



**Bluecoat Aspley**  
believe in yourself, in others, in God

## GUIDANCE NOTES FOR PARENTS / CARERS APPLYING FOR A SECONDARY PHASE YEAR 7 PLACE AT BLUECOAT ASPLEY ACADEMY *FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION AND ADMISSIONS PROCESS*

### 1. When do I need to apply for a Secondary Year 7 place at Bluecoat Aspley Academy?

The application process for a place at Secondary School opens a year in advance so you must apply the preceding September when your child starts Year 6 at their Primary School. You should apply between the first week in September and the last day in October. If you do not apply between the correct dates set out by the 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 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 Secondary Year 7 place at Bluecoat Aspley Academy?

To apply for a place at Bluecoat Aspley Academy you need to complete a 'School Common Application Form' via your Local Authority. You must chose Bluecoat Aspley Academy as one of your 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 Aspley Academy as a preference.

Secondly if you are applying for a place under the Faith and / or Technology criteria you must also complete a Bluecoat Academy 'Secondary Phase Supplementary form 2019/20'. This form is available for you to collect from the Academy office as well as on our website. If downloading from our website, you must post it directly to us once completed. 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 Aspley will not be counted.*

### 3. How do I apply if I live elsewhere in the country?

If you live outside of Nottinghamshire or Derbyshire you need 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 Faith and / or Technology place you will also need to complete a Bluecoat Supplement Form.

### 4. Can I apply for more than one type of place at the School?

Yes you may apply under multiple criteria if you believe yourself to be eligible. This will increase your chances of obtaining a place. (Please see the Bluecoat Aspley Academy Admissions Policy 2019/20 for our criteria). For example you can apply for a Faith related place and a Technology place at the same time. You need to indicate this by completing our Supplement Form.

### 5. If I am not applying under the Faith and / or Technology criteria what will my application be considered under?

Please see a copy of our current Admissions Policy 2019/20 which outlines our criteria and explains how we admit children to the Academy. If you are eligible under criteria a) and / or c) we will be

informed via your Local Authority once you have completed a School Common Application Form. All applications are considered under criteria f) siblings and distance.

## **6. What happens once I have completed my Supplement Form?**

Once we have received your Supplement form either via paper or online via Nottingham City Council, we will send you an acknowledgement letter. If you have applied under the Technology criteria we will write to you to invite your child into the Academy to sit the test. If you have applied under the 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 5 of the Admission Policy 2019/20 for an in-depth explanation of both these criteria.

## **7. What does the Technology aptitude test involve?**

If you are applying under the technology criterion e) it is necessary for applicants to take a test to assess their aptitude for Technology. The test is a multiple choice, non-verbal reasoning test based around spatial awareness. The test is aimed towards children with a natural ability for subjects such as mathematics and will assesses their ability to understand complex patterns and spot sequences. There are no practice papers available from the Academy and no revision needs to be done before hand. Tests normally last around 1 hour.

*Please note if you are applying under the Technology criteria your Supplement Form must be returned to the Academy by an earlier deadline, usually the end of September, to enable us to organise tests and inform parents / carers of the outcome before the LA closing date for School Common Application forms. Please refer to the date given on the Supplement Form 2019/20.*

## **8. When will I find out the result of my child's aptitude test and what does their rank mean?**

The Academy will write to parents / carers to inform them of their child's rank a few weeks after completing the test. Parents / carers will not be informed of their child's score but will be given a numbered rank according to how well they performed. The highest rank is 1 and in accordance with criterion e) in the Admissions Policy 2019/20 there are 18 places available under this category. Therefore in theory if your child is ranked 1 - 18 they have a strong chance of being offered a place under this criteria. However this is dependent on where all of the applicants who sat the test preference Bluecoat Aspley on the School Common Application Form along with what other Bluecoat Aspley criteria they applied for and if they were successful in securing a place under that criteria. If for any of the above reasons a place becomes available under criteria e) the Academy will continue to move down the ranking until all 18 places are filled.

*Please note we can never guarantee a place through this criteria until National Offer Day.*

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

If we do not receive a returned reference form 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 you apply for and criteria f)

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

## **10. How likely is my child to get a place?**

We are a very popular oversubscribed Academy. The success of your application depends on how many of our oversubscription criteria you meet and where you preference us on the School Common Application Form. If you put Bluecoat Aspley Academy as your first preference then you are more likely to be offered a place however this is never a guarantee. If you put Bluecoat Aspley Academy as

a second or third preference after other over-subscribed schools, you may be offered a place. If you place Bluecoat Aspley Academy as a fourth preference, you are unlikely to be offered a place.

**11. If I put Bluecoat Aspley Academy as a preference on the School Common Application Form will I automatically be considered for a place at Bluecoat Wollaton Academy or Bluecoat Beechdale Academy and vice versa?**

No you would not be considered for all when choosing only one as a preference. The admission's for the three Academies' are separate. If you apply to Bluecoat Aspley Academy your application will be considered for a place at the Bluecoat Aspley Academy site only. If you apply to Bluecoat Wollaton Academy your application will be considered for a place at the Bluecoat Wollaton Academy site only. And the same applies if you apply to Bluecoat Beechdale Academy your application will be considered for the Beechdale Academy site only. If you would like to be considered for all three Academies' you will need to put Bluecoat Aspley Academy, Bluecoat Wollaton Academy and Bluecoat Beechdale Academy as three of your preferences.

**12. If I already have a child at Bluecoat Aspley Academy, will their sibling who I am applying for be guaranteed a place?**

No, having a sibling at the Academy does not guarantee your other child a place. Having a sibling is considered in criterion f) and as oversubscription criteria. Please refer to our Admissions Policy 2019/20 page 2 for information on this and page 5 for an in-depth description of what classifies as a sibling.

**13. I have missed the Local Authorities closing date, can I still apply for a place at Bluecoat Aspley Academy?**

Yes you can still put in a late application by contacting your 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. It is extremely unlikely your application to Bluecoat Aspley Academy will be successful if you are late, as we are so oversubscribed.

**14. When will I find out if my child has been allocated a place at Bluecoat Aspley Academy?**

Your Local Authority will either send you a letter or an email depending on how you applied, on National Offer Day normally the 1st March, to inform you which school your child has been given a place at. If you do not receive anything please contact the School Admissions team at your LA and not Bluecoat Aspley Academy directly as this information must be relayed to you by them. If you were unsuccessful in securing a place at Bluecoat Aspley then you have the right to appeal. Please contact the Academy directly for more information and see page 4 of the Admission Policy 2019/20.

**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/>