



GUIDANCE NOTES FOR PARENTS / CARERS APPLYING FOR A RECEPTION PLACE AT BLUECOAT PRIMARY ACADEMY IN SEPTEMBER 2024

FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION AND ADMISSIONS PROCESS



Bluecoat Primary
believe in yourself, in others, in God

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

The application process for primary school places 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 the time of application and between the ages of 4-5 when they begin school. The deadline for applications for those children applying for a Reception place starting September 2024 is 15th January 2024 applications are to be made to your home 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. Please refer to your home Local Authorities website for help when applying for a school place.

What forms do I need to complete to apply for a Reception place at Bluecoat Primary?

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

Secondly if you are applying for a place under either of the Faith criteria (Christian or World Faith) you must also complete the Bluecoat Primary Academy 'Supplementary Application Form 2024-2025' by 15th January 2024. This form is available as an online form on the academy website www.bluecoatprimaryacademy.co.uk, under **Prospective Parents > How to Apply**. Alternatively a paper copy can be collected from the academy office. All paper copies must be returned directly to the academy F.A.O Admissions by the **15th January 2024**.

Please note a supplementary form by itself is NOT a valid application. This form must be accompanied by a School Common Application Form completed via your home Local Authority, otherwise your application to Bluecoat Primary Academy will not be counted.

How do I apply if I live elsewhere in the country?

If you live outside of Nottingham City, Nottinghamshire or Derbyshire you are advised to contact Nottingham City Councils School Admission Team to inform them of your situation. They will confirm which form you need to complete. If you are applying for a Christian Faith or World Faith place you will also need to complete a Bluecoat Primary Academy supplementary form as mentioned above.

How many places are available?

Bluecoat Primary Academy has a planned admission number of 60 places available in Reception for September 2024. These places will be split evenly into two classes of 30 children.

If I am not applying under either of the Faith criteria how will my application be considered?

Please refer to our Determined Admission Arrangements 2024-2025 available on our website which explains how applicants are admitted to the Academy. All Primary applications will be considered under criterion e) distance. If you are eligible under criterion a) we will be informed via your Local Authority once you have completed a School Common Application Form.

What happens once I have completed my Supplementary Form?

Once the academy has received your completed supplementary form an acknowledgement email will be sent to you within 10 school days of submission. If you have applied under either the Christian Faith or World Faith criteria we will write to your nominated referee to request a reference and also write to you to inform you we have done so. Please refer to Page 4 of the Admission Arrangements 2024-2025 for an in-depth explanation of these criteria.

Where is Bluecoat Primary?

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

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 criterion according to the Determined Admission Arrangements. However your application will still be considered under any of the other eligible criteria you apply for and criterion e) distance.

How likely is my child to get a place at Bluecoat Primary?

Bluecoat Primary Academy is a very popular oversubscribed Academy. The success of your application depends on how many of our oversubscription criteria you meet and how fully they are met in relation to all other applications.

If I put Bluecoat Primary Academy as a preference on the School Common Application Form will I automatically be considered for all of the Archway Learning Trust Primary School's?

(The Archway Learning Trust consists of the following primary schools; Bluecoat Primary Academy & Bluecoat Bentick Primary Academy)

No, you will not be considered for all when choosing only one as a preference. The admissions for each academy are separate. For example if you apply to Bluecoat Primary Academy your application will be considered for a place at the Bluecoat Primary Academy only. If you apply to Bluecoat Bentick Primary Academy your application will be considered for a place at the Bluecoat Bentick Primary Academy only. If you would like to be considered for more than one of the Archway schools you will need to put each academy as separate preferences, the application allows up to a total of 4 preferences.

I have missed the closing date for applications (15th January 2024), can I still apply for a place at Bluecoat Primary?

Yes, you can still put in a late application by contacting your home Local Authority. Please be aware that if this is the case and you do not have an exceptional reason, then your application won't be considered until after all other offers have been made.

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

Your Local Authority will either send you a letter or an email depending on how you applied, on National Offer Day the 16th April 2023, 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 and not Bluecoat Primary Academy directly as the academy are unable to inform you of the outcome. If you were unsuccessful in securing a place at Bluecoat Primary then you have the right to appeal. Please contact the Academy directly for more information and see page 3 of the Admission Arrangements 2024-2025.

Useful Links:

Bluecoat Primary Academy - <https://bluecoatprimaryacademy.co.uk/prospective-parents/admissions-2/>

Nottingham City Council - www.nottinghamcity.gov.uk/educationandschools

Nottingham County Council - www.nottinghamshire.gov.uk/education/school-admissions/hub

Derbyshire County Council - www.derbyshire.gov.uk/education/schools/school-places

Diocese of Southwell and Nottingham - southwell.anglican.org/