

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

**For applications made during the normal admissions  
round  
for entry to Reception in  
2024-2025**

## 1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent/carer of a pupil living in the Bradford district, who has applied for a primary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. All preferences (for schools located in Bradford or anywhere else in England) must be made by an online application via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'. All parents/carers who apply on a paper form will receive their offer in the post.

Bradford local authority is required to provide details of preferences made by its residents to schools outside Bradford to the relevant local authority. Bradford local authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's local authority. Bradford will co-ordinate with all relevant local authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and academies within the Bradford Metropolitan District.

The scheme does not apply to special schools.

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is 15 January 2024. We will accept applications up until 12 February and if exceptional reasons exist these will be considered on time. All other applications will be considered late, after all on time applications. The deadline for submitting exceptional reasons for a late application is 12 February. After 12 February the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as on time regardless of reason. These applications will be processed after 16<sup>th</sup> April.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a primary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained primary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.
- c) Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.

- d) Applicants that are moving house after 15 January must still apply on time and provide details of their child's current address. If the move is completed by 12 February 2024 then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 12 February should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 16 April 2024. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- e) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- f) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- g) Parents/carers applying for a school or academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools and the Council website. 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. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- h) Dixons Music Primary require parents/carers applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- i) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent/carer who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, the Bradford Council website and is also available from the Admissions Team.
- j) All early years' providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Contact the Admissions Team for information and booklets.
- k) If, in the previous academic year, the admissions authority for a school agreed that a child should be educated out of their chronological year group (offset request agreed) the applicant must complete a paper CAF as they cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

### 3. PROCEDURE

#### Stage 1

- a) **Week beginning 13 November 2023**, summary information for parents/carers in the form of a booklet will be available to parents/carers of nursery children and will be distributed to all Bradford LA nurseries, primary schools and early years' settings. Parents/carers will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website from **12<sup>th</sup> September**.
- b) Parents/carers may apply for up to **five** primary schools and must apply online **by 15 January** (please see above regarding use of paper forms).
- c) Where relevant, parents/carers are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 15 January**.

#### Stage 2

- a) **By Friday 9 February 2024**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) In the week commencing **19 February 2024**, 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 provided securely.
- c) By **Monday 4 March 2024**, 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 **Monday 11 March 2024**, 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 primary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;

- Where a child is eligible for a place at more than one school, they will be offered the one ranked highest on the application form, which they qualify for.
- b) By **Monday 25 March 2024**, in the final cycle of exchange of offers with other LA's will be made.
  - c) In the **w/c 8 April 2024**, final allocation lists will be available on Bradford Schools Online for primary schools to view.
  - d) Parents/carers who apply online will be sent an email on **16 April National Offer Day**. Parents/carers who applied on a paper form will be sent a letter on 16 April via Royal Mail, as will any parent who applied online who indicated they did not wish to receive an email. Parents/carers 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/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
  - e) By **Tuesday 30 April 2024** parents/carers must accept the place offered by completing and returning an acceptance slip for the allocated school waiting list forms must be returned to the Admissions Team by the same date.
  - f) **Wednesday 15 May 2024** is the deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
  - g) **June/July 2024** appeal hearings take place.

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

After allocations have been completed, 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', ie until 31 August each year. However parents/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than 5 schools, late applications up to a total of 5 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/carers have made their 5 preferences, they cannot be changed without an exceptional reason/change in circumstances for doing so, for example if the family have 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/carer resident in the Bradford Local Authority area, a place will be allocated their child at another school with place 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/carers can request that their child is placed on a waiting list for any of the schools for which they have applied.

If a vacancy occurs when the number of children on roll falls below the published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis.

It is possible for names to fall down the list if new applicants better meet the admission criteria.

### **Community school and Voluntary controlled schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2024-2025 academic year

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

The Schools Admissions Code states that waiting lists must be maintained at least until the end of the Autumn Term (December) If there is a pupil movement after allocations have been made and voluntary-aided, foundation, free, trust schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admissions 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

- Any parent/carer 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, once per academic year. Parents/carers can request a second appeal hearing if there has been a substantial change in circumstances. Parents/carers cannot appeal for schools for which no application has been made.
- A parent/carer 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 new academic year.
- Second 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 move. 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**

- 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- A separate co-ordinated scheme for in-year admissions sets out this process however, some primary 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.
- Parents/carers 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 the next full term, unless there are exceptional 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

The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent/carer 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.

## PRIMARY SCHOOL ADMISSIONS TIMETABLE 2024/25

Application process opens  
**Monday 13 November 2023**

Closing date for applications - **15 January 2024**

Details of applications sent to other local authorities  
**By 9 February 2024**

Details of applications for VA, foundation and Academies sent to relevant schools  
**Week commencing 19 February 2024**

VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers  
**by Monday 4 March 2024**

First cycle of exchange of potential offers with other local authorities  
**by Monday 11 March 2024**

Final exchange of provisional allocations with other local authorities  
**by Monday 25 March 2024**

List of allocated pupils available on BSO from wc 8 April 2024  
(confidential until national offer day **16 April**)

Online applicants receive an email confirming allocated school  
**16 April 2024 National Offer Day**  
Paper applicants are sent an offer letter via Royal Mail on **16 April 2024**

Deadline for return of acceptance slips/ waiting list forms  
**by 30 April 2024**

Closing date for return of appeal forms – **15 May 2024**

Appeal hearings take place  
**June-July 2024**

**Waiting lists are kept open until the end of the 2024-2025 academic year for most schools but check own admitting authorities' websites**