



# Bronte Girls' Academy Admissions Policy 2025-26

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Purpose of this statement:	To outline Bronte Girls' Academy Admissions Policy
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Document History		
Version	Date	Note of Revisions
V1	February 2021	
V2	February 2022	4.1.3- Introduced and allocated places to girls attending IQRA Academy which is part of iExel Education Trust.
V3	February 2023	No changes proposed
V4	August 2023	Minor changes to wording for compliance purposes. Moved the notes to section 13 for ease of reference.
V5	November 2023	2.1 Increased the PAN from 120 to 150 for entry in Year 7. 4.1: Minor change to wording under EHCP. 5: Re-ordered the oversubscription criteria. 5.5: Detailed the number of places available for girls who are daughters of staff. 12: Change to email address for Appeals. 13: Reordered the notes section for clarity.

<b>PUBLISHED:</b>	Website	✓	Pre-Admission Documentation		Student/Parent Planners		On-Request	✓
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# 1. Introductory Statement

## 1.1

Bronte Girls' Academy (BGA) will offer high quality education providing girls with the qualifications, attitudes and values required to progress into higher education, training and employment. There will be a strong focus on English, Mathematics and Science to ensure that girls meet the needs of the local economy through employment at all levels including professional, managerial and technical.

# 2. Admission Numbers

## 2.1

The Academy has a published admission number of 150 for entry in Year 7.

## 2.2

The Academy will accordingly admit this number of pupils if there are sufficient applications. Where the number of applications is fewer than the published admission number for the relevant year group are received, iExel Education Trust, who are the admissions authority, will offer places at BGA to all those who have applied.

## 2.3

Where there are more applications than places available the over subscription criteria will be applied.

# 3. Application Process

## 3.1

BGA will be part of the Local Authority's (LA) Coordinated Admission Arrangements. This means parents/carers will need to complete the LA Common Application Form (CAF) online for all secondary school preferences. No separate forms will be required for Bronte Girls' Academy. Applications for BGA should be made on the online system which can be accessed from [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions).

## 3.2

Paper forms will only be given to parents with extenuating circumstances or who require reasonable adjustments and can be requested from the LA at the following address:

Admissions Team

Bradford City Council

Margaret McMillan Tower

Princes Way Bradford BD1 1NN

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

Telephone: 01274 439200

### 3.3

The closing date for applications is 31<sup>st</sup> October. Offers of school place in Year 7 will be made on 1<sup>st</sup> March, or next working day, should the 1<sup>st</sup> March fall over a weekend.

## 4. Education Health and Care Plan (EHCP)

### 4.1

All children with an Education Health and Care Plan (EHCP) which names Bronte Girls' Academy will be offered a place at the Academy.

## 5. Oversubscription Criteria

After the admission of children with an EHCP naming the school, places will be allocated to children in priority order as below:

### 5.1

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup> including those 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 13.1.**

### 5.2

Priority will be given to girls with exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker setting out the child's need(s) and why they can only be met by a place at BGA rather than any other academy/school, based on those needs. If evidence is not submitted to the LA with the application, it cannot be considered under this priority. **See Note 13.2.**

### 5.3

8 places will be allocated to girls who attend IQRA Academy.

### 5.4

Priority will next be given to the siblings of pupils attending BGA at the time the application is received where an older sibling is in Years 7-10. **See Note 13.3.**

### 5.5

Up to 3 girls who are daughters of staff, who have been employed at the Academy for two or more years at the time at which the application for admission is made; or girls who are daughters of staff recently appointed to a post for which there is a demonstrable skill shortage. **See Note 13.4**

5.6

All other applicants, based on proximity to the Academy. Girls living closest to the academy will be measured in a straight line from the child's home address to the main entrance of BGA. **See Note 13.5.**

## 6. Tie Break

6.1

If a tie break is necessary to determine which child is admitted, the child living closest to the academy will be given priority for admission. Distance is measured from the child's home, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance of BGA. Those living nearest will be given a place.

6.2

Random allocation undertaken by the Local Authority will be used as a tie break in categories above to decide who has the highest priority for admission if the distance between a child's home and BGA is equidistant in any two or more cases.

6.3

Random allocation will not be applied to multiple birth siblings (twins, triplets etc.) from the same family tied for the final place. BGA will admit them all and exceed the PAN in these exceptional circumstances.

## 7. Late Applications

7.1

All applications received by the Local Authority after the deadline (but before the start of the academic year applied for) will be considered to be late applications. Late applications will be considered after those received on time. Once offers have been made on 1st March and following consideration of all applicants the school is oversubscribed, parents/carers may request that their child is placed on the academy's waiting list.

## 8. Admission of Children Outside Their Normal Age Group

8.1

Parents/carers may request that their child is admitted outside their normal age group. To do so they should include a request with their application, specifying why admission out of normal age group is being requested.



## 8.2

When such a request is made BGA will make a decision on the basis of the circumstance of the case and in the best interest of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.

# 9. Waiting List

## 9.1

The Local Authority will operate a waiting list for Year 7. Where the academy receives more applications for places than there are places available a waiting list will operate until the end of the first term (September-December). This will be maintained by the Local Authority and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

## 9.2

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria, in co-ordination with the Local Authority. The waiting list will be reordered in accordance with the oversubscribed criteria whenever anyone is added to or leaves the waiting list.

## 9.3

The waiting list will only be maintained until 31 December.

# 10. In-Year Admissions

## 10.1

Any application for a place made after 1 September will be treated as an in-year admission.

## 10.2

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see point 11.1) take precedence over those on a waiting list.

## 10.3

Applications should be made on Bradford Local Authority's 'In Year Common Application Form' (ICAF) which needs to be returned directly to the Local Authority. On receipt of an ICAF the Authority will send a copy of this to the Academy, and then respond to advise you if a place is available or not.

## 11. Fair Access Protocol

### 11.1

All Local Authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the Local Authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

## 12. Appeals

### 12.1

All applicants refused a place at BGA have a right of appeal by an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Admissions Team at Bradford City Council for information on how to appeal using the following address:

Admissions Team

Bradford City Council

Margaret McMillan Tower

Princes Way Bradford BD1 1NN

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

Telephone: 01274 439200

## 13. Notes

### 13.1

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). An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



### 13.2

Medical and social need does not include a parent's wish that a child attends the academy because of a child's aptitude or ability or because their friends attend the academy. Medical need does not include mild medical conditions.

### 13.3

The term 'sibling' refers to girls who live with the same parent/legal guardian at the same address (i.e. a natural sister, half-sister, step-sister, adopted sister or foster sister. Cousins are not siblings.

### 13.4


The applications for girls who are daughters of staff must be in the form of a letter or e-mail to the Local Governing Body of the Academy, sent via the Admissions Officer stating the name, post, and length of service of the member of staff, the name of the Academy, and the child's name and date of birth.

### 13.5


The 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.



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