

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

**For applications made during the normal
admissions round
for Primary Schools
2022-2023**

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 by an online application via their local authority website or in exceptional circumstances on a 'paper' form 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, or any infant, primary or junior school in any other local authority on the **common application form** (CAF) by using the online application system via the Bradford Council website, www.bradford.gov.uk. Paper forms will only be available in exceptional circumstances from the Admissions Team, Margaret McMillan Tower, Princes Road Bradford BD1 1NN 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 an Admissions booklet by post (based on data provided from various sources), however it remains the parents legal responsibility to ensure they apply online and on time, regardless of whether they receive any information from the Local Authority.
- b) Any parents applying for a church aided school or academy, for faith reasons, will need to fill in a **supplementary information form (SIF)** in addition to completing the CAF online. This form is only to be used where additional information is required in order for the governing body to apply their admission criteria, i.e. faith grounds. Copies of SIFs are available from individual schools. The completed SIFs must be returned by the specified closing date to the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. Applicants who have not completed a SIF 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 CAF.
- c) Dixons Music Primary require parents applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- d) For pupils resident in another LA, parents must use the online CAF or complete a paper CAF through their home LA.
- e) The closing date for all applications is **15 January**.

- f) 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 is available from school, is on the Bradford Council website and is also available from the Admissions Team.
- g) All early years providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Parents applying after the closing date or due to an offset request the previous year can only apply on a paper CAF and cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

3. PROCEDURE

Stage 1

- a) **Week beginning 15 November 2021**, summary information for parents in the form of a booklet will be available to parents of nursery children and will be distributed to all Bradford LA nursery, primary schools and early years settings. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets 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 CAF to their child's primary school, to their first preference school or to the Admissions Team by **15 January**.
- c) Parents are required to return the completed SIFs to the relevant school by **15 January at the latest or by the closing date outlined in the individual schools admissions policy** (e.g. Dixons Music Academy's).
- d) Any supporting evidence for an application regarding looked after or formerly looked after children or from relevant professionals for children applying under social or medical needs must be sent to the Admissions Team by the **15 January**.

Stage 2

- a) By **Friday 11 February 2022**, 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 18 February 2022**, 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 2022**, 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 2022**, 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 **Friday 25 March 2022**, 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 **Thursday 14 April 2022**, pupil allocation lists will be available on Bradford Schools Online for primary schools to view.
- d) On **Tuesday 19 April 2022** parents who applied online will receive emails confirming their allocated school. All other applicants will receive a letter after 19th April via Royal Mail. **This replaces the 16 April, National Offer Day, due to Easter Bank Holidays.** Where the allocated school is not the highest ranked school, the email/letter will explain the reasons why. The email/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.
- e) By **Tuesday 3 May 2022**, 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.
- f) **Monday 23 May 2022**, deadline by which parents should return appeal forms.
- g) Appeals received by the deadline date will be heard within 40 school days during **June and July and by 25 July 2022 at the latest**, in accordance with the School Appeals Code of Practice

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) and we are at a point in the process where this is possible a late application, will be considered as 'received on time' and dealt with as those received by the deadline. If any of the preferred schools are for own admissions authorities and other LA's they will make the decision as to whether they are accepted as on time. Any form received by primary schools after the deadline 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 an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

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', i.e. 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 or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

6. WAITING LISTS

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 (PAN) 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.

Community and Voluntary Controlled schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2022-2023 academic year.

Voluntary-aided, Foundation, Free, Trust schools and Academies

The School Admissions Code states that waiting lists must be maintained at least until the end of the Autumn term (December). If there is pupil movement after allocations have been made and voluntary-aided, foundation, free 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, free, 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 move. 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 and who are vulnerable. In these circumstances, all schools may admit above their PAN but must not breach class size unless it is an excepted pupil, as outlined in the Code. 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 2022-2023

