



**Bluecoat Bentinck**  
Primary Academy

## Admission Arrangements 2027/28

### **Bluecoat Bentinck Primary Academy**

The Archway Learning Trust (hereafter referred to as the Trust) in liaison with the Department for Education and Nottingham City Local Authority supports Bluecoat Bentinck Primary Academy (the Academy).

Bluecoat Bentinck Primary Academy offers primary education from age 3 – 11. The Academy is distinctively inclusive and warmly welcomes children from a wide range of backgrounds and communities.

This document sets out the admission arrangements for Bluecoat Bentinck Primary Academy. The Trust, which is its own admission authority, has responsibility to ensure that the admission arrangements comply with the School Admissions Code and School Admissions Appeal Code, and is implemented objectively and fairly.

### **How to apply:**

Admission to Bluecoat Bentinck Primary Academy is carried out as part of the home authority co-ordinated admission arrangements.

The deadline for applications for those children applying for a reception place starting September 2027 is **15<sup>th</sup> January 2027** by completing the Local Authority Common Application Form (CAF).

Notification of school allocation will be made by the home local authority on National Offer Day. For September 2027 entry, the National Offer Day is **16<sup>th</sup> April 2027**.

For In-year admissions, please contact Bluecoat Bentinck Primary Academy on 0115 9151566 or complete the relevant In-Year application form available on the academy website [www.bluecoatbentinck.co.uk](http://www.bluecoatbentinck.co.uk) under the **Prospective Parents > How to Apply** tab.

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

Bluecoat Bentinck Primary Academy will normally admit children to primary education at the beginning of the school year in which they reach the age of 5. Parents have the right to defer admission until the term in which their children become 5 years of age or start school on a part-time basis for a selected period of time or until the point of reaching statutory school age (statutory school age is the term after the child's fifth birthday), if you are considering deferring admission or wish to discuss your child starting on a part-time basis for a selected period of time please contact the Academy to discuss the reasons why with the Head Teacher.

Bluecoat Bentinck Primary 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 local authority application and be sent to the Archway Learning Trust c/o Bluecoat Bentinck Primary Academy F.A.O the Head Teacher. 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 both within primary school and at transition to secondary school where admissions outside the cohort cannot be guaranteed.

## Admission Arrangements:

Bluecoat Bentinck Primary Academy has a Planned Admission Number (PAN) of **30** places in Year R (Reception year).

## Consideration of applications:

The Trust will consider all applications for places. Where fewer applications are received than places available, the Trust will offer places to all those who have applied.

Children who have an Education, Health and Care Plan (EHCP), naming Bluecoat Bentinck Primary Academy, will be admitted first. These children are admitted before the application of the oversubscription criteria and will therefore reduce the number of places available within the PAN.

## Oversubscription criteria:

*(see notes on page 4 & 5 for definitions):*

Oversubscription occurs when the Academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

After the admission of students with a statutory right to a place at the Academy through an Education, Health and Care Plan (EHCP), naming Bluecoat Bentinck Primary Academy in their Plan. Priority for admission will be given to those who meet the criteria set out below in priority order:

- a) <sup>1</sup>Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted.
- b) <sup>2</sup>Priority will next be given to children of staff employed at Bluecoat Bentinck Primary Academy where:
  - the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
  - the member of staff is recruited to fill a vacant post at Bluecoat Bentinck Primary Academy for which there is a demonstrable skills shortage.
- c) Places will then be allocated to children who live within the <sup>3</sup>catchment area, and who have a <sup>4</sup>sibling on roll at Bluecoat Bentinck Academy at the time of admission.
- d) Places will then be allocated to children who live outside the <sup>3</sup>catchment area, and who have a <sup>4</sup>sibling on roll at Bluecoat Bentinck Primary Academy at the time of admission.
- e) Places will then be allocated to other children who at the closing date for applications, live within the <sup>3</sup>catchment area.
- f) Places will then be allocated to children who live outside the catchment area.

In the event of oversubscription **within any criterion** the following criteria will apply in this order:

- i) The nearness of the child's home to Bluecoat Bentinck Primary Academy.
- ii) If 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 Trust.

\*Distance will be measured in a straight line (i.e. as the crow flies) from a point at the child's main home to a point at Bluecoat Bentinck Primary Academy, Alfreton Road, Nottingham, NG7 4AA using a computerised geographical information system.

## **In-Year Admissions:**

Applications for places after the usual entry point (e.g., after Reception) should be made directly to the academy. If places are available and there is no waiting list, unless there is prejudice determined an offer will be made to the applicant. If there are more applicants than available places in the relevant year group, the oversubscription criteria will apply. In the event of oversubscription, parents/carers whose application is unsuccessful have the right to appeal to an independent appeal panel, and their child's name will be placed on a waiting list.

Applications can be submitted via the Bluecoat Bentinck Primary Academy website or by contacting the academy directly. Parents/carers will be notified of the application outcome within 15 school days of submission.

## **Waiting list:**

In accordance with the Nottingham City Primary Co-ordinated Admissions Scheme, when the number of applications received during the normal admissions round exceeds the number of available places in Reception the Nottingham City Local Authority will maintain a waiting list in conjunction with the Trust from the offer day until the start of the academic year. After that, the Trust will manage the waiting list until 31st December 2027.

Children will automatically be added to the waiting list for a place if they were refused entry and their application was ranked above the secondary school where they were offered a place. Where the Academy was ranked lower than the primary where they were offered a place, Parents/Carers must make a written request to the LA for their child's name to be added to the waiting list.

For in-year applications, if the Trust receives more applications than available places, a waiting list will be maintained until the end of the term in which the application was received. If places become available in any year, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In line with Paragraph 2.15 of the School Admissions Code, each time a child is added to the waiting list the list will be re-ranked in accordance with the published oversubscription criteria; waiting list positions are not determined by the date the application was received.

## **Arrangements for appeals panels:**

Where a parent/carer has been refused a place for their child at Bluecoat Bentinck Primary Academy, they have the right to appeal to an independent appeal panel. The appeal process will be in accordance with the School Admission Appeals Code published by the Department for Education. The decision of the appeal panel will be made in line with the School Admission Appeals Code and is binding on all parties.

Appeals should be submitted to the Independent Appeals Clerk, c/o Bluecoat Bentinck Primary Academy, Alfreton Road, Nottingham, NG7 4AA, within 20 school days of the refusal. Information on the timetable for the appeals process is on our website [www.bluecoatbentinck.co.uk](http://www.bluecoatbentinck.co.uk) under **Prospective Parents > Appeals**.

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

## **Late Applications:**

Late applications received after the closing date of 15<sup>th</sup> January 2027 will be dealt with after those made on time. Under exceptional circumstances the local authority may be willing to accept applications which are received late and consider them as on time however, this will be on a case-by-case basis. All other late applications that are received after the Nottingham City Council deadline date will be dealt with after the National Offer Day.

## **Infant class size (England) regulations 2012:**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 students with a single teacher. Additional children can only be admitted under limited exceptional circumstances. These children will remain as an 'excepted student' for the time they are in an infant class or until class numbers fall back to the current infant class size limit.

## Fair access protocol:

The School Admissions Code 2021 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 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 Bentinck Primary Academy and the Trust will participate fully in the Nottingham City Council's fair access protocol.

### Notes:

#### 1. Looked After and Previously Looked After Children – A looked after or previously looked after child is:

- (a) A child who is currently looked after by a local authority, or who is being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989 at the time of application; or
- (b) A child who was previously looked after but ceased to be so because they were <sup>1.1</sup>adopted, placed under a <sup>1.2</sup>Special Guardianship Order, or made the subject of a <sup>1.3</sup>Child Arrangements Order. This definition also includes children who appear to have been in state care outside England, where they were cared for or accommodated by a public authority, a religious organisation, or any other organisation whose primary purpose is to benefit society.

#### Legal Definitions

- 1.1. *Adoption Order: An order made under the Adoption Act 1976 (section 12) or under the Adoption and Children Act 2002 (section 46).*
- 1.2. *Special Guardianship Order: Defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals as a child's special guardian(s).*
- 1.3. *Child Arrangements Order: Defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child Arrangements Orders replaced Residence Orders, and any Residence Order in force before 22 April 2014 is treated as a Child Arrangements Order.*

**2. Children of staff** – For the purposes of this criterion, 'staff' refers to teaching or support staff employed on a permanent contract by Bluecoat Bentinck Primary Academy. Part-time staff are assessed on the basis of their continuous service at the Academy. Staff working across multiple sites qualify only where their substantive post is at Bluecoat Bentinck Primary Academy.

Confirmation of length of employment and any skills-shortage designation will be provided by Archway Learning Trust HR prior to the application of this priority. A demonstrable skills shortage exists where a vacant post at Bluecoat Bentinck Primary Academy meets the Trust's established criteria for being hard to fill, for example where recruitment attempts have been unsuccessful or where the post is identified as a recognised shortage-area role. HR will provide confirmation of this as part of the factual eligibility-checking process.

For the purposes of this priority, 'children of staff' includes

- a biological or adopted child of the staff member;
- a child who lives in the same household as part of the staff member's family unit (including the child of a partner);
- a child placed with the staff member through fostering, a Child Arrangements Order, or a Special Guardianship Order.

**For clarity:** This definition applies only where the 'staff' member resides at the same home address as the applicant at the time of application. This priority does not include extended family members such as cousins, nieces, or nephews unless they have been formally adopted or placed with the staff member through a legal order.

**3. Children living in the catchment area** – are children residing in a defined geographical area, which the Academy serves. Details of the academy's defined catchment area can be found on the Nottingham City Council website.

<https://geoserver.nottinghamcity.gov.uk/primarycatchment/>

A child will be considered 'living in the catchment area' if the child's <sup>5</sup>home address at the time of completion of the application form is within the catchment area designated for the academy.

#### 4. Sibling - The term 'sibling' includes:

- a biological, adopted or half brother or sister;
- a child who lives in the same household as part of the same family unit (including the child of a parent or partner);
- a child placed in the household under an Adoption Order, Child Arrangements Order or Special Guardianship Order.

**For clarity:** This definition applies only where the ‘sibling’ resides at the same home address as the applicant at the time of application and does not include extended family members such as cousins, nieces or nephews unless formally adopted or placed through a legal order. This priority also does not include siblings who, on 1 September 2027, will not be registered pupils at the Academy.

Where applications are received for twins, triplets, or other children of multiple births, if one child from the multiple birth is allocated a place, all children from the same multiple birth will be offered a place. This may result in the Academy admitting above the published admission number.

**5. Home Address** - A child’s home address is the address where they are ordinarily and permanently resident with their parent(s) or legal guardian(s). Where a child lives at more than one address, the home address will be taken as the one where the child spends the majority of school nights (Sunday to Thursday).

If a child lives at two addresses for an equal amount of time, the address at which the child is registered with their GP will be used. If this does not resolve the matter, the academy may request further evidence to determine the child’s permanent and genuine residence. Temporary or informal arrangements will not be accepted.

Parent: A “parent” is any person who has parental responsibility for the child (as defined in the Children Act 1989) or any person who has care of the child.