

Admissions Policy



Purpose of Policy

This Policy sets out the agreed admissions procedures for Bingley Grammar School.

Admissions for Year 7 (Normal Year of Entry)

Pupils will be admitted at age 11 without reference to ability or aptitude. Priority will be given to pupils living within the School's Priority Admission Area (see notes).

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the above oversubscription criteria

Priority Criteria for Oversubscription

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- 1) a) Looked after children and children who were looked after in England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order (see Note 1); and
b) Previously looked after 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 (see Note 2)
(nb both a and b above have equal status)
- 2) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 3) Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The written recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
- 4) Children who live within the Priority Admission Area, who have an older brother or sister attending from the same address and who will



still be attending the school at the time of admission, i.e. in Years 7-10. (in area siblings).

- 5) Children who live in the Priority Admissions Area.
- 6) Children who live outside the Priority Admission Area, who have an older brother or sister attending from the same address and who will still be attending the school at the time of admission, i.e. in Years 7-10. (out of area siblings).
- 7) All other children

Tie break

Where demand exceeds places in any one of the above criteria, the distance between home and the main entrance of the school building, measured by a straight line on the Ordnance Survey map, will be used to decide who is to be given a place, with places being awarded to those living nearest. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection, by an officer from the Local Authority Admissions Team.

Notes

1. A '*looked after child*' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A previously 'looked after child' who is no longer looked after, in England, because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.
2. A 'previously looked after child' who has been in 'state care' outside of England, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted.
3. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included, cousins are not siblings.
4. '*Residence*' refers to the child's permanent home at the date of admission. Where a child lives with parents with shared responsibility, it is for the parents to determine which address is to be used for the allocation process. Proof of residency may be required at any time during or after the allocation process.



5. 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.
6. School's Priority Admission Area, which is largely based on the former Bingley UDC of 1974, but which incorporates amendments agreed in consultation with Education Bradford for admissions from Sept 2005. The amended priority area now excludes Cullingworth and includes East Morton as far west as Swine Lane. This includes properties accessed from Swine Lane in the Waterside Fold development only.

In-Year Admissions

In-Year Admissions is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September.

The in-year admission process is managed by Bradford Council. Parents are required to complete the in-year application form, which is available from the school or Bradford Council. The completed form must be returned to Bradford Council.

The school may be required to admit pupils through the Local Authority's Fair Access Protocol to support vulnerable students, even though this may result in admissions being in excess of the published admissions number.

Children of a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage may be admitted in year, even though this may result in admissions being in excess of the published admissions number.

Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Appeal forms are available from the school and should be returned to the school.

Late Applications

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as 'on time applications' received by the closing date.

Waiting List

Parents of children refused admission can request Bradford Council to include their child's details on the waiting list for the school. The position on the waiting list is determined by the priority order of the admission policy. When the number of



children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order of the school's oversubscription criteria.

Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The school maintains the waiting list in accordance with the school's oversubscription criteria, until 31st December in the academic year of Year 7 admission. Parents should complete an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete a new application form each year.

Admission Policy for entry into the Sixth Form

Year 11 students may proceed into Year 12 where the course entry requirements are met. Full details of these can be found in the Sixth Form Prospectus. Students not currently on roll who wish to join the Sixth Form, must complete an application form and return it to the school no later than 1st September for admission in that academic year.

This policy has been evaluated for impact on workload and working hours and has been subject to an Equality Impact Assessment.

It is also available in the following formats: email, enlarged print version, VLE and other formats by arrangement.

Policy Review

The efficacy of this policy will be reviewed annually.

*Originator: LAW/JES
Partner Governor DMn
Ratified by Governing Body
Date of review: July 2021
Next review: July 2022*

