

Feversham Girls' Academy Admissions Policy 2026-27

| Document Control Table | |
|---|---|
| Purpose of this statement: | To outline Feversham Girls' Academy Admissions Policy |
| This policy has been approved for operation within: | Feversham Girls' Academy |
| Version number: | V6 |
| Date reviewed: | December 2024 |
| Date review approved: | December 2024 |
| Approved by: | Board of Trustees |
| Next review date: | December 2025 |
| Review period: | 1 Year |
| Policy status: | Statutory |
| Owner: | iExel Education Trust |
| Author: | AAS |
| Reviewer: | AAS |

| Document History | | |
|------------------|---------------|---|
| Version | Date | Note of Revisions |
| V1 | February 2021 | |
| V2 | February 2022 | 2.4: Reduction of allocated places to the postcodes BD5 and BD7. 4.1.3: Introduced 7 allocated places to Muslim girls attending IQRA Academy which is part of iExel Education Trust. |
| V3 | February 2023 | No changes proposed. |
| V4 | August 2023 | Minor changes to wording for compliance purposes. Moved the notes to section 13 for ease of reference. |
| V5 | November 2023 | 2.1: Increased the PAN from 120 to 130 for entry in Year 7. 2.4: Amended the number of places available in the Individual Postal Code Priority Table which is now shown in percentages for each postal code. 4.1: Minor change to wording under EHCP. 5: Re-ordered the oversubscription criteria. 5.5: Detailed the number of places available for Muslim girls who are daughters of staff. 12: Change to email address for Appeals. 13: Re-ordered the notes section for clarity. |
| V6 | December 2024 | No changes proposed. |

| | | | | | | | | |
|-------------------|---------|---|-----------------------------|--|-------------------------|--|------------|---|
| PUBLISHED: | Website | ✓ | Pre-Admission Documentation | | Student/Parent Planners | | On-Request | ✓ |
|-------------------|---------|---|-----------------------------|--|-------------------------|--|------------|---|

Table of Contents

| | |
|---|---|
| 1. Introductory Statement | 3 |
| 2. Admission Numbers..... | 3 |
| 3. Application Process..... | 4 |
| 4. Education Health and Care Plan (EHCP) | 5 |
| 5. Oversubscription Criteria | 5 |
| 6. Tie Break | 6 |
| 7. Late Applications | 7 |
| 8. Admission of Children Outside Their Normal Age Group | 7 |
| 9. Waiting List..... | 7 |
| 10. In-Year Admissions..... | 8 |
| 11. Fair Access Protocol | 8 |
| 12. Appeals | 8 |
| 13. Notes..... | 9 |

1. Introductory Statement

1.1

Feversham Girls' 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 130 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, iExel Education Trust, who are the admissions authority, will offer places at Feversham Girls' Academy to all those who have applied.

2.3

Where there are more applications than places available the over subscription criteria will be applied.

2.4

The respective Priority Area Map can be viewed at the Academy or at www.bradford.gov.uk/admissions. The table below details the number of pupil places available in each individual Postal Code Priority Area.

| Individual Postal Code Priority Area | Places Available Up to (percentage) |
|--------------------------------------|--|
| BD1 | 4.9% |
| BD2 | 5.8% |
| BD3a | 11.7% |
| BD3b | 11.7% |
| BD5 | 24.2% |
| BD7 | 24.2% |
| BD8 | 11.7% |
| BD9 | 5.8% |
| Total | 100% |

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

3. Application Process

3.1

Feversham Girls' 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 preferences. Parents are also required to complete a Supplementary Information Form (SIF) (applicants without a completed a SIF will be considered after all applicants with a completed SIF). To be eligible for admission, parents/carers must complete a Common Application Form on www.bradford.gov.uk/admissions, and, due to the faith designation of the Academy, a Supplementary Information Form which must be returned to Feversham Girls' Academy by the closing date for admissions which is 31st 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

Britannia House

Hall Ings

Bradford, BD1 1HX

Email: secondaryadmissions@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, or next working day, should the 1st March fall over a weekend.

4. Education Health and Care Plan (EHCP)

4.1

All children with an Education Health and Care Plan (EHCP) which names Feversham Girls' Academy will be offered a place at the Academy.

5. Oversubscription Criteria

After the admission of children with an EHCP naming the school, and those children who qualify under criteria 5.1, 5.2 and 5.3; remaining places will be allocated to children considered under criteria 5.4 and 5.5. If a particular area has remaining places, after criteria 5.4 to 5.5 have been considered, then these will roll over to criteria 5.6 to 5.9 as below:

5.1

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. **See Note 13.1.**

5.2

Muslim girls with 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 Girls' 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. **See Note 13.2.**

5.3

7 places will be allocated to Muslim girls who attend IQRA Academy.

5.4

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). **See Note 13.3.**

5.5

Muslim girls who reside in the Individual Postal Code Priority Admission Area.

5.6

Up to 3 Muslim girls who are daughters of staff, who have been employed at the Academy for two or more years at the time at which the application for admission is made; or Muslim girls who are daughters of staff recently appointed to a post for which there is a demonstrable skill shortage. **See Note 13.4**

5.7

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, who do not live in the Individual Postal Code Priority Areas (out of area siblings); or who live in an Individual Postal Priority Area which was oversubscribed and therefore did not qualify under point 5.4. **See Note 13.3.**

5.8

Muslim girls who live outside the Academy's Individual Postal Code Priority Admission Areas; or who live in an Individual Postal Priority Area which was oversubscribed and therefore did not qualify under point 5.5.

5.9

All other applicants, who have **not** completed a Supplementary Information Form (SIF), based on proximity to the Academy. **See Note 13.5.**

6. Tie Break

6.1

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 Ordnance Survey address point of the home to the main entrance of Feversham Girls' Academy. Those living nearest will be given a place.

6.2

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 Girls' Academy is equidistant in any two or more cases.

6.3

Random allocation will not be applied to multiple birth siblings (twins, triplets etc.) from the same family tied for the final place. Feversham Girls' Academy will admit them all and exceed the PAN in these exceptional circumstances.

7. Late Applications

7.1

All applications received by the Local Authority after the deadline (but before the start of the academic year 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.

8. Admission of Children Outside Their Normal Age Group

8.1

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.

8.2

When such a request is made Feversham Girls' 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.

9. Waiting List

9.1

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.

9.2

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, in co-ordination with the Local Authority. The waiting list will be reordered in accordance with the oversubscribed criteria whenever anyone is added to or leaves the waiting list.

9.3

The waiting list will only be maintained until 31 December.

10. In-Year Admissions

10.1

Any application for a place made after 1 September will be treated as an in-year admission.

10.2

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see point 11.1) take precedence over those on a waiting list.

10.3

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.

11. Fair Access Protocol

11.1

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.

12. Appeals

12.1

All applicants refused a place at Feversham Girls' 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
Britannia House
Hall Ings
Bradford, BD1 1HX
Email: schoolappeals@bradford.gov.uk
Telephone: 01274 439200

13. Notes

13.1

A looked after child is a child who is (a) in the care of a Local Authority, or (b) 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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

13.2

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.

13.3

The term 'sibling' refers to girls who live with the same parent/legal guardian at the same address (i.e. a natural sister, half-sister, step-sister, adopted sister or foster sister. Cousins are not siblings.

13.4

The applications for Muslim girls who are daughters of staff must be in the form of a letter or e-mail to the Local Governing Body of the Academy, sent via the Admissions Officer stating the name, post, and length of service of the member of staff, the name of the Academy, and the child's name and date of birth.

13.5


After those children who have completed a SIF have been considered for a place and there are still remaining places available, those children who haven't completed a SIF will be considered under the oversubscription criteria.


13.6


The home address refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.



Bolling Road, Bradford, West Yorkshire BD4 7EB

 0330 383 2000

 Office@iExel.org.uk

 www.iExel.org.uk

A Company Limited by Guarantee.

Registered Office: Bolling Road, Bradford, BD4 7EB. Registered in England No. 7697587