

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

**For applications made during the normal admissions round  
for Primary Schools  
2016-2017**

## 1. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all local authorities (LAs) must draw up a scheme which co-ordinates admission arrangements covering all maintained primary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent 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. All preferences must be expressed on a paper 'common application form' or by an online application via their local authority website and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all primary school allocations must be communicated to parents on the national offer date which is 16 April (or the next working day) each year.

## 2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any primary school maintained by BMDC, year 3 at Hothfield Junior School, or any infant, primary or junior school in any other local authority on the **common application form**. Parents should apply online via the Bradford Council website, [www.bradford.gov.uk](http://www.bradford.gov.uk). Paper forms will be available from any Bradford primary, nursery school or the Admissions Team, Future House, Bolling Road, Bradford BD4 7EB from mid November. Parents of children resident within the Bradford district but attending a nursery school within another authority or attending any private pre-school setting will be sent admissions information by post (based on data provided by the relevant LA).
- b) Any parents applying for a church aided school or academy for faith reasons will need to fill in a **supplementary application form** in addition to completing the common application form. This form is only to be used where additional information is required in order for the governing body to apply their admission criteria, ie faith grounds. Copies of supplementary forms are available from individual schools. The completed supplementary forms must be returned by the specified closing date to the relevant school. If a common application form has been completed but not a supplementary form, the preference is still valid and must be considered. Applicants who have not completed a supplementary form or who have done so but not provided the required evidence of their faith, would be ranked lower than those that have provided evidence of their faith. An application cannot be considered without a completed common application form.
- c) Dixons Music Primary require parents applying for one of the six music places to complete their supplementary application form which must be returned to the school by their specified closing date.
- d) Applicants for Bowling Park Primary School need to complete a supplementary application form to indicate which site they would prefer.
- e) For pupils resident in another LA, parents must apply online through their home LA or complete their paper application form which must then be returned to their home LA.
- f) The closing date for all applications is **15 January 2016**.
- g) 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 who has expressed

an interest in a reception place, whose child is not attending the nursery, informing them that information and forms are available from school and from the Bradford Council website.

- g) All early years providers must ensure that a child starting their nursery during the school year is given an application form to complete as online applications cannot be made after the closing date. All late applications must be forwarded to the Admissions Team as soon as possible.

### 3. PROCEDURE

#### Stage 1

- a) **Week beginning 16 November 2015**, summary booklets and individually addressed letters to parents of nursery children will be distributed to all Bradford LA nursery, primary schools and early years settings. The letters will include each child's Unique Identification number (UID) to assist parents when making an online application. It is the school or nursery's responsibility to ensure that these 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.
- b) Parents may apply for up to **five** primary schools and must apply online or return the completed application form to their child's primary school, to their first preference school or to the Admissions Team by **15 January 2016**.
- c) Parents are required to return the completed supplementary forms to the relevant school by **15 January 2016** (Dixons Music Academy's closing date may differ).
- d) Any supportive evidence regarding looked after or adopted children or from relevant professionals for children with social or medical needs must be sent to the Admissions Team by the closing date.

#### Stage 2

- a) By **Friday 12 February 2016**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) By **Friday 19 February 2016**, the Admissions Team will forward preferences (including those from out-of-authority pupils) to own admission authority schools for them to apply their 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 uploaded on to Bradford Schools Online for schools to view.
- c) By **Friday 4 March 2016**, 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 **Friday 11 March 2016**, 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 school to applicants resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;
  - made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.
- b) By **Thursday 24 March 2016**, in the final exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
- c) By **Friday 15 April 2016**, pupil allocation lists will be available on Bradford Schools Online for primary schools to view.

- d) On **Saturday 16 April 2016** parents who applied online will receive emails confirming their allocated school.
- e) On **Monday 18 April 2016** all applicants should receive the offer in writing. Children attending a maintained school nursery will receive the letter via the school. All other letters will be posted to the child's home address. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about the waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
- f) By **Tuesday 3 May 2016**, parents must accept the place offered by completing and returning an acceptance slip to the allocated school. Waiting list forms must be returned to the Admissions Team by the same date.
- g) **Monday 16 May 2016**, deadline by which parents should return appeal forms.
- h) **Monday 13 June – Friday 5 August 2016** appeal hearings take place between.

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

Where circumstances justify a late application, those submitted before 12 February 2016 will be dealt with as those received on time. Any form received by primary schools after this date should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without a genuine reason for doing so, for example if the family has recently moved address.

Once preferences have been sent to other admission authorities and LAs (after 12 February 2016), late applications and justifiable changes of preferences will be considered after all those that were received on time.

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 may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

#### **5. WHERE PREFERENCES CANNOT BE MET**

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools. We decide which is the most appropriate alternative school taking into consideration all children without a school place and available bus routes.

#### **6. WAITING LISTS**

##### **Community schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2016-2017 academic year. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the published admission number for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

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

The School Admissions Code states that waiting lists must be maintained at least until the end of the Autumn term. Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admission 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, trust schools or academies if requested to do so.

### **7. RIGHT OF APPEAL**

- a) Any parent 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. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent 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 academic year.
- c) Repeat 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 removal. 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**

- a) '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.
- b) A separate co-ordinated scheme for in-year admissions sets out this process, however all Catholic schools and some Church of England VA schools deal with their own in-year applications.
- c) Parents 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 a full term, unless there are special 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. 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 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 2016-2017

