



Carlton Bolling

Admissions policy for Admission in the 2027/28 Academic Year



Introductory Statement

Carlton Bolling is a co-educational 11-16 comprehensive 11-16 school in Undercliffe, Bradford. It is part of the Carlton Academy Trust which has schools in Bradford and Leeds.

Trust schools have a relentless focus on helping every student meet their potential in accordance with the trust mission 'Excellence for All'.

Policy Statement

Carlton Bolling is committed to admitting students reflecting the range of abilities applying to the school. This document aims to provide assurance that we apply objective and fair criteria in the admission of students.

This document covers the following points:

- Procedure for admissions to Year 7 Carlton Bolling
- The need for Fair Banding Assessments
- Oversubscription Criteria
- Admissions Timeline
- Late Applications
- Admissions of Children Outside their Normal Age Group
- Waiting Lists
- Appeals
- In-Year Admissions
- Fair Access Protocols

Policy Aims

- Ensure that parents/carers are familiar with the admissions procedures.
- Demonstrate that all applications will be processed fairly in accordance with the policy provisions and School Admissions Code.
- Outline procedures for appeals for those not admitted to the school in accordance with the School Admission Appeals Code.

Procedures for Admission to Year 7

There are 300 places in Year 7. Applications are made in accordance with Bradford local authorities' Coordinated Admission Scheme, as published on their website and guidance "A guide for parents about admission arrangements for Secondary Schools".

Applications must be made on both the:

- Local authority Common Application/Preference Form (CAF/CPF).

and

- Carlton Bolling's' Supplementary information Form (SIF), which is used to register a child for the banding assessment. This can be downloaded from the school and local authority websites, or a paper copy collected from school. It **must** be completed before the deadline date, with these applicants prioritised over late applicants.

Upon completion of the application, each prospective child should undertake the Fair Banding Assessment.

The Need for Fair Banding Assessment Testing

Carlton Bolling wishes to admit students in a manner which is fully representative of the abilities of those applying to the school, which the school aims to achieve through Fair Banding assessments.

This is not an entrance exam which may be used at a grammar school, which assesses 'pass' or 'fail' grades. Instead, it is used to assess their ability profile so that the school can admit proportionate numbers of each ability profile as determined by assessment outcomes.

This is a methodology that has been applied for many years by some of the most successful schools in Bradford and the country.

The Bradford authority admissions systems previously applied to the school have prevented us receiving admissions which are representative of all applications and the full diversity of our local community. As a heavily oversubscribed school with intense competition for places, this has led to perceptions of unfairness as certain groups who live closer to school gain places to the detriment of other under-represented groups. This has led to our intake not fully reflecting the socioeconomic, academic, and cultural diversity of the community we serve. Therefore, a move to Fair Banding would address this inequity and help the school more closely align to its core values of inclusivity and fairness.

Fair Banding enables:

- Proportional representation and equitable access of all abilities.
- Fairer competition, with applicants considered in relation to their peers within the same ability banding, rather than primarily determined by proximity to school.
- Fostering an inclusive environment through diverse student groups working together to effect greater academic success, increased personal and social development, and community integration.

Admitting children of all abilities

To achieve this, all children whose applications are received by the SIF deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or "stanines", from Band 1 at the bottom up to Band 9 at the top. We will admit the required number from each band based on the spread of ability of those who attend the assessment.

The assessment is provided by GL Assessments, an established and recognised educational assessment agency, who will also grade the assessments. The Local Authority is then provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into nine bands, and the Local Authority are instructed how many children to take from each band e.g., if 20% of those applying are identified in band 5, then 20% of our banded intake must be from this band. This ensures that the places offered reflect the ability range of the children who completed the assessment.

The number of places available for banded children will be the published admission number minus children with an EHCP naming the school together with LAC and PLAC who are not required to sit the assessment.



The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range. The likelihood of being offered a place at Carlton Bolling is similar in every band.

If a child has educational, medical, or social needs, that may affect them being able to complete the assessment, details of their needs should be provided on the SIF. A member of staff from Carlton Bolling may then contact the parent / carer or the child's primary school if further information is required.

Adjustments will then be made in exceptional circumstances to enable them to complete the assessment. Assessments take place at Carlton Bolling on a Saturday, on a date to be widely communicated to prospective parents. Parents can indicate on the SIF if their child will not be available for the main assessment date, outlining reasons why they cannot sit the assessment. Any parent that has indicated a reason for being unavailable for the assessment will be contacted and if alternative arrangements are made to sit the assessment at a different date/time these will also be communicated directly with parents prior to the original assessment date.

Parents/carers will be informed of test results and their child's banding.

If Carlton Bolling is oversubscribed, children will be admitted from each band in accordance with the Oversubscription Criteria.

Oversubscription Criteria

The school will admit 300 children into Year 7 if sufficient applications are received. All children will be admitted if 300 or fewer apply.

If the school is oversubscribed, after the admission of:

- a) Looked After Children (LAC), or those that were Previously Looked After (PLAC) but ceased to be so due to adoption, child arrangement or special guardianship orders.
- b) Children with an Education, Health and Care Plan (EHCP) where Carlton Bolling is named in the Plan

For the elimination of doubt children with an EHCP and those children meeting the definition of a Looked After Child (LAC) or a Previously Looked After Child (PLAC) are not required to undertake the fair banding test.

Priority for admission will be given to those children who sit the assessment and who meet the criteria order set out below within each band. Children who do not sit the test will be classed as 'non-banded' and ranked in lower priority order.

- 1) Children that have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school can provide the appropriate support.
- 2) Children that are children of staff members currently employed by the school and will still be employed by the school on the allocations date.
- 3) Children who have siblings who live at the same address who currently attend the school, and who will still be attending the school on the date of allocation. Where twins,

triplets, or siblings (brothers or sisters), are applying for the same year group and one sibling gains a place, the other sibling/s will be promoted within the ability band/s for a place.

- 4) Children who are currently attending Trust primary schools, Marshfield Primary, Thorpe Primary, Carlton Mills. Children must be on roll on the allocations date.
- 5) Children whose home address is in the school's priority admissions area, which is outlined in blue in Annex1 below.
- 6) Children whose home address is outside the school's priority admissions area, the area outside the blue outline in Annex1 below.
- 7) All other applicants including non-banded children.

If a band is undersubscribed, the remaining places originally allocated to this band will be allocated to banded children who did not qualify in their assigned band, as it was oversubscribed (if applicable).

If there are remaining places after all banded children have been considered, non-banded applicants will be considered in order of the oversubscription criteria, as listed above.

Where demand for places exceeds supply at any point of the oversubscription criteria as detailed above, places will be allocated at random. All applicants will be randomly provided a number ranging from 1 up to the total number of pupils making an application. Therefore, if there are 1000 applications, numbers will range from 1 to 1000. The numbers will be ranked from lowest to highest, then students selected in each ability band in accordance with the proportion of applications received. The random allocation process will be supervised by an independent person non-affiliated with Carlton Bolling or the Trust.

Further information on the Oversubscription Criteria

- A "looked after child" is defined as a child who, at the time of making the application is:
 - in the care of a local authority, or
 - 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)
- A previously looked after child is any child who was previously looked after but stopped being so because they (one of the following):
 - were adopted
 - became subject to a Special Guardianship order
 - became subject to a Child Arrangements Order
 - appear (to the admission authority) to have formerly been in state care outside England who have been adopted

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority or state care outside England) with your application.

- A Looked-After Child or Previously Looked-After Child will be given priority and are not required to take the fair banding assessment.
- Applications for children of Carlton Bolling staff must detail the name, post, and length of service of the member of staff and the child's name and date of birth. When submitting the completed local authority application form. A skill shortage for teachers is a subject / area with a recognised national shortage, and for associate staff a post which has been unstaffed over a prolonged period resulting in multiple advertisements.
- A sibling is defined as brothers or sisters; half, adopted, step, or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house.
- When siblings are applying to the same year group and one gains a place, the other/s will be promoted within the ability band/s to receive a place. This may necessitate admitting above the published admissions number.

Admission Timeline

April 2026: Supplementary Information form (SIF) available for completion.

August/September 2026: Local authority information and common application/preference form (CAF / CPF) available for completion.

Thursday 17th September 2026: School Open Evening.

Monday 21st September 2026: Deadline for submission of SIF.

Saturday 26th September 2026: Fair Banding Assessments take place at Carlton Bolling.

Saturday 31st October 2026: Deadline for completion of Bradford local authority's Common Application Form (CAF) for Admissions. Please refer to their website for further information:

<https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/>

December 2026

In accordance with their admission arrangements, Carlton Bolling will provide the local authority with the names of students who have taken their Fair Banding Assessment and banding group.

March 2027: Local authority publishes admission offers to parents

Late Applications

Late SIF applications will be administered in accordance with the local authority's coordinated scheme.

If your application is received after the closing date it will only be considered as 'on time' if it is received before decisions about offers of a place start to be made and if there are exceptional circumstances. Exceptional circumstances may include a family moving into the area, returning from abroad or moving house.



If your application is received after applications have started to be considered it will only be considered where exceptional circumstances exist, as described above. Where places are still available, an additional round of assessments will be arranged.

Admission of Children Outside their Normal Age Group

Parents may request that their child is admitted outside their normal age group where they are gifted or suffered from learning, social or medical issues that has seriously impacted their schooling. When a request is made, the Head of School will decide whether an application can be accepted, based on individual circumstances, evidence provided by parents/carers, and considering the best interests of the child.

Requests should be made through an email or letter via the Trust Admissions Officer, including reasons and supporting evidence such as:

- Information regarding the child's academic, social, or emotional development.
- Medical history and supporting evidence from medical professionals.
- Whether they have previously been educated out of their normal age group.⁴

Parents/carers will be advised of a decision, and any reason for refusal. There is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at Carlton Bolling.

Waiting Lists

If your child is not offered a place for Year 7 you may ask for them to be added to the waiting list which will remain open for one term after the start of the academic year. A new application must then be made.

Applicants to other year groups will remain on the waiting list until the end of the academic year in which an application is made. A new application must then be made in the following academic year.

When places become available, they will be filled in accordance with the oversubscription criteria in all year groups.

Appeals

Unsuccessful applicants may appeal to an independent appeal panel operated in accordance with the School Admission Appeals Code. If you wish to make an appeal, please contact the Local Authority [Make an appeal | Bradford Council](#):

Email: schoolappeals@bradford.gov.uk

In-Year Admissions

There are ordinarily 300 places in each year group, although in some year groups additional pupils have historically been admitted. When places are available (up to the number originally admitted for that particular year group), they are filled in accordance with oversubscription criteria with Looked After Children, Previously Looked After Children, and those allocated a place under Fair Access Protocols taking priority.

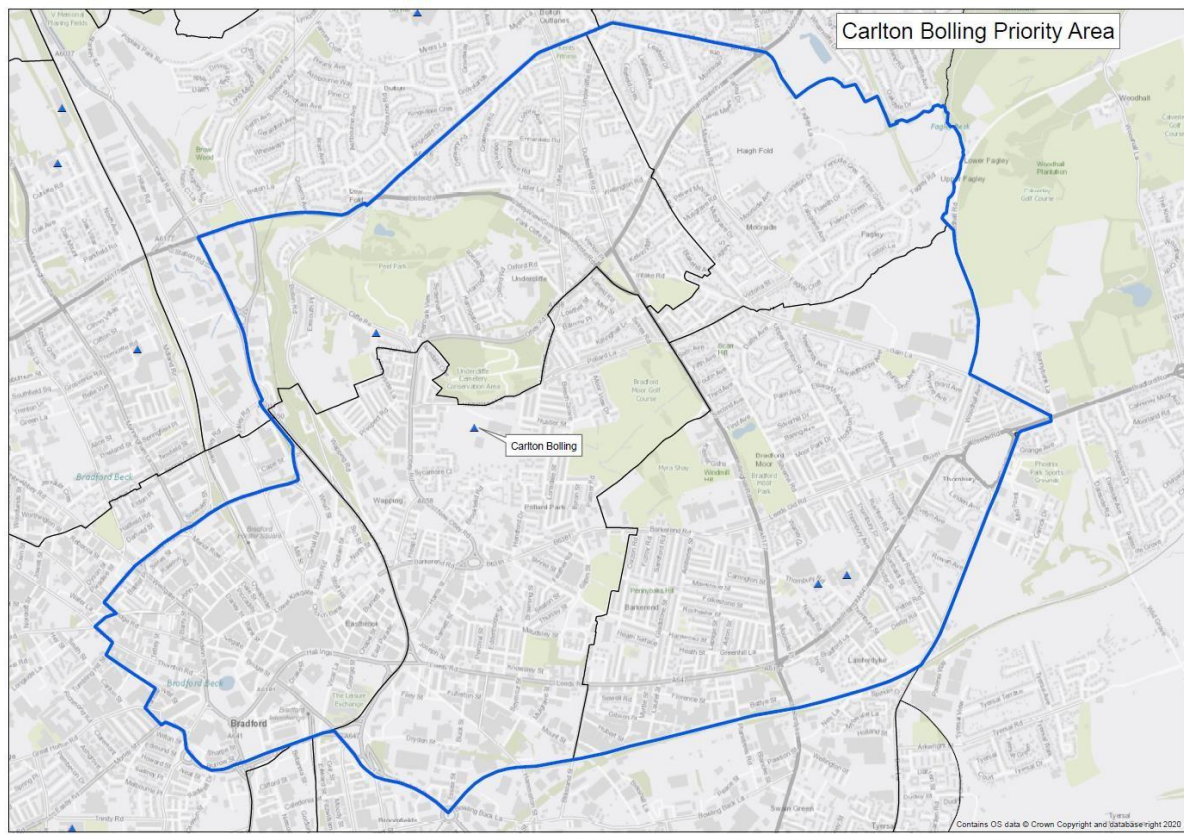


Applications must be made on the Local Authority's 'In Year Common Application Form' (ICAF), which is available from the school on request. Once complete, the form must then be forwarded to the local authority who will advise next steps.

Fair Access Protocols (FAP)

All local authorities have FAP groups to ensure children with no place can be admitted to school without undue delay. These are often vulnerable children or those presenting challenging behaviour, so not appropriate for admission through normal processes. Children placed in a school under FAP protocols may be put into a year group which is full and take priority over children on the waiting list.

Annex 1: School Priority Admission Area



Carlton Bolling Admissions Supplementary Information Form (SIF)

Introduction:

All students wishing to apply for a Year 7 place at Carlton Bolling must complete this Supplementary Information Form to enter their child for the Fair Banding assessment.

For entry in 2027/28, the completed online SIF must be completed by September 21st, 2026. It will submit automatically once completed.

Hard copies of the SIF can be obtained from the school, or we can support an online application in school if required.

Returning Completed SIF Forms

If you complete the online form (Admission Form Online), this will submit directly to the admissions team.

If you have printed off a copy & completed manually, you can return in one of the following ways:

- Delivered by hand to the school (including Year 6 Open Evening)
- By post: Carlton Bolling, Undercliffe Lane, Bradford BD3 0DU. We strongly recommend recorded delivery postage.
- Email: admissions@cb.catrust.uk

Please note that all forms must be either submitted or received in school by the deadline stated above.

The most secure way of submitting your application is by completing the online





CARLTON BOLLING SUPPLEMENTARY INFORMATION FORM

Please complete the form in full, and in CAPITAL LETTERS.

Child Details

First Name:

Surname:

Gender (Male or Female):

Date of birth:

Entitled to Free School Meals (Yes or No):

Home Address (including postcode)

CURRENT PRIMARY SCHOOL:

Parent/Carer Details

Title (Mr, Mrs, Miss etc):

First Name:

Surname:

Telephone (Mobile):

Email:

Siblings

- a) If your child has another sibling (brother or sister) applying to this year group at Carlton Bolling, please state their full name & date of birth (eg, twins/ triplets):

Note: Separate applications are required for each sibling.

- b) If your child has another sibling (brother or sister) *currently* attending Carlton Bolling, please provide their full name and date of birth.

Children of Staff:

If you are, or will be a member of Carlton Bolling staff at the admission date, please provide details of your name and role below:

Medical Needs *during the assessment*

Please provide details of any relevant medical conditions i.e. asthma, epilepsy that may need to be managed during your child's Fair Banding Assessment:

Support *during the assessment*

Please provide details of any learning, or social needs that may be required for your child to complete the Fair Banding Assessment:

Current EHCP:

Has your child a CURRENT EHCP in place? Yes/ No

If yes, please provide details below (please do not include anything that is not an acknowledged diagnosis on this form)

Has your child previously been looked after (PLAC) or is currently looked after (LAC)?

Yes/ No

Availability for Fair Banding Assessment

- a) Is your child available to complete the Fair Banding Assessment on Saturday 26th September 2026?

Yes / No (Please circle as appropriate)

- b) If unavailable for the Fair Banding Assessment, please provide reasons:
(Reasons will be considered and contact will be made with the parent/carer prior the assessment taking place. If alternative arrangements can be made these will be communicated with parents/carers).

Signature of Parent or Carer:

Name (block capitals):

Date:



**RECEIPT OF COMPLETED Carlton Bolling Admissions Supplementary
Information Form (SIF) TO BE GIVEN TO PARENT**

Name of Child (BLOCK CAPITALS) –

Date form returned –

Initials of staff member accepting the form -