



# Policy

<b>Policy title:</b>	Admissions Policy 2018
<b>Function:</b>	For information and guidance about Blue Coat School admissions. This document forms part of the portfolio of policies designed to inform students and parents and the general public.
<b>Status:</b>	Approved
<b>Statutory guidance:</b>	School Admissions Code (September 2015) School Admissions Appeals Code (February 2012)
<b>Audience:</b>	Students, Parents, Senior leadership team, Governors, Local authority, General public
<b>Ownership:</b>	Governing Body, Headteacher
<b>Last reviewed:</b>	January 2017
<b>Reviewed by:</b>	Admissions Committee
<b>Next review:</b>	Every year – January 2018

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# 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 Governing Body 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 Governing Body in line with relevant legislation.
- 4 The Headteacher will ensure that:
  - the 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 normally aged 11+ 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 will be in the final year at Primary School and whose date of birth is between 01.09.2006 and 31.08.2007 are invited to submit applications to sit The Liverpool Blue Coat School entrance test for admission to The Liverpool Blue Coat School in September 2018.
- 8 Parents/carers can download application packs for more information about the entrance test from the school website between Friday 7 July 2017 and Friday 8 September 2017. Alternatively application packs may be collected from the school office. Application forms must be completed online and received by the school by 4.00pm on 8 September 2017.

- 9 The entrance test will consist of a Mathematics Test, English Test and a Non-Verbal Reasoning Test. The school will ensure tests are accessible to all applicants. 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 applicants who are eligible for free school meals and who achieve an entrance test score of 320 or more
  - The remaining places will be available to all other highest scoring applicants.
- 11 In any circumstance, should there be a tie for the last place(s) available the Non-Verbal Reasoning score will determine the result. If there is still a tie the English score will be the tie breaker. However, should the tie involve an applicant in the care of the local authority they will be entitled to the place.
- 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.
- 14 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 Monday 31 October 2017.
- 15 The Governors 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 Governing Body. For those not admitted the school will maintain a waiting list in conjunction with the local authority until the 31 December 2018.
- 16 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**

- 17 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 in the entrance test.
- 18 From the start of the Spring Term, The Liverpool Bluecoat School will hold a general waiting list for Year 7 and the same system will operate as in Years 8-11 (detailed below).
- 19 If a vacancy arises at any time during the academic year in Years 8, 9, 10 and 11 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.
- 20 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.

## Admission arrangements for Year 12-13

- 21 The Liverpool Blue Coat School will admit up to 90 external applicants into Year 12 to study GCE A level courses. Parents/carers can download application packs from the school website between 24 January 2017 and 3 February 2017. Alternatively application packs may be collected from the school office. Application forms must be completed online and received by the school by 4.00pm on 5 February 2017.
- 22 Admission is based upon GCSE grades and a demonstration of an aptitude for further academic study. The minimum entry requirements 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.
- 23 Applicants who have not studied GCSE courses will be considered on an individual basis.
- 24 In the event of over-subscription the decision will be based upon the information provided during the admission process.
- 25 External Admissions into Year 13 are considered based upon prior academic performance.

## Independent appeals

- 26 Parents or Carers will have the right of appeal to an independent appeal panel hearing if they are dissatisfied with an admission decision. The arrangement for appeals will be in line with the School Admission Appeals Code published by the Department for Education.
- 27 The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties.
- 28 The Liverpool Blue Coat School will prepare guidance for parents or carers about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

## Monitoring, review and evaluation

- 29 The Governing Body will ensure that this policies procedures and practices are monitored, reviewed and evaluated through the Admissions committee.
- 30 The Headteacher will ensure that the Governing Body is availed of the necessary information to rigorously evaluate the effectiveness of this policy.
- 31 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.