right of appeal.

14. Intention To Move House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school place usually 01 March. For children of UK service personnel and other Crown Servants returning to the area proof of posting is all that is required.

15. Fraudulent Applications

Where the Trust discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent/legal guardian (for example a false claim of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Trust may withdraw the offer of the place. Where an offer is withdrawn based on misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

16. The Cranmer Education Trust Privacy Notice

In making an application for admission to the Blue Coat School Oldham, parents/legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the school's privacy notice; a copy of which can be found on the Cranmer Education Trust policy page here

17. Retention Period

Supplementary forms will be held for 1 academic year following receipt. Appeals information will be held for 2 years from date of appeal.

18. Policy Review and Consultation

CET will review and approve the Admissions Policy for The Blue Coat School on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a period of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Oldham LA by 15 March and publicised on The Blue Coat School's website for the full offer year. Consultation will take place in the following way:

1. General notification on the school website;
2. Notification to parents / legal guardians in writing and by text; and
3. Notification by email to Manchester Diocese, associated Primary Schools, Oldham LA and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

Any objections to Admissions arrangements should be made in writing to The Chair of the Admissions Committee, The Cranmer Education Trust, C/o, The Blue Coat School, Egerton Street, Oldham, OL1 3SQ.
E-mail: info@cranmeredt.org