



# FEVERSHAM ACADEMY ADMISSIONS POLICY 2022-23



TRANSFORMING LIVES, TRANSFORMING COMMUNITIES



## DOCUMENT CONTROL TABLE

Purpose of this statement:	To outline Feversham Academy Admissions Policy
This policy has been approved for operation within:	Feversham Academy
Version number:	V1
Date approved:	February 2021
Approved by:	Board of Trustees
Date of review:	February 2022
Review period:	1 Year
Policy status:	Trust Requirement
Owner:	Feversham Education Trust

## DOCUMENT HISTORY:

Version	Date	Note of revisions

<b>PUBLISHED:</b>	WEBSITE	✓	PRE-ADMISSION DOCUMENTATION		STUDENT/PARENT PLANNERS		ON-REQUEST	✓
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## 1. INTRODUCTORY STATEMENT

- 1.1 Feversham Academy is an 11-18 Islamic Faith School offering high quality education, providing girls with the qualifications, attitudes and values required to progress into higher education, training and employment.
- 1.2 The Academy caters for the parents/carers who are practising members of the Islamic Faith (Sunni Muslims) within the Individual Postal Code Priority Areas as defined by the Priority Area Map.
- 1.3 The definition of a Muslim for admission to the Academy is a girl who honours in her words and actions the SHAHADA and remembers always that there is nothing or no one worthy of worshipping other than ALLAH (SWT), and that MUHAMMAD (PBUH) is the final prophet of ALLAH.

## 2. ADMISSION NUMBERS

- 2.1 The Academy has a published admission number (PAN) 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 received are less than or equal to the PAN Feversham Education Trust (FET), who are the admissions authority, will offer places at Feversham Academy to all those who have applied.
- 2.3 When there are more applications than places the oversubscription criteria shall be applied.
- 2.4 The respective Priority Area Map can be viewed at the Academy or at Margaret McMillan House, Princes Way, Bradford, BD1 1NN. The table below details the number of pupil places available in each individual Postal Code Priority Area.

Individual Postal Code Priority Area	Places
BD1	5
BD2	6
BD3a	15
BD3b	15
BD5	30
BD7	30
BD8	13
BD9	6

*Please Note: Individual Postal Code Priority Admission Areas do not cover the whole of each post code area.*

## 3. APPLICATION PROCESS

- 3.1 Feversham Academy 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. Parents are also required to complete a Supplementary Information Form (SIF) (**applicants will not be considered without a completed SIF form**). To be eligible for admission, parents/carers must complete a Common Application Form on [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions), and, due to the faith designation of the Academy, a **Supplementary Information Form** which must be returned to Feversham Academy by the closing date for admissions which is 31<sup>st</sup> October. **Proof of postage or receipt must be retained by the applicant.**
- 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: [secondary.admissions@bradford.gov.uk](mailto:secondary.admissions@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.

## 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 girl or a previously looked after girl 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 services function. A previously looked after child is one who was in the care of the local authority prior to become adopted or becoming subject to a residency order or special guardianship.
- 4.1.2 Previously looked after girl from outside of England and Wales who was 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 Muslim girls who live in the Individual Postal Code Priority Admission Areas who have an older sister attending the Academy who live in the Individual Postal Code Priority Admission Areas, from the same address, who are at present in Years 7-10 and who will still be attending the Academy at the time of admission (in area siblings).
- 4.1.4 Muslim girls who have a sister attending the Academy who are at present in Years 7-10 and who will still be attending the Academy at the time of admission who live at the same address (out of area siblings).
- 4.1.4.1 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.
- 4.1.5 Priority will be given to Muslim 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 exceptional need(s) and why they can only be met by a place at Feversham Academy rather than any other academy/school. If evidence is not submitted to the LA with the application it cannot be considered under this priority.
- 4.1.5.1 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.
- 4.1.6 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
- 4.1.7 Muslim girls who reside in the Individual Postal Code Priority Admission Area.
- 4.1.8 Muslim girls who live outside the Academy's Individual Postal Code Priority Areas.
- 4.1.9 Other applicants.

## 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 by the Local Authority. 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 Feversham Academy. 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 Feversham Academy 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. Feversham Academy 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 1<sup>st</sup> 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 Feversham Academy 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/carer 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 2022.
- 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 Feversham Academy 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](mailto:secondary.admissions@bradford.gov.uk)

Telephone: 01274 439 200







**FEVERSHAM**  
EDUCATION TRUST

**Feversham Education Trust**

Bolling Road, Bradford, West Yorkshire, BD4 7EB

**T** +44 (0)330 383 2000 **E** [office@fetrust.org.uk](mailto:office@fetrust.org.uk)