

**Co-ordinated Admission  
Scheme for the Bradford Metropolitan District  
Area**

**For applications made during the normal  
admissions round  
for Secondary Schools  
2022-2023**

## 1. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all Local Authorities (LA's) must draw up a scheme which co-ordinates admission arrangements covering all maintained secondary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a secondary school place during the normal admission round, receives an offer of one school place on the same day. All preferences must be made by an online application via their local authority website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all secondary school allocations must be communicated to parents on the national offer date which is 1 March (or the next working day).

The scheme does not apply to special schools or sixth form applications.

Wherever the phrase '**common application form**' (**CAF**) is used, this refers to the online application system [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the LA but only for those who can demonstrate an inability to use the online system. Parents are able to use computers in public Local Authority buildings e.g. libraries or make an appointment with officers from the Admissions Team for assistance.

## 2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any secondary school maintained by BMDC or by any other LA on a CAF. Parents should apply online via the Bradford Council website, [www.bradford.gov.uk](http://www.bradford.gov.uk). Paper forms are available from the Admissions Team, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. Parents of pupils resident within the Bradford district but attending a primary school within another authority will be sent an admissions booklet by post (based on data provided by other LA's).
- b) Any parents applying for a school or academy, for faith reasons or that require fair banding assessments; will need to fill in supplementary **information forms (SIF's)** in addition to completing the common application form. Supplementary information forms are only to be used where additional information is required in order for the governing body to apply their admission criteria. The SIF is available from individual schools. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. Applicants who have not completed a SIF or who have done so but not provided the required evidence of their faith, will be ranked lower than those that have provided evidence of their faith. An application **cannot** be considered without a completed CAF.
- c) Bradford Girls Grammar School and some of the Dixons Multi-Academy Trust schools use 'Fair Banding' and require applicants to complete a SIF in order to register for their

non-verbal reasoning tests.

- d) For pupils resident in another LA area but attending a Bradford LA primary school, parents should apply online through their home LA.
- e) **The closing date for applications is 31 October. Parents should consult individual schools regarding the closing date for SIF.**
- f) Primary schools should ensure that a child starting in year 6 during the school year is given a booklet advising parents how they apply online. If this is after the closing date a paper form will need to be completed. All late applications must be forwarded to the Admissions Team as soon as possible.
- g) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

### 3. PROCEDURE

#### Stage 1

- a) **Week beginning 6 September 2021**, a booklet containing summary information for parents will be distributed to all Bradford LA primary schools for their Year 6 children. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** secondary schools and must apply online or return the completed CAF to their child's primary school or to the Admissions Team **by 31 October**.
- c) Parents are required to return the completed SIF to the relevant school or academy by the specified closing dates.
- d) Any required evidence regarding looked after or adopted children or from relevant professionals for children with social or medical needs must be sent to the Admissions Team **by 31 October**.

#### Stage 2

- a) **By Monday 22 November 2021**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team details of preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) **By Monday 29 November 2021**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be uploaded on to Bradford Schools Online (BSO) for schools to view.
- c) By **Wednesday 15 December 2021**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank

order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

### Stage 3

- a) By **Friday 21 January 2022**, in the first cycle of exchange of information, the Admissions Team will have:
- notified other LAs whether a place can be offered in a Bradford maintained secondary school to applicants resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;
  - made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.
- b) By **Monday 14 February 2022**, in the final cycle of exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
- c) By **Monday 28 February 2022**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view.

Parents who apply online will be sent an email on **1 March National Offer Day**. Parents who applied on a paper form will be sent a letter on 1 March via Royal Mail, as will any parent who applied online but who indicated they did not wish to receive an email. Parents who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.

- d) Some schools within Bradford and other LAs may require parents to accept the offer. It will be made clear where this is the case and failure to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.
- e) By **Tuesday 15 March 2022**, parents need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.
- f) **Tuesday 29 March 2022**, deadline by which parents should return appeal forms if they wish to have them heard before the end of the academic year.
- g) Appeals received by the deadline date will be heard within 40 school days **by 15th June 2022 at the latest**, in accordance with the School Appeals Code of Practice. The last appeal date will be 25<sup>th</sup> July 2022 for primary, late and In Year appeal hearings.

#### 4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been made on 1 March, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', i.e. until 31 August each year. However, parents may submit a late application for an under-subscribed school or

where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible a late application, will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LA's they will make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

## **5. WHERE PREFERENCES CANNOT BE MET**

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

## **6. WAITING LISTS**

Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

Waiting lists must be maintained for all schools until 31<sup>st</sup> December 2022, in accordance with the Code of Practice.

A vacancy occurs when the allocated number falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

### **Community and Voluntary Controlled Schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until 31 December 2022 academic year.

### **Voluntary-aided, Foundation, Free, Trust schools and Academies**

If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, free, trust schools or academies, if requested to do so.

## **7. RIGHT OF APPEAL**

- a) Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel. Parents cannot

appeal for schools for which no application has been made or for changes of preferences that have not been permitted.

- b) A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the academic year.
- c) Repeat appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house removal. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

## **8. IN-YEAR APPLICATIONS AND TRANSFERS**

- a) 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- b) A separate co-ordinated scheme for in-year admissions sets out this process; however some secondary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In Year and Mid Year Admissions policies for further details.
- c) Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current headteacher. Transfers can only normally take place at the start of a full term, unless there are special reasons.

## **9. FAIR ACCESS PROTOCOL**

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN but must not breach class size unless it is an excepted pupil, as outlined in the Code. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website. **Can Stuart confirm this**

## SECONDARY SCHOOL ADMISSIONS TIMETABLE 2022-2023

