



Admissions Policy 2023 for Year 7 Admission to school 2024 and Y12 Admission to school 2023

Policy title:	Admissions Policy 2023 for Year 7 Admission to school 2024 and Y12 Admission to school 2023
Function:	For information and guidance about The Blue Coat School admissions. This document forms part of the portfolio of policies designed to inform students and parents and the general public.
Status:	Approved
Statutory guidance:	School Admissions Code (September 2015) Draft update Admissions Code (September 2021) School Admissions Appeals Code (February 2012)
Audience:	Students, Parents, Senior Leadership team, Trustees, Local Authority, General public
Ownership:	Trust Board, Headteacher
Last reviewed:	January 2023
Reviewed by:	Trust Board
Next review:	Every year – January 2024

Contents

The Blue Coat Aims and Objectives	3
Policy Aims and Objectives	4
Roles and responsibilities	4
Procedures and practices	4
Contextual information	4
Admission arrangements for Year 7	4
In-year admissions for Years 7-11	5
Admission arrangements for Years 12-13	5
In-year admissions for Years 12-13	7
Independent appeals	7
Monitoring, review and evaluation	7
Annex A : Definitions	8

The Blue Coat Aims and objectives

At the Blue Coat School our vision is simple. All that we do is focused on developing exceptionally well-rounded individuals with the skills to thrive and positively contribute in a rapidly changing society.

This is underpinned by our unrelenting focus on:

Inspiring excellence

Excellence is not something that is simply achieved. It is something that we always strive for so that we can continually create opportunity and enhance the life chances of talented young people from broad and diverse backgrounds. The best is not, however, always the easiest. Our staff and learners will be resilient, and able to overcome barriers and challenges to ensure that potential is unlocked.

Shaping character

Our learners leave us not just knowing how to do things, but how to do things in the right way for the right reasons. That is why humility and integrity are the key pillars of our community, and the basis for how we treat one another. They ensure we have a culture where individuals are treated with care and compassionate respectfulness.

Forging futures

Every member of our community will leave us embracing their strengths and with ambition and aspiration as to how they can contribute positively to the modern world they are entering. Our students will become the leaders of tomorrow.

By extension, our values, approach and ethos are embodied in, and implemented through, our policies and procedures. They are the framework to support all that we do and achieve.

Policy Aims and objectives

- 1 This policy sets out The Liverpool Blue Coat School's Admission arrangements, procedures and practices in line with the DfE School Admissions Code (September 2015).
- 2 The policy ensures that parents/carers are provided with:
 - contextual information about The Liverpool Blue Coat School
 - details about Admission arrangements for Year 7
 - details about In-year admission for Year's 7-11
 - details about Admission arrangements for Year's 12-13
 - information about Independent appeals.

Roles and responsibilities

- 3 The Trust Board will ensure that this policy meets current statutory requirements and is reviewed annually. The arrangements for the admission of students to the school shall be determined by the Trust Board in line with relevant legislation.
- 4 The Headteacher will ensure that:
 - procedures, practices and arrangements set out in this policy are subject to consultation at least once every seven years
 - procedures, practices and arrangements are shared with the Local Authority, published on the school's website and adhered to.

Procedures and practices

Contextual information

- 5 The Liverpool Blue Coat School is a Non-Denominational Selective Secondary School with academy status. It admits 180 students to Year 7 normally aged 11+ and 175 students to Year 12 normally aged 16+ each September.
- 6 The Liverpool Blue Coat School participates in the Liverpool Local Authority Admission arrangements.

Admission arrangements for Year 7

- 7 Parents/carers whose children are in Year 6 are invited to submit applications to sit The Liverpool Blue Coat School Entrance Test for admission to The Liverpool Blue Coat School in September 2024.

Parents seeking a place for their child outside the normal age group must submit supporting information as part of the online application form.

These circumstances may include:

- a child of outstanding academic ability who is working well with pupils in Year 6 for a number of years.
- historical reasons where a child has missed at least a year of schooling through being ill or living abroad

The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The supporting information submitted by the parents may include:

- The parents' views
- Any available information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have been previously educated outside of their normal age group
- The views of the child's current Headteacher

- 8 Parents/carers can download application packs for more information about the Entrance Test from the school website between Monday 3 July 2023 and Friday 1 September 2023. Application forms must be completed online and received by the school by 4.00pm on Friday 2 September 2023.
9. The Entrance Test will consist of a Mathematics Test and an English Test equally weighted. The school will ensure tests are accessible to all applicants. Those with an EHCP (Educational Health Care Plan) or other additional need will be provided with appropriate reasonable adjustments for the test. Except in the most extenuating circumstances, all applicants are required to sit the Entrance Test on school premises.
- 10 Eligibility for places will be based on the following criteria:
 - Up to 27 places will be available to the highest scoring candidates who are eligible for free school meals up to the application deadline date and who achieve an Entrance Test score of 213 or more. These places are available only to these 27 highest scoring candidates.
 - All the remaining places will be available to the other highest scoring candidates.
- 11 In any circumstance, should there be a tie for the last place(s) available the score on the English test will determine the result. In the event there is still a tie for the last place(s) the age weighted non-rounded total score will determine the result. However, should the tie involve an applicant in the following categories they will be entitled to the place:
 - Looked After Child, Previously Looked After Child, Internationally Adopted Previously Looked after Child (for definitions see Annex A)
- 12 The school will endeavour to ensure that parents/carers are informed of the outcome of the Entrance Test before the final submission date for the preference form to the local authority.
- 13 To be offered a place, parents/carers must place The Liverpool Blue Coat School as a preference on the admission application form issued by their home local authority. This admission form must be returned to the applicant's home local authority by Tuesday 31 October 2023.
- 14 The Trust Board will share the results of the admission procedure with the local authority. The offer of a place at The Liverpool Blue Coat School will come from the local authority, who will make

the offer on behalf of the Trust Board. For those not admitted, the school will maintain a waiting list in conjunction with the local authority until Sunday 31 December 2023.

- 15 The Liverpool Blue Coat School is not a public examination centre and therefore does not release test papers or discuss individual applicants' performance.

In-year admissions for Year 7-11

- 16 Should a vacancy arise within Year 7 during the Autumn term, the Local Authority and The Liverpool Blue Coat School work in partnership to offer the vacancy to the candidate with the next highest score on the Entrance Test.
- 17 From the start of the Spring Term, The Liverpool Blue Coat School will hold a general waiting list for Year 7 in rank order of the original test and the same system will operate as in Years 8 and 9 (detailed below).
- 18 If a vacancy arises at any time during the academic year in Years 8 and 9, then all students who are on the waiting list for the year group of the vacancy, will be invited to sit tests in English and Mathematics. The vacancy would be offered to the highest scoring student, providing they obtained an overall mark of at least 50% in the tests. Only in exceptional cases will any place be offered in Year 10 starting after September, or at any time in Year 11, because of the nature of the GCSE courses, even when the year group is below 180 in number.
- 19 For any in-year admissions, parents/carers must contact The Liverpool Blue Coat School to register their interest. On receipt the school will ensure that the local authority admissions team is informed. If a year group is full The Liverpool Blue Coat School will offer the opportunity of joining the waiting list for casual admissions. The school will set one date per term throughout the year when tests will be arranged following a vacancy arising. These dates will be published on the school website on an annual basis. The applicant will be responded to and provided with details of the next available test date within 15 days of registering their interest.

Admission arrangements for Year 12-13

- 20 The Liverpool Blue Coat School will admit 175 students into Year 12 to study GCE A level courses.
- 21 Year 11 students already on roll at The Liverpool Blue Coat School (internal applicants) are automatically entitled to a place in Year 12 subject to their attainment of the minimum entry requirements set out below.
- 22 Year 11 students at other schools (external applicants) may apply for a place in Year 12. There will be 15-20 places available for external applicants. The number is dependent on the number of internal Y11 students progressing to Y12.

Information will be available on the school website from January 2023 with details about the sixth form provision and the application process. In the event of over subscription, The Liverpool Blue Coat School will consider all of the information provided during the admission process and will offer places to applicants who demonstrate the best aptitude for further academic study. The places will be offered in rank order. Applicants who have not studied GCSE courses will be considered on an individual basis.

23 The minimum entry requirements for all internal and external candidates are:

- Grade 6 in GCSE Mathematics
- Grade 6 in GCSE English Language or English Literature
- 52 points from the candidates best 8 GCSE's.

Applicants must also attain the required minimum grades for their chosen A Level subjects that are published and shared by The Liverpool Blue Coat School.

In-year admissions for Year 12-13

24 The Liverpool Blue Coat School supports in-year admissions into Years 12 and 13.

25 In-year admissions are considered based upon prior academic performance. Applicants who have studied GCSE's must be in receipt of the minimum requirements set out above. Applicants who have not studied GCSE courses will be considered on an individual basis.

26 For any in-year admissions, applicants must contact The Liverpool Blue Coat School to register their interest. On receipt the school will process the request and assess the candidate's eligibility for a place in Year 12 or 13.

Independent appeals

27 Applicants of all ages are entitled to request an independent appeal panel hearing if they are dissatisfied with an admission decision made by The Liverpool Blue Coat School.

28 The Liverpool Blue Coat School will always ensure applicants and their parents are aware of their right to appeal an admission decision. The school will prepare and share guidance about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

29 The arrangement for appeals will be in line with the School Admission Appeals Code published by the Department for Education.

30 The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties.

Monitoring, review and evaluation

31 The Trust Board will ensure that these procedures and practices are monitored, reviewed and evaluated through Trustee Board meetings.

32 The Headteacher will ensure that the Trust Board is availed of the necessary information to rigorously evaluate the effectiveness of this policy.

33 The school will regularly review the context of students who are admitted to ensure admission arrangement do not unfairly disadvantage a child from any background.

Annex A: Definitions

1. Looked After Child (LAC):
 - 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 function (see s. 22 (1) of the Children Act 1989)

2. A “previously looked after child” (PLAC) is a child who:

was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. Applications received under this criterion must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable: Confirmation by the home local authority that the child is looked after or previously looked after or, confirmation by the local authority the child has an Adoption Order.

3. An Internationally Adopted Previously Looked After Child (IAPLAC) is a child who was:

a “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (by The Blue Coat School) to have been in state care outside of England and ceased to be in state care as a result of being adopted.