



BRONTE GIRLS' ACADEMY
ADMISSIONS POLICY
2022-23



TRANSFORMING LIVES, TRANSFORMING COMMUNITIES

DOCUMENT CONTROL TABLE

Purpose of this statement:	To outline Bronte Girls' Academy Admissions Policy
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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 120 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, Feversham Education Trust (FET), 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 oversubscription 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 choices. 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.
- 3.2 Paper forms will only be given to parents with extenuating circumstances 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: secondary.admissions@bradford.gov.uk
Telephone: 01274 439200
- 3.3 The closing date for applications is 31st October. Offers of school place in Year 7 will be made on 1st March.

4. OVERSUBSCRIPTION CRITERIA

- 4.1 When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a

Statement of Education Needs naming the Academy, priority for the admissions will be given to those children who meet the criteria set out below, in priority order:

- 4.1.1 Looked after children and previously looked after children who immediately after being looked after became subject to adoption, a child arrangement order or special guardianship order.
- 4.1.1.1 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 service functions.
- 4.1.2 Previously looked after children from outside of England and Wales who were adopted.
- 4.1.2.1 A 'previously looked after child' who has been in 'state care' outside of England and Wales, 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"
- 4.1.3 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 (once the Academy has filled these year groups).
- 4.1.3.1 Sibling means a natural sister, or half-sister, a legally adopted sister or half-sister, a step-sister or other child living in the same household s part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.
- 4.1.4 Priority will be given to girls based on their 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.

4.1.4.1 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.

4.1.5 Girls who are daughters of staff who been employed at the Academy for two or more years at the time at which the application for admission is made.

4.1.6 Priority will next be given to girls living nearest 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.

4.1.6.1 The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the academy. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

5. TIE BREAK

5.1 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 Ordinance Survey address point of the home to the main entrance of BGA. Those living nearest will be given a place.

5.2 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.

5.3 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.

6. LATE APPLICATIONS

6.1 All applications received by the Local Authority after the deadline (but before the start of the academic year the 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 through the waiting list form supplied by the Local Authority.

7. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

7.1 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.

7.2 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.

8. WAITING LISTS

- 8.1 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/carers to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 8.2 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. The waiting list will be reordered in accordance with the oversubscribed criteria whenever anyone is added to or leaves the waiting list.
- 8.3 The waiting list will only be maintained until 31 December
- 8.4 Where vacancies occur, places are not offered based on the length of time names have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated in this policy.

9. IN-YEAR ADMISSIONS

- 9.1 Any application for a place made after the start of the academic year or for a year group other than 7 will be treated as an in-year admission.
- 9.2 Applications that are made in-year for Year 7 and before the waiting list ends may be offered a place on the waiting list in the event there are no available places to offer.
- 9.3 The waiting list will be ranked again in line with the published oversubscription criteria, so an in-year applicant may rank higher than one who was placed on the list after the normal admission round.
- 9.4 Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.
- 9.5 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.

10. FAIR ACCESS PROTOCOL

- 10.1 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.

11. APPEALS

- 11.1 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: secondary.admissions@bradford.gov.uk
Telephone: 01274 439 200



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