



# IQRA ACADEMY ADMISSIONS POLICY 2022-23



TRANSFORMING LIVES, TRANSFORMING COMMUNITIES



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:		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
Author:		MIB
Reviewer:		AAS
DOCUMENT HISTORY:		
Version	Date	Note of revisions
V1	February 2021	

<b>PUBLISHED:</b>	<b>WEBSITE</b>	✓	<b>PRE-ADMISSION DOCUMENTATION</b>		<b>STUDENT/PARENT PLANNERS</b>		<b>ON-REQUEST</b>	✓
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# 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 Feversham Education Trust (FET), who are the admissions authority, will offer places at Iqra Primary to all those who have applied.
- 2.3 The Infant Class Sizes Regulations<sup>1</sup> limit reception and year1 classes to 30 places.

# 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 Primary 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 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 <sup>1</sup>The School Admissions (Infant Class Sizes) (England) Regulations 2012 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](http://www.bradford.gov.uk/admissions).

- 4.2 Paper forms will only be given to parents with extenuating circumstances 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: [primary.admissions@bradford.gov.uk](mailto:primary.admissions@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.

# 5. OVERSUBSCRIPTION CRITERIA

- 5.1 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:

- 5.1.1 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 order<sup>2</sup> 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. 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)

<sup>2</sup>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).

<sup>1</sup> The School Admissions (Infant Class Sizes) (England) Regulations 2012

- 5.1.2 Priority will next be given to the siblings of pupils attending Iqra Academy at the time the application is received where an older sibling is in Years Reception-5 (once the Academy has filled these year groups).
- 5.1.2.1 Sibling means a natural sister/brother, or half-sister, a legally adopted sister/brother or half-sister/brother, a step-sister/brother 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.
- 5.1.3 Priority will be given to children based on their 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.
- 5.1.3.1 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 friends attend the academy. Medical need does not include mild medical conditions.
- 5.1.4 Priority will next be given to children of staff who been employed at the Academy for two or more years at the time at which the application for admission is made.
- 5.1.5 Priority will next be given to children living nearest 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.
- 5.1.5.1 The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child

lives is determined using a joint declaration from the parents starting the pattern of residence.

- 5.1.5.2 If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the academy.
- 5.1.5.3 If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## 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. 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 Iqra 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 Iqra 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. 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.

## **7. LATE APPLICATIONS**

- 7.1 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 16<sup>th</sup> 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 list through the waiting list form supplied by the Local Authority.

## **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 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.

## **9. WAITING LISTS**

- 9.1 The Local Authority will operate a waiting list for Year 1. 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. 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
- 9.4 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.

## **10. IN-YEAR ADMISSIONS**

- 10.1. Any application for a place made after the start of the academic year or for a year group other than 1 will be treated as an in-year admission.
- 10.2. Applications that are made in-year for Year 1 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.
- 10.3. 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.
- 10.4. 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.
- 10.5. 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.

## **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 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: [primary.admissions@bradford.gov.uk](mailto:primary.admissions@bradford.gov.uk) Telephone: 01274 439 200





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