



**Bradford Academy - Vision**

*As a shining light in our community we use every opportunity to make a difference, recognising that everyone is known by God and therefore will be valued as unique, understood and accepted and guided to be the best they can be.*

**"A city on a hill cannot be hidden"**

# **ADMISSION ARRANGEMENTS**

## **Academic Year 2025 –2026**

**Entry to Nursery for**

**2, 3 and 4 year olds**

**Reception, Year 7 &**

**Transfer & Entry to Post 16**

<b>Approved by:</b>	Board	<b>Date:</b>
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<b>Related Documents</b>		
<b>Guidance</b>		
<b>Author:</b>	Philippa Darbandi – Associate Assistant Principal- Operations	



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## Contact Details

Executive Principal

Mrs Mel Saville

Email:

[info@bradfordacademy.co.uk](mailto:info@bradfordacademy.co.uk)

Address:

Bradford Academy

Teasdale Street

Bradford

BD4 7QJ

Main School Reception

Telephone: 01274 256789

Admissions

Administration Team

Telephone Direct Line:

01274 256789

Email:

[info@bradfordacademy.co.uk](mailto:info@bradfordacademy.co.uk)



## **INTRODUCTION**

1. This document sets out the admission arrangements for Bradford Academy, sponsored by the Diocese of Leeds. The Board of Bradford Academy is the Admission Authority with the Local Governing Body responsible for the administration and admission arrangements. This Admissions Policy meets the requirements of the most recent DFE Admissions Code for schools which are oversubscribed.
2. Bradford Academy will comply 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 Academies and with the law on admissions as it applies to Academies. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy, the Academy Trust. The Academy will take part in the Admissions Forum set up by Bradford Local Authority (LA); and will participate in the co-ordinated admission arrangements operated by Bradford LA.
3. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education as they apply at any given time to Academies.
4. The Academy Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties.
5. The Academy Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
6. Notwithstanding these arrangements, the Secretary of State may direct the Bradford Academy to admit a named pupil to the Bradford Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.
7. In the event Bradford Academy was to set a higher admission number as its Published Admission Number, for any specific year, it would notify the local authority and reference the change on the school's website. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.



## **ADMISSION ARRANGEMENTS**

### **NURSERY & PRIMARY CRITERIA**

8. The admission arrangements for The Bradford Academy for the year 2025/2026, and subject to any changes, for subsequent years are:

The Bradford Academy has an agreed Admission Number of 48 pupils for 2 Year Olds for Nursery – see separate policy for Admission of Two Year Olds to Nursery. Applications are made direct to the Academy.

The Bradford Academy has an agreed Published Admission Number of 52 pupils for Nursery (3 and 4 year olds) and 60 for Reception and Y1 – Y6. The Bradford Academy will accordingly admit 52 pupils in Nursery using the 15 and 30 hour provision up to 29 children per session with priority to pupils in our 2 year old provision, and 60 pupils in Reception and Y1 – Y6, if sufficient applications are received. Children who attend the Nursery provision at Bradford Academy will not receive an automatic place at Bradford Academy in reception and must apply through the Local Authority as normal.

Where there are fewer applicants than places available, all applicants will be admitted.

#### **Process of application**

9. Applications for Nursery (2, 3 and 4 year olds) places at Bradford Academy are to be made on an Academy application form and returned to the main school reception.

Applications for Reception places at Bradford Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the common application form (CAF) provided and administered by Bradford LA. An additional supplementary information form **MUST** also be completed for those applying for a place with a child of staff. The supplementary information form must be returned to the Academy no later than 4pm on January 15<sup>th</sup> 2024.

Supplementary information forms are available at the Academy, on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk), or a request can be made to the school main reception.

Note: the way parents apply for a place at the Academy is set out in Section 1 of the local authorities 'Guide for Parents' about admission arrangements to primary school.

#### **Consideration of applications**

The Bradford Academy will consider all applications for places. Where fewer than 52 applications for Nursery (3 & 4 year old) and 60 for Reception are received the Bradford Academy will offer places to all those who have applied. Where there are a greater number of requests than places priority will first be given to children moving up from our 2 year old provision and then to those requiring 30 hours child care following the oversubscribe criteria below.

#### **Special Educational Needs**

All children with an Educational Health & Care Plan that names Bradford Academy on the plan will go through a process of consultation through SEN Bradford. We ensure that the child's needs are met with our best endeavours alongside consulting with professionals.

#### **Procedures where The Bradford Academy is oversubscribed**

10. Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. **After the admission of pupils with an Educational Health & Care Plan** where The Bradford Academy is named on the plan, the criteria will be applied in the order in which they are set out below:



**1: Looked after children and qualifying 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.

**2: Special Medical or Social Reasons**

Special medical reasons for admission where medical circumstances mean that admission to Bradford 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 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.

**3. Siblings**

Children who have a sibling in years **Reception - Y11 at the date of application.**

Sibling applications are only considered for those applicants who have a brother or sister in years Reception – Y11 **only** at the date of application.

**4. Children of staff at the school:**

Applications must be supported with a completed supplementary form

(a) where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made,

and/or

(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**5. Community Proportion**

The remaining places will be allocated on the basis of the distance between the home and the school, measured by a straight line, from the main entrance of the Academy to the Ordnance Survey Address point of the home as measured by the LA's geographical information system.

**Notes regarding the Oversubscription Criteria**

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 (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) 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. (in accordance



with 1.8 School Admissions Code of Practice.

2. When demand exceeds places in any of the above criteria, the distances between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given available places. 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 that will be independently adjudicated.
3. 'Home' 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.
4. 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.
5. Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered places above the admissions number.

#### 11. Deferred Entry

Parents will be offered a full-time place in Reception in the September of the school year in which their child has their fifth birthday. By request to the Principal parents are able to ask that their child attends school on either a part time basis or defer the start date until their child reaches compulsory school age. It is compulsory for all children to have started school by the start of the summer term of the year of which they have applied.

12. The Bradford Academy will use the following timetable for applications each year (exact dates within may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Admissions Forum or LA:

- a) Nov/Dec - The Bradford Academy will provide opportunities for parents to visit the Academy; The Bradford Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria for the following September (e.g., information published in September 2025 for admission in September 2026). This will include details of opportunities for prospective pupils and their parents to visit the school. The Bradford Academy will also provide information to the LA for inclusion in the composite prospectus:
- b) January 15th – Common application form to be completed and returned to the LA to administer; Deadline: **4pm on January 15<sup>th</sup> 2025** for supplementary information form to be returned to Bradford Academy.
- c) Late Feb: LA sends a list of applications to Academy;
- d) Early March: Academy sends a list of pupils to be offered places to LA;
- e) Mid-March - LA applies the agreed scheme for its own schools, informing other LA's of offers to be made to their residents;
- f) Early April: LA sends Bradford Academy list of allocated pupils



g) **April 16 2025: National Offer Day** - offer emails to parents who applied online detailing offers of allocated places. Letters for applicants by form will be sent out the first working day after.

## **ADMISSION ARRANGEMENTS**

### **SECONDARY CRITERIA**

13. The admission arrangements for The Bradford Academy for the year 2025/2026 and, subject to any changes, for subsequent years are:

The Bradford Academy has an agreed Published Admission Number of 230 pupils in years 7 – 11. All children already attending the all through academy in Y6 have an automatic right to a place in the secondary phase, but must list the school on the LA application if they wish to take this up. The Bradford Academy will accordingly admit 230 pupils in years 7 – 11 if sufficient applications are received. Where there are fewer applicants than places available, all applicants will be admitted.

Pupils will not be admitted above the published admission number unless exceptional circumstances apply.

### **Process of application**

14. Applications for places at Bradford Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the common application form (CAF) provided and administered by Bradford LA. Bradford Academy Yr6 learners still need to complete the common application form (CAF) stating on Bradford Academy as their preference.

### **Consideration of applications**

The Bradford Academy will consider all applications for places. Where fewer than 230 applications are received, the Bradford Academy will offer places to all those who have applied.

### **Special Educational Needs**

All children with an Educational Health & Care Plan that names Bradford Academy will be admitted.

### **Procedures where The Bradford Academy is oversubscribed**

15. Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. **After the admission of pupils with an Educational Health & Care Plan** where The Bradford Academy is named on the plan, and **the admission of Y6 children already attending the Academy**, the criteria will be applied in the order in which they are set out below:

**1: Looked after children and qualifying 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.

**2: Special Medical or Social Reasons**

Special medical reasons for admission where medical circumstances mean that admission to Bradford 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 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.

### **3: Siblings**

Children who have a sibling in years **Reception - Y11 at the date of application.**  
Sibling applications are only considered for those applicants who have a brother or sister in years Reception – Y11 **only** at the date of application.

### **4: Children of staff at the school:**

This application must be supported with the completed supplementary form.

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

### **5. Community Proportion**

The remaining places will be allocated on the basis of the distance between the home and the school, measured by a straight line, from the main entrance of the Academy, as measured by the LA's geographical information system.

### **Notes regarding the Oversubscription Criteria**

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 (as defined in the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) 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. (in accordance with 1.8 School Admissions Code of Practice.
2. When demand exceeds places in any of the above criteria, the distances between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given available places. Where the offer of places to applicants with equal distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection that will be independently adjudicated.
3. 'Home' 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.

4. 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.
5. Where a family of multiple births (twins, triplets etc.) request admission and only one of the siblings can be offered places above the admissions number.

16. The Bradford Academy will use the following timetable for applications each year (exact dates within may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Admissions Forum or LA:

a) May - The Bradford Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g., information published in September 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Bradford Academy will also provide information to the LA for inclusion in the composite prospectus;

b) May/October - The Bradford Academy will provide opportunities for parents to visit the

Academy c) October 31<sup>st</sup> – Common application form to be completed and returned to the LA to administer;

**Deadline: 4pm on October 31<sup>st</sup> 2024 for supplementary information form to be returned to Bradford Academy.**

d) Early December LA sends a list of applications to Academy;

e) Mid December Academy sends a list of pupils to be offered places to LA;

f) February - LA applies the agreed scheme for its own schools, informing other LA's of offers to be made to their residents;

g) LA sends Bradford Academy list of allocated pupils

h) **March 1<sup>st</sup> (or the next working day):** National Offer Day – offer emails to parents who applied online detailing offers of allocated places. Letters for applicants by form will be sent out the first working day after.

## **WAITING LISTS**

17. Where in any year, Reception – Y11, Bradford Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the academy in conjunction with 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. The waiting list will remain open until the end of the academic year, for which the application has been made, August 31<sup>st</sup>. A child's position on the waiting list will be determined solely in accordance with the over subscription criteria.

Nursery (2, 3 and 4 year old) waiting lists are maintained by the academy.

## **IN YEAR APPLICATIONS**

18. Applications during the school year must be made on the Local Authorities In-Year



Application form and submitted to the Local Authority. There are two separate application forms for In-Year admissions, Primary School Application Form and Secondary School Application Form these are available on line at [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk) or [www.bradford.gov.uk](http://www.bradford.gov.uk). Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **ARRANGEMENTS FOR APPEAL PANELS**

#### 19. Reception – Year 11

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Bradford Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding by all parties.

#### Nursery:

There are no statutory appeal entitlements for parent-s/carer-s refused a nursery place. The schools decision is final however the Principal will be happy to discuss any concerns parent-s may have about the allocation of places.

Contact the administration team for further details - direct line: 01274 256789.



## **ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION**

20. The admission arrangements for The Bradford Academy for the year 2025/26 and, subject to any changes are:

The Academy will recruit on the basis of a combined Year 12 of 150 pupils. Priority for Y12 places will be:

1. Students enrolled in Year 11 at the Academy – *Internal Applicants*
2. The minimum published admission number (PAN) for new entrants to the Academy will be 50, however the Academy may enrol above this PAN if sufficient spaces are available – *External Applicants*

The capacity for Bradford Academy Post 16 Y12 + Y13 = 250 pupils.

For clarity, a learner who applies to Bradford Academy post 16 directly will fall within the stated admissions policy for the onsite provision and the rules henceforward are applied to the 250 places

- i.e., the capacity on site.

### **Process of application**

21. Applications for places at Bradford Academy will be made via a system called Applica and administered by Bradford Academy. Requirements for admission are the same for both internal & external pupils. All applicants will be required to take part in Information, Advice & Guidance meeting/s. Applicants are admitted on prior attainment **and** also meeting minimum entry standards for attendance and behaviour.

The Bradford Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment – see Course Requirements at the Academy, on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk). Applicants from schools other than the Academy will be admitted provided that there is a place available and that the applicant meets the academic criteria set down for those applying internally. Where more external applicants, who meet the attainment criteria, apply than there are places available, the over subscription criteria shall apply.

### **Procedures where The Bradford Academy is oversubscribed**

22. Where the number of external applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. **After the admission of pupils with an Educational Health & Care Plan** where the Bradford Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

**1: Looked after children and qualifying 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.

#### **2: Children of staff at the school**

- a) 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
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.



### **3: Community Proportion**

The remaining places will be allocated on the basis of the distance between the home and the school measured by a straight line, from the main entrance of the Academy, as measured by the LA's geographical information system.

When demand exceeds places in any of the above criteria and criteria matches accurately & identically between two applications places will be offered by random selection that will be independently adjudicated.

23. Where the Academy has made the offer of a place in Bradford Academy Post 16 on the basis of a fraudulent or intentionally misleading application, which had effectively denied a place in Bradford Academy Post 16 to a pupil with a stronger claim, the offer of a place will be withdrawn.

24. The Bradford Academy will use the following timetable for applications each year (exact dates within may vary from year to year):

### **TIMETABLE FOR ADMISSION**

- a) November 2024: The Bradford Academy will provide opportunities for applicants to visit the Academy
- b) January 2025: Bradford Academy application form to be completed and returned to the school.
- c) January/February 2025: Meeting to discuss Options
- d) March: Provisional Offer
- e) July: Transition Day
- f) August: Firm Offer
- g) Pupils will be admitted into Bradford Academy Post 16 at the start of the Autumn Term.
- h) August 31<sup>st</sup> – Closing date for return of Appeal forms
- i) September: Independent Appeal Hearings

### **Waiting Lists**

25. Where in any year Bradford Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the academy and it will be open to pupils to request to be placed on the waiting list, following an unsuccessful application. The waiting list will remain open until September 30<sup>th</sup>. A pupils position on the waiting list will be determined solely in accordance with the over subscription criteria.

### **Post 16 Appeals:**

- 26.
1. Any pupil refused the offer of a place in Bradford Academy Post 16 has the right of appeal.
  2. In the first instance the appeal will be by written submission to the Assistant Vice Principal with strategic responsibility for Post 16 Provision.
  3. Subsequently, parents have the right of appeal to the Curriculum Governors Committee.
  4. Should the Curriculum Governors Committee recommend refusal of an admission to the sixth form to the Governing body, the parent has the right to an independent appeal.



## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION**

### **ARRANGEMENTS Consultation**

27. The Bradford Academy will set admission arrangements annually, and will consult in the event of any proposed changes to admission arrangements. Where admission arrangements have not changed The Bradford Academy will consult at least once every seven years. The Bradford Academy will take part in the local admission forum for the Bradford LA area.

In the event of changes being proposed The Bradford Academy will consult by March 1<sup>st</sup> on admission arrangements that will apply for admission applications the following academic year. Consultation will take place with the following:

- a) Parents of children between the ages of two and eighteen within the geographical priority areas;
- b) Bradford LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within sub-paragraph b located within the relevant area for consultation).

The Bradford Academy will publish a copy of the proposed arrangements on their website, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk), together with details of the person to whom comments may be sent.

### **Determination and publication of admission arrangements**

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

### **Publication of admission arrangements**

29. The Bradford Academy will publish its admission arrangements each year once these have been determined on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk). Copies will be provided upon request
- a) to primary and secondary schools in the area of Bradford LA;
  - b) to the offices of Bradford LA;
  - c) without charge from the Academy;
  - e) to public libraries in the area of Bradford LA for the purposes of being made available at such libraries for reference by parents and other persons.



30. The published arrangements will set out:
- a) the name and address of the Academy and contact details;
  - b) a summary of the admissions policy, including oversubscription criteria;
  - c) a statement of its religious affiliation;
  - d) numbers of places and applications for those places in the previous year;
  - and e) arrangements for hearing appeals.

**Representations about admission arrangements**

31. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Bradford Academy about its admission arrangements, the Bradford Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the Academy's admission arrangements they can make representation to the Schools Adjudicator. The Schools Adjudicator will consider the representation and in doing so will consult with Bradford Academy. Where it is judged to be appropriate, the Schools Adjudicator may direct the Bradford Academy to amend its admission arrangements.

**Proposed changes to admission arrangements by the Bradford Academy after arrangements have been published**

32. Once the admission arrangements have been determined for a particular year and published, The Bradford Academy will propose changes only if there is a major change of circumstances. In such cases, The Bradford Academy shall seek approval from the Schools Adjudicator and shall display a copy of the varied admission arrangements on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk)
33. Any decision of the Schools Adjudicator to uphold an objection against the Academy's admission arrangements shall be acted upon and admission arrangements amended accordingly.
34. Records of applications and admissions shall be kept by The Bradford Academy for a minimum period of ten years and shall be open for inspection by the Schools Adjudicator.



Policy updated

Endorsed by Senior Staff & Governors

Policy to be implemented Academic Year 2025 / 2026

To be reviewed Annually

Approved by Chair of Governors

To be reviewed





**BRADFORD**ACADEMY  
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