

# Applying for Secondary School

September 2015

A step-by-step guide for parents of children moving on from primary to secondary school in September 2015



This booklet is for parents of children born between 1 September 2003 and 31 August 2004 who will be moving on to secondary school. The application process starts in September when your child is in year 6.

This booklet provides a summary of how to apply for a secondary school place for September 2015. Full details of the admission arrangements for all our schools and academies can be found on the Bradford Council website [www.bradford.gov.uk](http://www.bradford.gov.uk)

## Save time – apply online!

### It's safe

your child is given a unique identification number (UID)



### It's quick

using the UID, the system will automatically fill in your child's details for you

### and.....

- you will get an email to confirm that we have received your application
- you can log on at any time and make changes up to the closing date
- you will get an email on 1 March 2015 to tell you which school your child has been offered.

### It's available

24 hours a day, seven days a week from 8 September 2014 until the closing date on 31 October 2014

There is also a useful guide on the Bradford Council website to show you how to apply online. Visit [www.bradford.gov.uk/onlineschooladmissions](http://www.bradford.gov.uk/onlineschooladmissions)

## Application checklist

- ✓ Only apply through Bradford Council if you live in the Bradford district
- ✓ Visit schools before you apply
- ✓ List up to five schools, within or outside the Bradford district
- ✓ Fill in and return supplementary forms to schools that require them, for example, church schools and some academies (see page 3 for details)
- ✓ If applying for medical or social reasons, have you got a supporting letter from the relevant professional?
- ✓ Have you moved recently or are about to move? If so, you will need to provide evidence (see page 5).
- ✓ Apply by the closing date, 31 October 2014
- ✓ Do you need more information? Contact details for the Admissions Team and the independent Choice Adviser are shown below.

The wording in this publication can be made available in other formats such as audio, large print and Braille. Please call 01274 385967.

## Contacts and further information about applying for a secondary school

**Admissions Team:** Future House, Bolling Road, Bradford BD4 7EB

01274 385967

[secondaryadmissions@bradford.gov.uk](mailto:secondaryadmissions@bradford.gov.uk)

**Choice Adviser:** Parent Partnership Service, Queens Road, Bradford BD8 7BS

01274 481183

[nick.smith@barnardos.org.uk](mailto:nick.smith@barnardos.org.uk)

City of Bradford MDC

[www.bradford.gov.uk](http://www.bradford.gov.uk)

Department of Children's Services

Apply online by 31 October 2014

# Different types of schools = different admission rules

**Academies and free schools:** The majority of Secondary schools in the Bradford district are academies or free schools. These schools are funded directly by the Department for Education and governors make decisions. Many academies have a priority admission area which can be viewed on the Council website, at the schools or at Future House. The Dixons Academies, King Science Academy and Bradford Girls' Grammar School require parents to complete a supplementary form in order to register for an assessment which is used to place applicants in ability bands.

**Community schools:** The local authority provides the funding and also makes decisions. There are currently three community schools, Belle Vue Boys, Carlton Bolling and Titus Salts. All community schools have priority admission areas.

**Foundation schools:** The local authority provides the funding and school governors make decisions. There are two Foundation schools – Laisterdyke and Oakbank (Oakbank has a priority admission area).

**Trust schools:** The local authority provides the funding and school governors make decisions. Buttershaw, Parkside, Queensbury, Thornton and Tong are Trust schools and have priority admission areas.

**Voluntary-aided schools:** The local authority provides the funding and school governors make decisions. All VA schools (except Bingley Grammar) are Catholic or Church of England schools and parents must complete a supplementary form if applying on faith grounds.

**Proposed new academy for September 2014:** 'Bradford Forster Academy', which is a member of the Bradford Diocesan Academies Trust, proposes to open on Fenby Road in BD4 and will work closely with Bradford Academy. For 2015 admissions only, parents need to apply direct to the academy. Forms are available on their website, [www.bradfordforsteracademy.co.uk](http://www.bradfordforsteracademy.co.uk) or from Bradford Academy on Teasdale Street, BD4 (tel 256789).

## Step 1

### How do I decide which schools to apply for?

You should collect as much information as possible about the schools in your area, especially their admission procedures. You can do this by:

- visiting the Bradford Council website, [www.bradford.gov.uk](http://www.bradford.gov.uk) where you can find:
  - full details of all schools' admission arrangements in the 'Guide for Parents';
  - last year's allocation figures for each secondary school;
  - School Finder' - a map giving the details of schools in the Bradford Authority near to your postcode.
- going to secondary school open evenings in September and October and talking to your child about how they feel about each school;
- viewing the school websites or their prospectus for information on what each school can offer;
- contacting the Choice Adviser, based at Barnardo's Bradford Parent Partnership, for independent advice;
- visit the Ofsted website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) where you can read the latest Ofsted reports.

## Step 2

### How do I apply?

#### Be realistic

Many schools are oversubscribed, and receive more applications than they have places to offer. Demand for schools varies each year, and the fact that your neighbour was offered a place last year does not mean you can rely on being given a place this year. We strongly advise you to include your nearest school or the school in whose priority admission area you live as one of your preferences.

#### Make your preferences count

Although you do not have a free choice of which school your child will be given, you can tell us which schools you prefer. We strongly advise you to list five schools in the order you prefer them. If you only apply for one school, your child will only be considered for that school and not for any others. You will only be able to put your child's name on the waiting list or appeal for schools that you have applied for. Last year, nearly 96% of children were offered one of their preferred schools.

## Application forms

- You need to apply to the local authority where your child lives (your home council). If your child lives in the Bradford District, you should apply online on the Council's website, [www.bradford.gov.uk/onlineschooladmissions](http://www.bradford.gov.uk/onlineschooladmissions).
- We prefer that you apply online and there are many advantages if you do. Your child should be given a 'Unique Identification' number (UID) and when you apply online all your child's details will already be completed including your child's address, date of birth and current school. This will make applying online quicker and easier. If you don't have a UID or have lost it, you can still apply online but it will take a little longer.
- If you would rather fill in a paper application form, they are available from your child's primary school, (or from the Admissions Team if your child attends a school in another authority). The form must then be returned to the primary school or to the Council's Admissions Team at the address on page 1 of this booklet. However you apply, you must do so by **31 October 2014 at the latest, either online or on a paper form**.
- You can apply for any school in the Bradford district or outside the district except fee-paying schools. You should find out about the admission arrangements for each school.
- When making your application, you must use your child's legal name and the home address where they live permanently. Where the child lives with separated parents who both have shared responsibility, you must decide which address to use for the application process. You cannot use the address of a relative or childcare provider. Evidence of where you or your child lives may be requested during or after the application process.
- You must confirm that you have parental responsibility and that the information you have given is accurate. If you give deliberately false or misleading information or withhold important information that could affect your application, it may result in the place offered being withdrawn. You would then need to apply again, possibly after all allocations have been made, and legal action may be taken.

## Supplementary forms and supporting letters

- If you are applying for a church school for faith reasons, you must also fill in the school's individual supplementary form which is available on Bradford Council's website or from the school. You will need to fill in a supplementary form for each church school that you are applying for and return them to the school by **31 October 2014**. Each application must be supported by a baptismal certificate or a letter from your church minister or religious leader - the school's form will tell you what to attach.
- If you are applying for the Dixons Academies, Kings Science Academy or Bradford Girls' Grammar School (BGGs), your child will need to sit a 'fair banding assessment'. This is because their admission policies state that their pupils must come from a wide ability range, so all applicants need to take an assessment to divide them into different ability bands. The schools then admit the required number from each band based on the spread of ability of those applying.
- To register for the assessment you must fill in Dixons Academies' own application forms by 3.30pm on **26 September 2014**, by 4.00pm **17 October 2014** for Kings Science Academy and by **31 October 2014** for BGGs. This is in addition to listing these schools on the common application form.
- If you wish to apply for Skipton Girls High School you must register for the tests by **17 September 2014**. For North Halifax Grammar and Crossley Heath Grammar School (Halifax) you must register by **12 September 2014**. The closing date for Ermysteds Boys' Grammar School was 15 August 2014.
- All schools give top priority to looked after children or those that were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. You will need to send evidence of this to the Admissions Team by the closing date for your child to be considered on these grounds.
- Many schools give priority to children who have **significant** medical or social needs which can only be met by a specific school. If you are applying on these grounds, you must get written evidence from a hospital consultant or paediatrician, or a relevant professional for social grounds. The supporting letter must explain why it is the only school that could meet your child's needs. Please read each school's admission policy for more information.

## Step 3

### How do you deal with my application?

- All schools have a limit on the number of children they can take and each type of school uses different admission policies, or rules, to decide which children are offered places. For most secondary schools, children who have an older brother or sister attending the school and who live in the school's 'priority area' are considered first. Next, other children living in the priority area are considered and then children living outside the priority area, firstly to those with older brothers and sisters attending the school. Full details of each school's admission policy and priority areas are shown on the Council website or are available from our office or the school.
- If you apply online, you will receive an email to confirm that you have submitted your application successfully, showing which schools you have applied for. If you log on again and make any amendments, **you must remember to click on 're-submit' otherwise we will not receive your application.**
- If you have applied for a school where the governors deal with their admissions or a school in another local authority, we will send details of your application to them and they tell us who can be given places. For community schools, we look at the applications and use the Council's admission policy to decide which applicants will be offered a place. We also consider any supporting letters you have provided that could affect the decision.
- **It is important that you list the schools in the order that you prefer them** - Some people believe that unless you put a particular school as your first preference, it will not be considered, but this is not true. All your preferences will be treated as separate applications and the local authority or the governors decide whether your child can be offered a place at each school, using the school's admission rules. If your child can be offered a place at more than one school, a place will be offered at the one which is the higher preference.
- You should receive a letter on **2 March 2015** to tell you which school your child has been offered. If you apply online you will also receive an email in the morning on 1 March.

## Step 4

### What if I miss the deadline or want to change my preferences?

- **Before decisions about offers are made**  
The closing date for you to apply is **31 October 2014**. If we receive your application after this date or if you want to change your preferences, it will only be considered if we receive it before decisions about offers of a place are made (the beginning of December) and where there are exceptional circumstances, such as a house move to a different area.
- **After decisions about offers are made**  
If we receive your application after 1 December it will only be considered after all those that were received at the time.  
In the Bradford authority, parents can apply for five secondary schools. We will not accept any more applications or changes of preference after we have made decisions about offers of a place unless:
  - there are exceptional circumstances (as described above); or
  - the late application or change of preference is for an undersubscribed school (a school with unfilled places).If you have already applied for five schools, we will not accept any other late applications or changes of preference, but this would not prevent you from making an 'in year application' after 1 September 2015.  
We will send late applications to other admission authorities, but they may not be able to consider them.
- **Moving house**  
If you have recently moved house, you must send us proof of your new address. This would need to be a council tax, gas, electricity or phone bill, or a child allowance or benefit document in your name or that of your child.

## Step 4 continued

### What if I miss the deadline or want to change my preferences? (continued)

When considering applications we use the 'child's permanent address at the time of admission'. If you expect to move by September but you are still living at your current address when you apply, we can only consider your application from the new address if you provide the following documents:

- Proof of exchange of contracts on your new property and a solicitor's letter to confirm the sale of your previous property; or
- A rental agreement on the new property and confirmation of the sale or ending of your tenancy agreement for the previous property.

We will not accept mortgage offers or letters from estate agents as proof. If your house purchase or rental has not reached a stage where you can provide these documents by the beginning of December, we will consider your application from your current address. However, it is important that you tell us if you move house at any time as it could affect your child's allocation.



## Step 5

### What happens if I don't get the school I want?

- If we are unable to give you any of your preferred schools, we will offer your child another school with an available place. This may include church schools and single-sex schools. We decide which is the most appropriate school, taking into consideration all children without a school place and available bus routes. If you do not apply for a local school and it becomes full, it is likely that the nearest school that we can offer will be some distance from your home. We can only offer an alternative school that has places available after all applications for that school have been considered.
- You can ask for your child's name to go on a waiting list for any schools that you applied for. Your child cannot be placed on a waiting list for a school that you did not apply for unless there is a significant change in your circumstances (for example, you move house). If any places become available, they will be filled in line with the admission policy and not how long the name has been on the list. Most schools' waiting lists will close on 31 December 2015.
- You can make a formal appeal, to an independent appeals panel, for any school that you have applied for. This is a legal process and places are not 'reserved' for appeal panels to decide which children should be given places. The year group will be full and the panel will only consider exceptional reasons why your child should be admitted to the school above the admission number. You can get appeal forms and more information from us for most schools except Bingley Grammar, Dixons Academies and Oakbank. For these schools you must contact the schools direct for an appeal form. For schools in other local authorities, you must contact the relevant local authority.

**We urge you to accept a place at the school you have been offered – it will not affect your chances of getting a place at your preferred school either from the waiting list or at appeal. You could also risk your child having no school place in September.**

## School Meals and Clothing

Bradford Council no longer provides a school clothing allowance for low income families. Bradford schools have now taken on the responsibility for providing parents with support for this where appropriate. How schools provide this support will vary from school to school so parents should contact the allocated school for more information.

If your child attends a tax-payer funded school and you live in the Bradford district you may be able to get free school meals. Families should apply if they get any of these benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided you are not receiving Working Tax Credit
- The 'Guaranteed' element of the State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (paid for 4-weeks after you stop qualifying for 'Working Tax Credit')
- Universal Credit

You should make your application after you have received your allocated school place.

You can get advice on free school meals at [www.bradford.gov.uk/schoolmeals](http://www.bradford.gov.uk/schoolmeals), by phoning (01274) 432772 or by visiting any Council Enquiry Office.

## The Journey to School

Reduced fares are available to pupils in full-time education travelling on all trains and most buses displaying the Metro symbol.

- 11 to 16 year olds can pay half fare if they buy a Young Person's PhotoCard.
- 16 to 18 year olds can pay half fare if they buy a Scholar's PhotoCard.
- Five to 18 year olds can buy a School Plus Metro Card for travel on most buses (but not trains) at any time of the day including evenings and weekends.

For more information about reduced fares and bus and train times, phone Metroline on 0113 245 7676, open 8am to 8pm, seven days a week or visit the Metro website: [www.generationM.co.uk](http://www.generationM.co.uk)

'My bus' services also operate to certain schools. If you would like more information on these services, please contact the Metro 'My bus' hotline on 0113 348 1122.

## Assistance with travel from home to school

Assistance with travel to school will be made only to the suitable qualifying school with a place available that is nearest to your home, otherwise assistance will not normally be provided. We consider all schools in relation to your home address including those that are outside the Bradford District. 'Priority areas' used in the admissions process are not taken into consideration, neither is any distinction made between single sex and co-educational schools.

### How and when to apply

Complete the application form that best meets your child's circumstances. You can download one from the Bradford Council website, or request one from the School Travel Team. Most people apply when they have their school place confirmed. Application forms should be returned by the third week in May in order for us to process your application for the term starting in September.

### The assessment process

We determine your nearest 'suitable qualifying school' with places available at the time of allocation. If you apply outside of this time, because for example you move address; we will determine it at the time of the application. We then consider the needs of your child and the qualifying criteria set out in the Council's "Policy Covering Travel Between home, School And College". The following is a very brief outline.

Children below the age of eight may qualify for assistance with travel if they live over two miles walking distance from the nearest school with places. For children age eight and above the walking distance is three miles. We measure the distance along a safe walking route accompanied as necessary by an adult.

If you choose a school based on your religion or belief (or your 'lack of belief') this will **no longer** be taken into account when considering an application for assistance with travel to school. Assistance will only be given to the nearest school with a place available. There remains some limited provision for children from low income families.

### Extra entitlement for children from low-income families

Children from low-income families are those who are entitled to free school meals or whose parents receive the highest level of Working Tax Credit. Assistance with travel is given to one of their three nearest schools between two and six miles from their home. Once eligible for assistance with travel because of low income, any change to income in that year will not affect your child's entitlement to assistance for the rest of the school year. Other changes, such as a house move or school may however affect your child's eligibility for assistance.

### Entitlement for children with additional needs

Children who are unable to walk to school because of their special educational needs, disability or temporary medical position may qualify for assistance. You will need to give full details on the application form and your application must be supported by specialist advice relating to the medical or behavioural needs of your child and after consultation from the school and other agencies involved in your child's well being.

### Travel provision

If your child qualifies, we will usually give them a pass to travel free on the bus or train for one journey to and from school each day. If your child has additional needs and is unable to travel by bus or train, we may provide dedicated or specialist transport.

For more detailed information on assistance with travel to school, visit the Bradford Council website, [www.bradford.gov.uk/education](http://www.bradford.gov.uk/education) and Learning/Home to School Travel Policy or contact the School Travel Team on **01274 385581** or email [schooltravel@bradford.gov.uk](mailto:schooltravel@bradford.gov.uk)

## Secondary school open evenings – Autumn Term 2014

School	Type of school	Address	Day/ Date	Time	Additional information
Appleton Academy	Academy	Huddersfield Road, Wyke Bradford BD12 0TU	Tuesday 23 September	6.00-8.30pm	Session One: 6.00pm Session Two: 7.00pm Session Three: 8.00pm
Beckfoot School	Academy	Wagon Lane, Bingley BD16 1EE	Thursday 25 September	6.00-8.30pm	Headteacher's presentations 6.15pm, 6.45pm, 7.15pm and 7.45pm.
Belle Vue Boys' School	Community	Thorn Lane, Haworth Rd, Bradford BD9 6ND	Thursday 2 October	5.00-7.30pm	
Belle Vue Girls' School	Academy	Thorn Lane, Haworth Rd, Bradford BD9 6NA	Tuesday 23 September	5.30-7.30pm	Headteacher's presentations at 5.45pm and 6.45pm.
Bingley Grammar School	Voluntary-Aided	Keighley Road, Bingley BD16 2RS	Tuesday 23 September	5.15-8.15pm	Headteacher's presentations at 5.30pm, 6.15pm and 7.00pm.
Bradford Academy	Academy	Teasdale Street, Bradford BD4 7QJ	Saturday 13 September	10.00am –12noon	Principal's presentations at: 10.15am and 11.00am with tours of the academy.
Bradford Forster Academy	Proposed academy				Bradford Forster Academy staff and information available at Bradford Academy, Lister Avenue
Bradford Girls Grammar	Free School / Academy	Squire Lane, Bradford BD9 6RB	Saturday 4 October	9.30am- 12.30pm	Principal's presentations at 10.30am and 11.30am. Opportunity to tour the school and experience the range of academic and extra- curricular activities available.
Buttershaw B & E College	Trust	Reevy Road West, Bradford BD6 3PX	Thursday 25 September	6.30-8.30pm	Headteacher's presentations at 6.45pm and 7.30pm.
Carlton Bolling College	Community	Undercliffe Lane, Bradford BD3 0DU	Tuesday 23 September	5.00-7.00pm	Headteacher's presentation at 5.15pm and 6.15pm.
Dixons Allerton Academy	Academy	Rhodesway, Bradford BD8 0DH	Wednesday 17 September	5.00-6.00pm or 6.00-7.00pm	Principal's presentations at 5.15pm and 6.15pm in the Theatre, followed by tour of the academy.
Dixons City Academy	Academy	Ripley Street, Bradford BD5 7RR	Thursday 18 September	4.15-7.00pm	Principal's presentations at 4.30pm, 5.15pm and 6.00pm, each followed by a tour of the building.
Dixons McMillan Academy	Free School/ Academy	Trinity Road, Bradford BD5 0BE	Tuesday 9 September or Monday 15 September	9.00am or 2.00pm or 6.00pm	Parents should arrive at one of the stated times. The headteacher's presentations will start promptly at the times stated.
Dixons Trinity Academy	Free School / Academy	Trinity Road, Bradford BD5 0BE	Tuesday 9 September or Monday 15 September	9.00am or 2.00pm or 6.00pm	Parents should arrive at one of the stated times. The headteacher's presentations will start promptly at the times stated.

## Secondary school open evenings – Autumn Term 2014 (continued)

School	Type of school	Address	Day/ Date	Time	Additional information
<b>Feversham College</b>	Academy	Cliffe Road, Bradford BD3 0LT	Tuesday 21 October	6.30-8.00pm	The headteacher's presentation will be at 7.00pm followed by a tour of the college and facilities.
<b>Grange Technology College</b>	Academy	Haycliffe Lane, Bradford BD5 9ET	Thursday 11 September	6.00pm onwards	Headteacher's presentations at 6.15pm and 6.45pm.
<b>Hanson Academy</b>	Academy	Sutton Avenue, Bradford BD2 1JP	Thursday 2 October	5.00-7.30pm	Principal's presentations at 5.30pm and 6.30pm.
<b>Ilkley Grammar School</b>	Academy	Cowpasture Road, Ilkley LS29 8TR	Thursday 2 October	10.15-11.45am or 6.00-8.00pm	
<b>Immanuel College</b>	Voluntary-Aided	Leeds Road, Idle, Bradford BD10 9AQ	Wednesday 24 September	6.00-8.00pm	Headteacher's presentations at 6.15pm, 6.45pm and 7.15pm.
<b>Kings Science Academy</b>	Academy	Northside Road, Bradford BD7 2QT	Thursday 9 October	6.00-8.00pm	Principal's presentation at 6.10pm and 7.00pm followed by a tour of the school.
<b>Laisterdyke Business &amp; Enterprise College</b>	Foundation	Thornbury Road, Bradford BD3 8HE	Thursday 9 October	6.00-8.00pm	Principal's presentations at 6.15pm and 7pm.
<b>Oakbank School</b>	Foundation	Oakworth Road, Keighley BD22 7DU	Wednesday 17 September	5.45-8.00pm	The headteacher's presentation will take place at 6.00pm and again at 7.00pm.
<b>Oasis Academy Lister Park</b>	Academy	North Avenue, Bradford BD8 7ND	Wednesday 1 October	5.45-7.45pm	Headteacher's presentation at 6.00pm and 7.00pm.
<b>One In A Million</b>	Free School /Academy	Valley parade, Bradford BD8 7DY	Tuesday 7 October	6.00-8.30pm	Principal's presentations at 6.00pm and 7.00pm. There will be an opportunity to tour the school and meet staff.
<b>Parkside School</b>	Trust	Parkside Terrace, Cullingworth, BD13 5AD	Thursday 2 October	6.00-8.30pm	Headteacher's presentations at 6.15pm and 7.15pm, followed by a tour of the school.
<b>Queensbury School</b>	Trust	Deanstones Lane, Queensbury BD13 2AS	Tuesday 16 September	6.00-8.30pm	Headteacher's presentation and tour of school at 6.00pm and 7.15pm.
<b>St Bede's &amp; St Joseph's Catholic College</b>	Voluntary-Aided	Cunliffe Road, Bradford BD8 7AP	Wednesday 24 September	5.30-8.00pm	Headteacher's presentations at 5.45pm, 6.45pm and 7.30pm. The open evenings will be held at the St Joseph's College Site, Cunliffe Road, Bradford.
<b>The Holy Family Catholic School</b>	Voluntary-Aided	Spring Gardens Lane, Keighley BD20 6LH	Thursday 25 September	6.30-8.30pm	Headteacher's presentation at 7.30pm.
<b>The Samuel Lister Academy</b>	Academy	Cottingley New Road, Bingley BD16 1TZ	Wednesday 17 September	5.30-7.30pm	Principal's presentations at 6pm and 7pm. Opportunity to tour the Academy and take part in activities. Also Open Mornings from Monday 22 to Friday 26 September. Parents may visit on any of these days between 9.00am and 10.30am.
<b>Thornton Grammar School</b>	Trust	Leventhorpe Lane, Thornton, Bradford BD13 3BH	Wednesday 24 September	6.30-9.00pm	Headteacher's presentations at 6.30pm and 8.00pm. Tour of the school and department presentations.
<b>Titus Salt School</b>	Community	Higher Coach Road, Baildon Shipley BD17 5RH	Thursday 25 September	6.00-8.30pm	Headteacher's presentations at 6.30pm and 7.30pm in the main hall.
<b>Tong High School</b>	Trust	Westgate Hill Street, Bradford BD4 6NR	Saturday 13 September	10.00am-1.00pm	Headteacher's presentations at 10.00am and 12noon. There will be an opportunity to tour the building and experience the facilities.
<b>University Academy Keighley</b>	Academy	Greenhead Road, Utley, Keighley BD20 6EB	Wednesday 24 September	9.15-11.00am, 5.30-7.30pm	Open morning to see the Academy in operation. Principal's presentation at 5.40pm and 6.30pm.