



## Admissions Policy

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# ADMISSIONS POLICY

Date Approved by Governors	March 2019
Review Date	March 2020
On Behalf of Governors Signed	
Print Name	Roxy Daniells
On Behalf of Governors Signed	
Print Name	Mark Hughes
Principal's Signature	

### **All One In A Million Free School Policies have been devised to ensure that:**

- OIAM core values are at the heart of all we do: compassion, honesty, integrity and excellence
- Students from all backgrounds and all abilities are welcome
- Each student has the opportunity to flourish and achieve their potential
- We value the individuality of each student within the context of membership of our community
- We are committed to raising educational attainment and improving our students' life chances
- We provide an environment in which all students will be self-aware, self-disciplined and confident
- All students will understand how to make a positive contribution to our extended community
- We support academic, creative and personal achievement through our focus on Sport, the Arts and Enterprise.



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### **1. Introduction**

The One In A Million Free School 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 One In A Million Free School Admission Arrangements**

- 2.1 OIAMFS 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.
- 2.2 To ensure that parents are able to make an informed decision when considering applying for a school place for their children, One In A Million Free School 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**

- 3.1 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.
- 3.2 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 2017.
- 3.3 Parents/carers wishing to apply for a place at OIAMFS should follow the Bradford school's admission procedures. These are:



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- If applying for a Year 7 place to complete the Bradford Schools Admissions form issued by the local authority and available either through the current primary school or directly from Bradford School Admissions; they can be contacted by telephone on 01274 439200 or on email – [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk).

### 3.3 **Timetable for applications**

1<sup>st</sup> March (or the next working day to) - Bradford LA 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

### 3.4 **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 OIAMFS has confirmed that it can meet the needs of the student. Such children will be admitted without reference to the oversubscription criteria below.

## **4. Oversubscription Criteria**

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

### **4.1 'Looked after children' or 'previously looked after children'**

Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order. See Note 1.

### **4.2 Children with an exceptional medical or social need**

This should be supported by a written recommendation from an independent professional such as a hospital consultant/pediatrician or social worker. The letter must explain why it is essential that the child attend OIAMFS 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.



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### **4.3 Children who clearly show an aptitude in the Arts or Sports (up to 10% of places). See Note 3.**

Application should be made where it is considered that the child has an exceptional ability in either the Arts or in Sports. A written letter of application should be submitted by the parent/carer together with clear written evidence from a relevant professional(s) and/or previous teachers of competence at a high level. Applicants will be invited in for a face to face discussion and practical assessment. Following this assessment up to a maximum 7 places will be offered.

### **4.4 Children with a sibling attending the school at the time of application will have the priority claim on places. See Note 2.**

### **4.5 After these places have been allocated the applications will be split into 3 geographical areas. See Note 4 and 5.**

**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)

### **Tie Break**

When demand exceeds places regarding (4.5), places will be offered by random selection. This will take place as a draw and will be undertaken by a professional independent member of the public, such as a religious leader, a local politician, a magistrate etc. This draw will be in the presence of a governor and a staff member who will minute and record the draw and ensure that there was independent adjudication.

### **Notes**

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A 'previously looked after child' is a child who was looked after but ceased to be so because they were adopted or became subject to a residence order.



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2. 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.
3. Letters to support the application for one of the Arts or Sports places must be sent directly to One In A Million Free School by the deadline date for applications (31 October for the following year admission in September).
4. '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.
5. 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.

### **5. 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.

### **6. Appeals**

One In A Million Free School's appeals process will be in accordance with the School Admission Appeals Code. 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 LA Admissions Team.

For Guidance and timescales please use the link below; the appeal form is on this site.

<https://www.bradford.gov.uk/education-and-skills/school-admissions/make-an-appeal/>

Please use the contact methods below:

School Admissions Team

Call: 01274 439200

Email: [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)



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### **In Person**

Members of the public can come to Margaret McMillan Tower to meet with Admissions staff with an appointment. Please phone the number above to book. If you attend without an appointment we cannot guarantee you will be seen and you may be asked to return on another day.

Appointments are available on the following days and between the following times:

Monday – 9.30am to 12.30pm

Tuesday – 1pm to 4pm

Wednesday – closed

Thursday – 1pm to 4pm

Friday – 9.30am to 12.30pm

### **7. 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)

### **8. Fair Access**

NB

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.