



# Admissions Policy

Issue Date: June 2026

Review Date: June 2027

Approved By: Board of Trustees

# CONTENTS

|   |   |
|---|---|
| Contents.....   | 1 |
| Document control.....   | 2 |
| 1. Introduction.....  | 3 |
| 2. Equality and Fair Access in the Valley Academy Admission Arrangements..... | 3 |
| 3. Application Procedure.....   | 3 |
| 4. Timetables for Applications.....   | 4 |
| 5. Children with an education health and care plan (EHCP) .....               | 4 |
| 6. Oversubscription Criteria.....   | 4 |
| 7. Tie Break.....   | 5 |
| 8. Definitions .....  | 5 |
| 9. Admissions Policy .....  | 5 |
| 10. Refused and Late Applications.....  | 6 |
| 11. Appeals .....   | 6 |
| 12. The School .....  | 6 |
| 13. In-Year Admissions .....  | 6 |
| 14. Fair Access.....  | 6 |
| 15. Monitoring and Review .....   | 6 |

# DOCUMENT CONTROL

## Who is this policy for?

This policy is for:

- Parent/Carers

This policy explains how we focus on developing the whole person, aiming to ensure that each student leave our academies ready for the challenges of life at college, work, university and beyond and have a clear understanding of their responsibilities towards others.

We want our students to be well equipped to engage positively with a rapidly changing world, as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of a respect for the views of others.

## Author

Principal

## Version number

2

## Date approved

June 2026

## Date of review

This policy will next be reviewed before the end of June 2027.

## Revision History

| REVISION | DATE | DESCRIPTION | AUTHOR |
|----------|------|-------------|--------|
| N/A      |      |             |        |
|          |      |             |        |

## **1. INTRODUCTION**

The Valley Academy Admissions Policy is written in accordance with the School Admissions Code and School Admission Appeals Code. The school will work with the Local Authority and with parents and carers to ensure they understand the system and are able to make informed decisions about applying to our school. The intake for the school will be drawn from the district wide Bradford population.

## **2. EQUITY AND FAIR ACCESS IN THE VALLEY ACADEMY ADMISSION ARRANGEMENTS**

Valley Academy is committed to and has policies and procedures in place as part of its day-to-day operations that meet with the legislative requirements relating to admissions. Notably this includes its Equality and Diversity Policy and procedures.

To ensure that parents are able to make an informed decision when considering applying for a school place for their children, Valley Academy will:-

Ensure the oversubscription criteria are objective and are based on facts.

Ensure that the procedure is fair to all groups of children including those with special education needs.

Provide parents with easy access to helpful admissions information in addition to that produced by the local authority.

Comply with all relevant legislation.

## **3. APPLICATION PROCEDURE**

The school's Published Admission Number (PAN) is 75 for entry. All applicants will be admitted into Year 7 if 75 or fewer apply. This was agreed with the local authority in January 2017.

Since September 2013, applications for places at the school have been made in accordance with the 'Co-ordinated Admission Arrangements'. Applications will be made on the common application form. If applying for one of the seven 'Arts or Sports places' then in addition to listing the school on the common application form, applicants must provide supporting evidence from a relevant professional by the deadline date for applications, i.e. 31 October for the following year admission in September.

Parents/carers wishing to apply for a place at Valley Academy should follow the Bradford School's Admission procedures. When applying for a Year 7 place Parent/Carers should complete the Bradford Schools Admissions form issued by the local authority and available either through the current primary school or direct from Bradford School Admissions.

## **4. TIMETABLE FOR APPLICATIONS**

National Offer Day 1st March (or next working day) - Bradford Local Authority writes with offers made to parents who have applied on the common application form. June/July – Additional places allocated from the waiting list if any of the initial offers are not accepted – parents attend to sign up for places.

## **5. CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)**

The admission of students with an EHCP, which names the school, is dealt with by a separate procedure. Such children will be admitted after consultation and once Valley Academy is convinced it can meet the needs of the student. It should be noted that the smallness of the school or the close proximity would not be in themselves be a strong enough argument.

## **6. OVERSUBSCRIPTION CRITERIA**

1. Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be state care as a result of being adopted.
2. Children with an exceptional medical, behaviour or social need, supported by a written recommendation from an independent professional such as a hospital consultant/paediatrician or social worker. The letter must explain why it is essential that the child attend Valley Academy and why no other school could provide the appropriate support." It is likely that this letter would initiate a meeting between all the appropriate parties to discuss the needs of the child and for the school to decide if it is able to meet the needs of the child. It should be noted that the smallness of the school or the close proximity would not be in themselves be a strong enough argument.
3. Children who clearly show an aptitude in Arts or Sports (up to 10% places). This will be assessed by clear written evidence from a relevant Admissions Policy professional(s) and/or previous teachers of competence at a high level. If more than 7 applications are received with support from a relevant professional or teacher the places will be determined by using a random selection.

4. Children with a sibling attending the school at the time of application will have the priority claim on places. After which the tie break rule will come into force.
5. After these places have been allocated the applications will be split into 3 geographical areas.

The number of places from each of the three areas is specified below. If one or two areas are undersubscribed the remaining places will be redistributed equally to the other areas.

Children whose home address is within the following three priority areas:

1. Less than one mile straight line distance from the school (up to 20% places)
2. Between one and two miles straight line distance from the school (up to 40% places)
3. Over two miles straight line distance from the school (up to 40% places)

## 7. TIE BREAK

When demand exceeds places in any of the above criteria, places will be offered by random selection that will be independently adjudicated.

## 8. DEFINITIONS

A "looked after child" is a child who, at the time of making the application is: in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A "previously looked after child" is a child who is no longer looked after because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order which includes arrangements relating to with whom the child is to live. Evidence will be required on a case by case basis.

Sibling is defined in these arrangements as children who are brothers or sisters living in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Letters to support the application for one of the Arts or Sports places must be sent directly to Valley Academy by the deadline date for applications (31 October for the following year admission in September).

## 9. ADMISSIONS POLICY

'Home address' refers to the child's permanent home at the date of admission. Where the child lives with separated parents with shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

The straight-line distance is taken from the Ordnance Survey address point of the home address to the main entrance of the school building. Multiple births – where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

## **10. REFUSED AND LATE APPLICATIONS**

Unsuccessful applicants may request that their child be placed on a waiting list, which will be maintained by the school for two terms. Should any places become available, they will be filled in accordance with the oversubscription criteria and not how long the child's name has been on the list.

## **11. APPEALS**

Valley Academy appeals process will be in accordance with the School Admission Appeals Code.

## **12. THE SCHOOL**

Admissions Appeals Code is available from the Local Authority. The appeal panel will be independent of the school and the process will be managed by the Local Authority's Admissions Team.

## **13. IN-YEAR ADMISSIONS**

Applications to the school should be made using the Local Authority's 'In Year Application Form' which can be obtained from the Admissions Team, telephone 01274 439200 or from the Bradford Council website [www.bradford.gov.uk](http://www.bradford.gov.uk)

## **14. FAIR ACCESS**

The governing body is the admissions authority of the school and it decides, in conjunction with the Principal, whom it should admit – including whether it admits a student where a place is available. A representative of the school will attend the Fair Access Panel Meeting.

## **15. MONITORING AND REVIEW**

Through monitoring and review, the Trust will ensure that

- Individual records will be treated as confidential;
- Consistency of application and adherence to Equality legislation;

- An Equality Impact Assessment is completed.

This policy will be reviewed every three years, or when there are changes to relevant legislation by the Trust in conjunction with recognised Trade Unions.