



Bluecoat Primary
believe in yourself, in others, in God

GUIDANCE NOTES FOR PARENTS / CARERS APPLYING FOR A RECEPTION PLACE AT BLUECOAT PRIMARY ACADEMY *FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION AND ADMISSIONS PROCESS*

1. When do I need to apply for a Reception place at Bluecoat Academy Primary?

The application process for a place at Primary School opens the winter before your child is due to start school the following September. Your child should be between the ages of 3-4 at application stage and between the ages of 4-5 when they begin school. You should apply between the 19th of November 2018 and the 15th of January 2019 via your local authority. If you do not apply between the correct dates set out by your Local Authority, unless for an exceptional circumstance, then your application will be considered late and this will affect your chances of getting a place at your preferred school. You can list up to 6 school preferences. Please see the Local Authorities Booklet 'Going to School in Nottingham 2019/20' for help when applying for a school place.

2. What forms do I need to complete to ensure I have applied for a Reception place at Bluecoat Academy Primary?

To apply for a place at Bluecoat Primary Academy you need to complete the 'School Common Application Form' via your Local Authority. You must choose Bluecoat Primary Academy as one of your 6 preferences. If you live in Nottingham City this can be done via paper application or online at <http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/>. If you live outside of the Nottingham City area, you must complete your home Local Authorities School Application Form e.g. Nottingham County Council or Derbyshire County Council. Your Local Authority will then inform us once you have selected Bluecoat Academy Primary as a preference.

Secondly if you are applying for a place under Bluecoat's Faith criteria (Christian or World Faith) you must also complete a Bluecoat Academy 'Primary Phase Supplementary form 2019/20'. This form is available for you to collect from any of our school offices and can also be found at www.bluecoatprimaryacademy.co.uk on our website. If you are downloading the form from our website, you must post it to the Bluecoat Aspley Academy address where our admissions team is based. Our supplement form can also be found and completed on Nottingham City Council's website.

Please note we cannot accept a Supplement Form by itself as a valid application. This form must be accompanied by a School Common Application Form completed via your Local Authority, otherwise your application to Bluecoat Primary Academy will not be counted.

3. How many places are available?

Bluecoat Primary Academy has a planned admission number of 60 places available in Reception. These places will be split evenly into two classes.

4. If I am not applying under the Bluecoat's Faith criteria what will my application be considered under?

All Primary applications will be considered under criteria e) DISTANCE as outlined in our 2019/20 Admissions Policy. If you are eligible under criteria a) we will be informed via your Local Authority once you have completed a School Common Application Form. If you already have a child at Bluecoat Primary Academy you will be considered under criteria b. Criteria c) and d) are for faith applicants.

5. What happens once I have completed my Supplement Form to indicate I want to apply for a faith place?

Once we have received your Supplementary form we will send you an acknowledgement letter and we will write to your nominated referee to request a reference. Please refer to Page 4 of the Admission Policy 2019/20 for an in-depth explanation of this criteria.

6. Where is the Primary School based?

Bluecoat Primary Academy can be found on Harvey Road, which is just off Beechdale Road in Bilborough, located behind Harvey Hadden Sports centre. Our new state of the art Primary building opened in January 2017.

7. What happens to my application if you do not receive a returned faith reference?

If we do not receive a returned reference from your faith referee then the Academy will not be able to rank your application under the faith criteria according to the Admission Policy. However your application will still be considered under any of the other eligible criteria such as siblings.

Please note the Academy will consult with you during the reference process and we will inform you if we are having difficulties obtaining a reference for you.

8. When will I find out if my child has been allocated a place at Bluecoat Academy Primary?

Your Local Authority will either send you a letter or an email depending on how you applied, on National Offer Day the 16th April 2019, informing you which school your child has been allocated. If you do not receive anything please contact the School Admissions team at your Local Authority. If you were unsuccessful in securing a place at Bluecoat Primary Academy then you have the right to appeal. Please contact us directly for more information.

Useful Links:

Nottingham City Council <http://www.nottinghamcity.gov.uk/educationandschools>

Nottingham County Council <http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>

Derbyshire County Council <http://www.derbyshire.gov.uk/education/schools/default.asp>

Diocese of Southwell and Nottingham <http://southwell.anglican.org/>