



IQRA Academy Admissions Policy 2025-26

Document Control Table	
Purpose of this statement:	To outline IQRA Academy's Admissions Policy
This policy has been approved for operation within:	IQRA Academy
Version number:	V5
Date reviewed:	November 2023
Date review approved:	January 2024
Approved by:	Board of Trustees
Next review date:	November 2024
Review period:	1 Year
Policy status:	Trust Requirement
Owner:	iExel Education Trust
Author:	AAS
Reviewer:	AAS

Document History		
Version	Date	Note of Revisions
V1	February 2021	
V2	February 2022	No changes proposed
V3	February 2023	No changes proposed
V4	August 2023	Minor changes to wording for compliance purposes. Moved the notes to section 14 for ease of reference.
V5	November 2023	5.1: Minor change to wording under EHCP. 6: Re-ordered the oversubscription criteria. 6.4: Detailed the number of places available for children of staff. 13: Change to email address for Appeals. 14: Reordered the notes section for clarity.

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

Table of Contents

1. Policy Statement.....	4
2. Admission Numbers.....	4
3. Entitlement	4
4. Application Process.....	5
5. Education Health and Care Plan	5
6. Oversubscription Criteria	5
7. Tie Break	6
8. Late Application.....	7
9. Admission of Children Outside Their Normal Age Range.....	7
10. Waiting Lists	7
11. In-Year Admissions.....	8
12. Fair Access Protocol	8
13. Appeals	9
14. Notes	9

1. Policy Statement

1.1

IQRA Academy is committed to achieving a high standard of education for all its pupils, so that they have the ability and the skills necessary to cope confidently with the demands of further education, employment and adult life.

2. Admission Numbers

2.1

The Academy has a published admission number (PAN) of 90 for entry in Reception.

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 IQRA Academy to all those who have applied.

2.3

The Infant Class Sizes Regulations¹ limit reception, year 1 and year 2 classes to 30 places.
See Note 14.1.

3. Entitlement

3.1

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on the condition that it is taken up within the same school year.

3.2

Admissions of summer born children may be deferred to the following September but in those cases children will be offered a place to enter Year 1. IQRA Academy will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday.

3.3

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

4. Application Process

4.1

IQRA 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 primary school choices. No separate forms will be required for IQRA Academy. Applications for IQRA Academy should be made on the online system which can be accessed from www.bradford.gov.uk/admissions.

4.2

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: primaryadmissions@bradford.gov.uk

Telephone: 01274 439200.

4.3

The closing date for applications is 15th January. Offers of school places will be made on 16th April, or next working day, should the 16th April fall over a weekend.

5. Education Health and Care Plan (EHCP)

5.1

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

6. Oversubscription Criteria

After the admission of children with an EHCP naming the school, remaining places will be allocated to children in priority order as below:

6.1

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 order² 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 14.1.**

6.2

Children with exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker seeing out the child's exceptional need(s) and why they can only be met by a place at IQRA 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 14.2.**

6.3

Priority will next be given to the siblings of pupils attending IQRA Academy at the time the application is received where a sibling is in Years Reception-5. **See Note 14.3.**

6.4

Up to 3 children 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 children of staff recently appointed to a post for which there is a demonstrable skill shortage. **See Note 14.4**

6.5

All other applicants based on proximity to the Academy. Children living closest to the academy will be measured in a straight line from the child's home address to the main entrance of IQRA Academy. **See Note 14.5.**

7. Tie Break

7.1

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. 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 IQRA Academy. Those living nearest will be given a place.

7.2

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 IQRA Academy is equidistant in any two or more cases.

7.3

Random allocation will not be applied to multiple birth siblings (twins, triplets etc.) from the same family tied for the final place. IQRA Academy will admit them all and exceed the PAN in these exceptional circumstances. These pupils will be 'excepted pupils' for the purpose of the Infant Class Sizes Regulations. **See Note 14.6.**

8. Late Application

8.1

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 16th April and following consideration of all applicants the school is oversubscribed, parents/carers may request that their child is placed on the academy's waiting.

9. Admission of Children Outside Their Normal Age Range

9.1

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.

9.2

When such a request is made IQRA 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.

10. Waiting Lists

10.1

The Local Authority will operate a waiting list for Reception. 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.

10.2

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.

10.3

The waiting list will only be maintained until 31 December.

11. In-Year Admissions

11.1

Any application for a place made after 1 September or for a year group other than Reception will be treated as an in-year admission.

11.2

Applications that are made in-year for Reception 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.

11.3

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.

11.4

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see point 12.1) take precedence over those on a waiting list.

11.5

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.

12. Fair Access Protocol

12.1

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.

13. Appeals

13.1

All applicants refused a place at IQRA 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: schoolappeals@bradford.gov.uk
Telephone: 01274 439200

14. Notes

14.1

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).

14.2

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.

14.3

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

14.4

The applications for children 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.

14.5


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 primary school. Proof of residency may be required at any time during or after the allocation process.

14.6


The School Admissions (Infant Class Sizes) (England) Regulations 2012.



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