# Admissions Policy
# Year 7 Entry: September 2027
# Year 12 Entry: September 2026

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| **Policy title:** | Admissions Policy for Year 7 and Year 12 Admission to school |
| **Function:** | For information and guidance about The Blue Coat School admissions.<br>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 2021)<br>School Admissions Appeals Code (February 2012) |
| **Audience:** | Students, Parents, Senior Leadership team, Trustees, Local Authority, General public |
| **Ownership:** | Trust Board, Headteacher |
| **Last reviewed:** | February 2026 |
| **Reviewed by:** | Trust Board |
| **Next review:** | February 2027 |

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# The Blue Coat Aims and Objectives

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

# Policy Aims and Objectives

1 This policy sets out The Blue Coat School Liverpool's Admission arrangements, procedures and practices in line with the DfE School Admissions Code (September 2021).

2 The policy ensures that parents/carers are provided with:
- contextual information about The Blue Coat School Liverpool
- 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 Blue Coat School Liverpool 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 Blue Coat School Liverpool participates in the Liverpool Local Authority Admission arrangements.

**Admission arrangements for Year 7**

7 Parents/carers whose children are in Year 5 are invited to submit applications to sit The Blue Coat School Liverpool Entrance Test for admission to The Blue Coat School Liverpool in September 2027.

All applicants must sit the Entrance Test at The Blue Coat School Liverpool. The test provider used by the school is CEM.

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 5 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 Friday 27 March 2026 and Friday 24 April 2026. Application forms must be completed online and received by the school by 4.00pm on Friday 24 April 2026.

9. The Blue Coat School Liverpool administers an Entrance Test. 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 As part of The Blue Coat School Liverpool's commitment to social mobility, places will be allocated according to the following criteria: -

- Up to 27 places will be available to the highest scoring applicants who are eligible for free school meals and who achieve the eligible score.
- The remaining places will be available to all other highest scoring applicants who meet the eligible score.

11 In any circumstance, should there be a tie for the last place the age weighted non-rounded total score will determine the result.

Priority will be given to candidates who reach an eligible score who:

- are Looked After Children (LAC), Previously Looked After Children (PLAC) including those who appear to have been in state care outside of England
- have an Educational Health Care Plan (EHCP)

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 Blue Coat School Liverpool 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 Saturday 31 October 2026.

14 The Trust Board will share the results of the admission procedure with the local authority. The offer of a place at The Blue Coat School Liverpool 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 Thursday 31 December 2027.

15 The Blue Coat School Liverpool 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 Blue Coat School Liverpool 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 Blue Coat School Liverpool 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 75% on the tests. If the student who is leaving gained their original place under the Free School Meals allocation, then the place will be allocated to the highest scoring FSM applicant providing they obtained an overall mark of at least 75%. 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 Blue Coat School Liverpool 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 Blue Coat School Liverpool 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 Blue Coat School Liverpool will admit 175 students into Year 12 to study GCE A level courses.

21 Year 11 students already on roll at The Blue Coat School Liverpool (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 15-25 places available for external applicants. The number is dependent on the number of internal Year 11 students progressing to Year 12.

Information will be available on the school website from January 2026 with details about the sixth form provision and the application process. In the event of over subscription, The Blue Coat School Liverpool 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
- To study 3 A levels, 56 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 Blue Coat School Liverpool.

**In-year admissions for Year 12-13**

24 The Blue Coat School Liverpool 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 Blue Coat School Liverpool 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 Blue Coat School Liverpool.

28 The Blue Coat School Liverpool 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.