

**GUIDANCE NOTES FOR PARENTS / CARERS APPLYING  
FOR A SECONDARY PHASE YEAR 7 PLACE AT  
BLUECOAT TRENT ACADEMY IN SEPT 2023  
FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION AND  
ADMISSIONS PROCESS**

**When do I need to apply for a Secondary Year 7 place at Bluecoat Trent 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 2023/24' for help when applying for a school place.

**What forms do I need to complete to ensure I have applied for a Secondary Year 7 place at Bluecoat Trent Academy?**

To apply for a place at Bluecoat Trent Academy you need to complete a 'School Common Application Form' via your Local Authority. You must choose Bluecoat Trent Academy as one of your preferences. If you live in Nottingham City area this can be done through a paper application or online at [www.nottinghamcity.gov.uk/educationandschools](http://www.nottinghamcity.gov.uk/educationandschools). If you live outside of the Nottingham City area, you must complete your home Local Authorities School Application Form e.g. Nottinghamshire County Council or Derbyshire County Council. Your Local Authority will then inform us once you have selected Bluecoat Trent Academy as a preference.

**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 I am not applying under the Staff Child or Bluecoat Primary criteria what will my application be considered under?**

Please see a copy of our Admissions Arrangements 2023/24 which outlines our criteria and explains how we admit children to the Academy. If you are eligible under criteria a) we will be informed via your Local Authority once you have completed a School Common Application Form. All applications are considered under criterion d) siblings and e) distance.

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

*(Bluecoat Aspley Academy, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Nottingham Emmanuel School)*

No you will not be considered for all when choosing only one as a preference. The admissions for each academy/school are separate. For example if you apply to Bluecoat Trent Academy your application will be considered for a place at the Bluecoat Trent Academy only. If you apply to Bluecoat Aspley Academy your application will be considered for a place at the Bluecoat Aspley Academy only. And the same applies to all of the Archway secondary academies/schools. If you would like to be considered for more than one of the Archway Learning Trust Academies/School' in Nottingham City you will need to put each academy/school as separate preferences, the application allows up to a total of 4 preferences.

**If I already have a child at Bluecoat Trent 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 d) and as oversubscription criteria. Please refer to our Admissions Arrangements 2023/24 pages 2-3 for information on this and page 4 for an in-depth description of what classifies as a sibling.

**I have missed the Local Authorities closing date, can I still apply for a place at Bluecoat Trent 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.

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

Your Local Authority will send you a letter in the post or an email depending on how you applied, on National Offer Day which will be Wednesday 1<sup>st</sup> March 2023, to inform you which school your child has been given a place at. If you do not receive any communication from your LA please contact the School Admissions team at your

home local authority and not Bluecoat Trent Academy directly as the academy are unable to inform you of the outcome. If you were unsuccessful in securing a place at Bluecoat Trent then you have the right to appeal. Please contact the Academy directly for more information and see page 3 of the Admission Arrangements 2023/24.

**Useful Links:**

Nottingham City Council - [www.nottinghamcity.gov.uk/educationandschools](http://www.nottinghamcity.gov.uk/educationandschools)

Nottingham County Council - [www.nottinghamshire.gov.uk/education/school-admissions/hub](http://www.nottinghamshire.gov.uk/education/school-admissions/hub)

Derbyshire County Council - [www.derbyshire.gov.uk/education/schools/school-places](http://www.derbyshire.gov.uk/education/schools/school-places)