



Walsall Education Committee

Blue Coat C.E.(A) Infant School

HANCH PLACE, WALSALL, WEST MIDLANDS, WS1 3AF.

Telephone: 01922 720740 Fax: 01922 720306



Head Teacher: Mrs. J. Davies

E.Mail: Postbox@blue-coat-i.walsall.sch.uk

Admissions Policy

For admission during the academic year from September 2010 / 11

The Admission Policy of the Governors of Blue Coat CE (A) Infant School is as follows:

The Nursery Admission Number is 52

The School Admission number is 90

Parents who request a place for their child will be forwarded an application form for completion and this must be returned by a specified date.

The Governors of Blue Coat CE (A) Infant School intend to match the admission timetable as issued by the Local Education Authority, once these dates are made available.

All applications should be accompanied by a copy of the child's Birth Certificate.

Applications for children who are baptised Christian should be accompanied by a copy of their Baptismal Certificate. This certificate is used for the purpose of determining that correct priority is given to applications from children who have been baptised into the Christian Church.

In the event of the number of applications received for places in the Nursery or a Reception class exceeding the standard admission number, places will be offered in line with the following criteria of admission:

1. Children in public care (looked after children)
2. The family worships regularly at an Anglican church.
3. The family worships regularly at a church of another Christian denomination.
4. A Brother or Sister of the applicant attends Blue Coat Infant or Junior School and will still be in attendance at the time of admission.
5. The child has been baptised or dedicated within the Christian church
6. There are medical or social reasons why the child should attend the school, as verified by an appropriate professional (e.g. doctor, social worker etc.)

If there is over subscription within a category, priority will be given to children living closest to the main gate of the school measured in a straight line from the school.

A waiting list will be drawn up for children who are unsuccessful in obtaining a place in the school where parents have requested that their child's application be reconsidered in the event of a place becoming available.

Any applications received after places have been allocated will be considered and places offered where they are available.

The waiting list will be kept in criteria order. The child's name will remain on the waiting list until the parents request its removal.

If there is over-subscription within a category, the Governors will give priority to children living closest to the school measured in a straight line from the school to the home address using the LEA database.

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chairman of the Admissions Committee.

Explanatory Notes for Oversubscription Criteria

The definition of a brother or sister is:

A brother or sister sharing the same parents;
half-brother or half-sister, where two children share one common parent;
step-brother or step-sister, where two children are related by a parent's marriage;
adopted or fostered children.

A brother or sister must normally be living at the same address when the offer of a place is made and will still be in attendance at Blue Coat Infant or Junior School at the time of admission.

The definition of children in public care (looked after children) is:

Children who are in the care of a local authority or provided with accommodation by a local authority.

Social or medical factors

The medical or social grounds must relate to the child.

The social grounds criterion is only likely to apply to children in need as defined by The Children Act 1989.

Definition of a home address

The home address of a child is considered to be the permanent residence of a 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;
- . leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and would not have qualified for a place on the distance criterion.

Blue Coat CE (A) Infant School – Late Applications Policy

A late application is an Application Form received after the published Closing Date.

Late applications will normally be considered for places after applications that were received by

the Closing Date. Late applicants may be less likely to be offered a place. When places are offered, applications received by the Closing Date and Valid Late Applications (see below) will be considered first.

Late Applications received before the Notification Date (before places are offered)

Applications received by the Closing Date and Valid Late Applications (see below) will take priority when places are offered.

Valid Late Applications can only be considered if the Application Form is received within 4 weeks of the Closing Date.

Explanation of Valid Late Applications

There are limited circumstances when a late application may be categorized as a Valid Late Application and considered together with those applications that were received by the Closing Date. Subject to verification by the Admissions Committee, a late application may be considered as a Valid Late Application where:

the family were unable to complete an Application Form before the Closing Date because they moved into the Borough of Walsall after the issue of Applications Forms

OR

the family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the Application Form.

Applications received after the Notification Date (after places are offered)

Any application for a place at an oversubscribed school which is received after places have been offered will be added to the school's Waiting List in admission criteria order.

Blue Coat CE (A) Infant School – Waiting List Policy

Waiting Lists are kept where a parent wants a place for their child but is refused a place because the school is oversubscribed (ie, the school has received more applications than there are places available.)

A waiting List will be kept for any oversubscribed year group and the List is kept in admission criteria order. Any vacancies will be offered on the basis of the admission criteria. Parents may enquire about their child's position on the Waiting List by contacting the school.

Application for Places Policy (Casual Admissions to Schools)

Parents wishing their children to be admitted to a primary school, or transferred from one primary school to another, should contact the school direct.

If the school asks you to apply for a place in writing then the school must respond in writing as soon as possible and normally within 10 school days.

If a child is refused a place, the school must tell the parent of their right of appeal to an independent appeal panel. Appeals will be held within a reasonable time – normally within 30 school days of an appeal being made.

Children with a statement of special educational needs (SEN) must contact the SEN Section of the Local Education Authority that issued the statement if they wish to move to a school that is not named in Part 4 of the statement.