



(1) This document sets out the proposed admission arrangements for Bradford Girls' Grammar School (referred to as the Free School) in accordance with Annex B to the Funding Agreement between Bradford Girls' Grammar School and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

(2) The Free School will act in accordance with all relevant provisions of the statutory codes of practice, the School Admissions Code of Practice, and the School Admission Appeals Code of Practice as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. References in the codes to admissions authorities shall be deemed to be references to the Free School.

(3) From 2014 – 2015 the Free School will take part in the coordinated admission scheme for the Bradford Metropolitan District, participating in the admissions arrangements operated therein and have regard to its advice. In addition to these arrangements, the Secretary of State may direct the Free School to admit a named pupil to the Free School on application from a Local Authority. Before doing so the Secretary of State will consult the Free School.

(4) The Free School will be an all-through school, coeducational in the primary phase and all girls in the secondary phase.

(5) References in this document to 'parents' include guardians and carers.

## **ADMISSIONS ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE**

### **PUPIL ADMISSION NUMBERS (PAN)**

(6) The Free School will have the following agreed admission numbers for the academic year 2023/24 and subject to any changes approved by the Secretary of State for subsequent years:

(a) The agreed capacity for Year 7 of the secondary phase (11-16) will be 145. Those girls from the primary phase requesting automatic transfer from the primary phase to the secondary phase in accordance with school procedures will be admitted however parents must also complete the Common Application Form (CAF) listing Bradford Girls' Grammar School as a preference if they wish their child to continue in Year 7. The remaining number of places will be offered to applicants being admitted from outside the Free School until Year 7 meets its capacity of 145.

(b) The agreed admissions for Reception of the primary phase (4-11) will be 56. That is the number of places that will be offered annually.

(7) The Free School may set a higher admission number than its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Free School will consult those listed in the annual consultation procedure at paragraph 24 below. Pupils will not be admitted above the published admission number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

### **APPLICATION PROCESS**

(8) Applications for places at the Free School are made in accordance with Bradford co-ordinated primary and secondary admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Bradford.

(9) The Free School will also ask parents to complete a Supplementary Information Form (SIF) - **Parents should submit the SIF to the Free School at the same time as they submit the CAF to the Local Authority.**

(10) The Free School will use the following timetable for applications each year (exact dates may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Admissions Forum to support a coordinated approach:

(a) **September:** The Free School will publish information about the arrangements for admission, including oversubscription criteria, for the following September e.g. in September 2022 for admission in September 2023. This will include details of Open Days and other opportunities for prospective pupils and their parents to visit the school. The Free School will also provide information to Bradford for inclusion in the composite prospectus as required

(b) **September/October:** The Free School will provide opportunities for parents to visit the Free School

(c) **October/November:**

(i) CAF to be completed and returned to the Local Authority

(ii) SIF to be completed and returned to the Free School

(iii) Local Authority to send applications to the Free School

(iv) The Free School holds a day when all Year 6 external applicants can sit the Fair Banding Assessments

(d) **Late December/Early January:** The Free School sends the list of pupils to be offered places to Bradford LA

(e) **February:** Bradford applies agreed scheme for own schools, informing other LAs of offers to be made to their residents

(f) **March 2023:** Year 7 place offers made to parents, **April 2023:** Reception place offers made to parents.

## **CONSIDERATION OF APPLICATIONS**

(11) Children attending the onsite Lady Castle Nursery **will not be entitled to continue at the Free School in Reception without further application through the Local Authority.**

(12) **Girls in Year 6 of the Primary Phase** whose parents wish them to continue at the Free School in Year 7 are entitled to do so provided their parents make their intentions known by:

- . **Completing the Common Application Form (CAF) listing Bradford Girls' Grammar School as a preference if they wish their daughter to continue into Year 7**
- . **Completing the Automatic Transfer Form (ATF) for entry into the Senior School**

(13) The Free School will consider all applications for places in the primary and secondary phases. Where the number of applications is not more than the published admission number, the Free School will offer places to all those who have applied.

## **FAIR BANDING**

(14) Fair Banding will be applied to all Year 7 applications to ensure a comprehensive intake. All applicants will be placed into 1 of 5 ability bands based upon the score achieved in the GL Assessment Non-Verbal Reasoning Test which will be taken by all Year 7 secondary transfer applicants to the Free School. The 5 ability bands will be constructed relative to the scores achieved by the pupils within a given cohort of applicants.

(15) Applicants will be placed in bands, such that, wherever possible there are an equal number in each band and wherever possible an equal proportion will be selected from each band.

## **PROCEDURES WHERE THE FREE SCHOOL IS OVERSUBSCRIBED – PRIMARY PHASE**

(16) Where the number of applications for admission is greater than the number of places available, applications for the primary phase will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans where the Free School is named on the plan, the following criteria will be applied in the order in which they are set out as follows:

(a) Looked after children<sup>1</sup> and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

(b) Pupils for whom it is essential to be admitted to the primary phase because of special circumstances to do with significant medical or social needs evidenced by written professional advice. The definition of what constitutes medical or social needs is: "Bradford Girls' Grammar School is the only school that can meet the child's needs"

(c) Pupils who will have siblings in the school at the time they are admitted to the school. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the Free School. Parents will be required to produce birth certificates of both siblings to prove relationship. Where a family of multiple births (twins, triplets etc.) request admissions and only one of the siblings can be offered a place, the remaining sibling (s) will also be offered places above the admissions number.

(d) Applicants who are children of staff in either or both the following circumstances:

- Where the member of staff has been employed at the school permanently for two or more years at a time at which the application for admissions to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage, and has successfully completed the probationary period

(e) If a tie-break is necessary in criteria 16(d) then the place will be offered to children living nearest to the Free School on the close of the admission application date. The distance will be measured as the direct line distance ('as the crow flies') between the child's permanent home address to the Free School's main entrance on Squire Lane. The school will use a Global Positioning System (GPS) based Geographic Information System (GIS) to establish straight line co-ordinate point to point distance between home and the school gate. The distance is measured to the exact Ordnance Survey point of each applicant's home. A child's permanent address is where he/she normally lives and sleeps and goes to school from. 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.

(f) The remaining places in the primary phase will be offered to pupils living nearest to the Free School on the close of the admission application date. The distance will be measured as the direct line distance ('as the crow flies') between the child's permanent address to the Free School's main entrance on Squire Lane. The school will use a Global Positioning System (GPS) based Geographic Information System (GIS) to establish straight line co-ordinate point to point distance between home and school gate. The distance is measured to the exact Ordnance Survey point of each applicant's home. A child's permanent address is where he/she normally lives and sleeps and goes to school from. 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.

#### **PROCEDURES WHERE THE FREE SCHOOL IS OVERSUBSCRIBED - SECONDARY PHASE**

(17) Where the number of applications for admission, in each band, is greater than the number of places available in that band, applications for the secondary phase will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans where the Free School is named on the plan, the following criteria will be applied, to each band, in the order in which they are set out below:

(a) Looked after children<sup>1</sup> and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>). All references to previously looked after children in this Code mean such children who were adopted (or subject to child

arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

(b) Girls for whom it is essential to be admitted to the secondary phase because of special circumstances to do with significant medical or social needs evidenced by written professional advice. The definition of what constitutes medical or social needs is “Bradford Girls’ Grammar school is the only school that can meet the child’s needs”

(c) Girls who on the date of admission will have a sibling at the school. The term “sibling” means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the Free School. Parents will be required to produce birth certificates of both siblings to prove relationship. Where a family of multiple births (twins, triplets etc.) request admissions and only one of the siblings can be offered a place, the remaining sibling (s) will also be offered places above the admission number.

(d) Applicants who are daughters of staff in either or both the following circumstances:

- Where the member of staff has been employed at the school permanently for two or more years at a time at which the application for admissions to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage, and has successfully completed the probationary period

(e) If a tie-break is necessary in criterion 17(d) then random allocation will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer.

**(f) THE REMAINING PLACES WILL BE OFFERED BY RANDOM ALLOCATION. RANDOM ALLOCATION WITHIN EACH OF THE 5 BANDS WILL BE APPLIED BY ALLOCATING EACH APPLICANT A NUMBER WHICH WILL BE RANDOMLY SORTED BY A COMPUTER PROGRAMME. THE PROCESS WILL BE OVERSEEN BY AN INDEPENDENT SCRUTINEER.**

(g) Any remaining places will be offered by random allocation to applicants with siblings at the school but who have not submitted a SIF form to the school. The process will be overseen by an independent scrutineer.

(h) Any final remaining places will be allocated by random allocated to all other applicants who have not submitted a SIF form to the school. The process will be overseen by an independent scrutineer.

(18) If false or misleading information is used to gain entry to the Free School the offer of a place can be withdrawn.

#### **WAITING LISTS**

(19) Where in any year the Free School receives more applications for places than there are places available, a waiting list will operate. This will operate until the end of the summer term in the year of application. This will be maintained by the Local Authority, and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application. A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs (16) and (17) above as applicable. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

#### **ADMISSION INTO OTHER YEAR GROUPS INCLUDING REPLACEMENT OF PUPILS WHO HAVE LEFT THE FREE SCHOOL**

(20) Subject to any provisions in the LA’s co-ordinated admission arrangements relating to applications submitted for academic years other than the normal academic year of entry, the Free School will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, then the relevant oversubscription criteria in paragraphs 16 (a)-(f) shall apply for the primary phase and in paragraphs 17 (a)-(h) for the secondary phase.

(21) Admission to such year groups without a published admission number will be based upon; the size of teaching groups already existing in the Free School and the efficient use of resources, up to a combined limit for the Free School and the child’s ability to access the curriculum in these years through reasonable modifications. However, each year group in both the primary and secondary phases that has been automatically transferred from the

predecessor school will have a maximum capacity of not more than the planned capacity for each subsequent Free School cohort.

#### **EXCLUSIONS FROM OTHER SCHOOLS**

(22) Notwithstanding any other provision of this document, the Free School may refuse admission to applicants who have been excluded from two or more other schools where one of such exclusions took place within the two preceding years. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The Free School may also refuse admission to a child (other than in the normal year of entry) in the specific and limited circumstances described in the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct the Free School to admit such a child and that direction shall be binding on the Free School.

#### **APPEALS**

(23) Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Free School. The appeal panel will be independent of the Free School and will be organised, established and operated by the Local Authority. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education as it applies to Foundation or Voluntary Aided Schools. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties. The Local Authority together with the Free School will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

#### **ANNUAL PROCEDURES FOR DETERMINING ADMISSIONS ARRANGEMENTS CONSULTATION**

(24) Where no changes are made to these admissions arrangements the Free School is required to consult every 7 years. If changes are proposed a consultation will be held within the requirements of the School Admissions Code.

#### **DETERMINATION OF ADMISSION ARRANGEMENTS**

(25) Following consultation, the Free School will consider comments made by those consulted. The Free School will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted what has been determined.

#### **PUBLICATION OF ADMISSION ARRANGEMENTS**

(26) The Free School will publish its confirmed Admission Arrangements each year through:

- (a) copies sent to the offices of Bradford Local Authority
- (b) details made available on the Free School website
- (c) copies made available without charge on request from the Free School

(27) The published Admission Arrangements will set out:

- (a) the name and address of the Free School and contact details
- (b) a summary of the admissions policy, including oversubscription criteria
- (c) arrangements for hearing appeals
- (d) waiting list procedures

#### **REPRESENTATIONS ABOUT ADMISSION ARRANGEMENTS**

(28) Where any of those bodies that were consulted, or that should have been consulted, make representations to the Free School about its admission arrangements, the Free School will consider such representations before determining the admission arrangements. Where the Free School has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the Free School's admission arrangements, they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Free School. Where he judges it appropriate, the Secretary of State may direct the Free School to amend its admission arrangements.

(29) Those consulted have the right to ask the Free School to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Free School to increase its proposed published admissions number. The Secretary of State will consult the Free School and will then determine the published admission number.

(30) The Secretary of State may direct changes to the Free School's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

#### **PROPOSED CHANGES TO ADMISSION ARRANGEMENTS BY THE FREE SCHOOL AFTER PUBLICATION**

(31) Once the admission arrangements have been determined and published for a particular academic year the Free School will propose changes only if there is a significant change in circumstances. In such cases, the Free School must notify those consulted (under paragraphs 24 and 25 above) of the proposed variation and must then apply to the Secretary of State setting out:

- (a) the proposed changes;
- (b) reasons for wishing to make such changes;
- (c) any comments or objections from those entitled to object.

#### **ACQUIRING THE SECRETARY OF STATE'S APPROVAL FOR CHANGES TO ADMISSION ARRANGEMENTS**

(32) The Secretary of State will consider applications from the Free School to change its admission arrangements only when the Free School has notified and consulted the proposed changes as outlined at paragraphs 33 and 34 above.

(33) Where the Free School has consulted on proposed changes the Free School will secure the agreement of the Secretary of State before any such changes can be implemented. The Free School will seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

(34) The Secretary of State can approve, modify, or reject proposals from the Free School to change its admission arrangements. Records of applications and admissions shall be kept by the Free School for a minimum period of five years and shall be open for inspection by the Secretary of State.

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<sup>1</sup> 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) at the time of making an application to a school.

<sup>2</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

<sup>3</sup> This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

<sup>4</sup> Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>5</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).