

**Bradford Forster Academy**  
**Admissions Policy 2021 -2022**



## **Aims of Policy**

To outline Academy policy regarding admissions.

## **Policy Statement**

Bradford Forster Academy, reflecting its Christian ethos, wants to encourage everyone to benefit from its caring Christian supportive environment. It is open to those who are members of the Church community and those who are members of the local community.

We are a Church of England academy and therefore the governors are the admissions authority for the academy. The admission number for Year 7 is 210 per year group and governors will apply the following policy only in the event that there are more applications than places available.

Applications for admission to the academy should be made using the Local Authority Common Application Form by the national closing date of 31<sup>st</sup> October 2020.

Children of Special Educational Need or Education Health Care Plans, naming Bradford Forster Academy, will be allocated a place at the academy. This is a statutory entitlement (under Section 324 of Education Act 1996) and is not part of the oversubscription criteria.

**Where there are more applications for places, places will be allocated in the following order of priority:**

### **Priority 1**

Children who are 'looked after' by the Local Authority in accordance with section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were 'looked after' but have been adopted or have become subject to a residency or child arrangement order or special guardianship order.

### **Priority 2**

#### **Special Medical or Social Reasons**

Special medical reasons for admission where medical circumstances mean that admission to Bradford Forster Academy alone is deemed essential by an independent professional recommendation from the child's paediatrician/consultant.

**or**

Social reasons for admission where social circumstances mean that admission to Bradford Forster Academy alone is deemed essential by an independent professional recommendation from a Director of Social Services, Probation, or the Children and Family Court Advisory and Support Service.

After this allocation, places will be offered as follows:

50% of the remaining places will be allocated on the basis set out below in Priority 3 (Foundation Places).

The remaining places will be allocated on the basis set out below in Priority 4 and Priority 5.

### **Priority 3**

#### **Foundation Places Category**

*Up to 50% of the remaining places will be allocated on the basis set out below.*

(a) Children of the Christian Faith (*for definition of Christian see footnote 1*)

Applications must be supported by completion of the Supplementary Information Form and Minister's Confidential Reference Form to show that the child and/or parent /carer attend church on average on two occasions or more each month for a period of two years prior to the closing date for applications.

(b) Children who have had a service of baptism, blessing or dedication within a Christian church. A copy of the child's Baptism Certificate will be required (*for definition of Christian see footnote 1*)

(c) Children of a member of staff:

- I. where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the school is made, and/or
- II. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Priority 4**

#### **Children who attend another BDAT academy**

Prioritisation of those children already in attendance at a BDAT academy. The list of BDAT Academy schools to be found on the BDAT website <https://www.bdat-academies.org/our-academies/>

### **Priority 5**

#### **Community Places Category**

*The remaining places will be allocated in the following order:*

- (a) Those children whose permanent address is inside the post codes of the City of Bradford Metropolitan District BD2; BD3; BD4; BD5; BD6; BD7 and have a brother or sister already attending Bradford Forster Academy who will be continuing at the Academy in the year for which the application is made.
- (b) Those children whose permanent address is in the post codes of the City of Bradford Metropolitan District BD2; BD3; BD4; BD5; BD6; BD7.
- (c) Those children whose permanent address is outside the post codes of the City of Bradford Metropolitan District BD2; BD3; BD4; BD5; BD6; BD7 and have a brother or sister already attending Bradford Forster Academy who will be continuing at the academy in the year for which the application is made.
- (d) Those children whose permanent address is outside the post codes of the City of Bradford Metropolitan District BD2; BD3; BD4; BD5; BD6; BD7

## **Tiebreaker**

1. When there are more applications than places available within any of the above criteria, places will be allocated on the basis of the distance between the home and the academy, measured by a straight line, from the main entrance of the academy, as measured by the Local Authority's geographical information system.
2. In the unlikely event that two or more applicants who are equal in all respects live equidistant from the school places will be allocated by the drawing of lot that will be independently adjudicated.

## **Notes for "Transition" Admissions for September start for Year 7**

All applications are required via the Common Application Form (CAF). Please note that in the case of any Year 6 student applying for a Year 7 'Community Place' at Bradford Forster Academy, the applicant should name Bradford Forster Academy on the Common Application Form.

For any Year 6 student applying for a Year 7 'Foundation Place', the Bradford Forster Academy Supplementary Information Form and the Minister's Confidential Reference Form must also be completed along with the CAF form. The Supplementary Information Form and Minister's Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Bradford Forster Academy as well as the Local Authority. These should be returned to Bradford Forster Academy by the closing date. The closing date for applications is 31st October 2020 and national offer date is 1 March unless either of these falls on a weekend of school holiday. In the event that 31 October or 1 March is not a 'school day' the date will be the nearest working day after that date.

## **Right of Appeal**

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision. The appeal panel will be independent and will be operated by the Local Authority. Appeal forms are to be returned to the Admissions Team, Department of Children's Services, Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN.

## **Waiting List**

Where a Year 6 child is refused an offer of a Year 7 place at Bradford Forster Academy due to oversubscription, parents and carers may contact the Local Authority Admissions Team and request that their child's name be placed on Bradford Forster Academy's waiting list. The Local Authority will maintain the waiting list until December of the academic year for which application was made. Waiting lists will be maintained in order of the oversubscription criteria.

## **Notes for Admissions at any time of year (in year admissions)**

Any parent or carer who would like to apply for a place at Bradford Forster Academy at any time other than transition (see above) must complete an 'in-year common application form' which is available from the Local Authority and should be returned to them. If the application is for a Foundation Place, a Supplementary Information Form and Minister's Confidential Reference Form should also be completed and returned to the Bradford Forster Academy. The Supplementary Information Form and Minister's Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Bradford Forster Academy as well as the Local Authority and should be returned to Bradford Forster Academy separately from the 'in-year common application form' after completion.

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision. The appeal panel will be independent and will be operated by the Local Authority.

## Footnotes

1. **Christian** in this policy is defined by those churches who are members of the 'Churches Together in Britain and Ireland' or who assent to the Nicene Creed.
2. **Nearest** in this policy is calculated by a direct line from the Ordnance Survey address point of the child's permanent address to the main Reception entrance of Bradford Forster Academy as defined by the computer software used by Bradford Local Authority.
3. **Brother or sister** in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.
4. **Multiple Births**  
Where a family of multiple births (twins, triplets etc.) 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.
5. **Two years** in this policy means that if a child or parent/carer has moved church within the two years the previous church can be used but this must be evidenced by another Minister's Confidential Reference.
6. **Home address** refers to the child's permanent home at the date of admission. Where the child lives with split parents who have 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.



**SUPPLEMENTARY INFORMATION FORM**

**APPLICATION FOR A FOUNDATION PLACE**

( CHILD ) First name(s).....

**Section 1**

Last name .....

Date of Birth .....

Parent(s)/Carer(s) name(s) .....

Permanent Address .....

Postcode: ..... Tel: .....

**BROTHERS OR SISTERS AT BRADFORD FORSTER ACADEMY**

**Section 2**

*This section should be completed if applicable*

Will the child have a brother or sister\* at Bradford Forster Academy who will be continuing at the Academy in the year for which the applicant will be admitted? **Yes / No**

*\* Brother or sister in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.*

Name(s) ..... Form(s) .....

**LINKS WITH CHURCH**

**Section 3**

*This section should be completed if applicable*

Your religion / denomination .....

Name of Church .....

Do the child and/or parent/carer attend this church on average on two occasions or more each month and have done so for a period of two years prior to the date on this application? **Yes / No**

CHURCH REFERENCE – *please provide the name and address of the church leader who can verify your statement above*

Name of Vicar/Minister/Pastor/ Priest .....

Address .....

Postcode ..... Tel No: .....

*It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the Confidential Reference Form direct to the address below.*

**LINKS WITH SCHOOL** (Only for staff members who have worked at Bradford Forster Academy for two or more years)

Date when present employment commenced .....

**I apply for my child to be admitted to Bradford Forster Academy**

Signed ..... (Parent/Carer)

Print Name: ..... Date: .....

*Completed application should be sent on this form to:  
Principal, Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG*



Appendix B

Minister's Confidential Reference Form

CHILD: .....

Parent(s)/Carer(s)' name(s): .....

Ministers, Vicars, Priests, Pastors - please tick the appropriate boxes  
after reading the notes at the foot of page.

*I can confirm that...*

**PRIORITY 3a – Christian Faith** - The child and/or parent(s)/carer(s) attends church on average on two occasions or more each month for the last 2 years

**PRIORITY 3b** – The child has had a service of baptism, blessing or dedication in this church

If the child and parent(s)/carer(s) are **unknown** to you, or **do not meet any of the above criteria**, please tick this box

**NOTES TO CHURCH LEADER – PLEASE READ BEFORE COMPLETING FORM ABOVE**

1. Attendance can mean weekday activities at your church that include an element of Christian worship.

2. The frequency of attendance should be determined over a two years' period. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church who will also need to fill in a Confidential Reference

**Vicar/Minister/Priest/**

Signed ..... **Pastor** .....

Print .....

Name ..... Date .....

**Please return this form to the Principal, Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG**