

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

**For applications made during the normal admissions round  
for entry to Year 7 in September 2024-2025**

## 1. INTRODUCTION

All local authorities are required to co-ordinate applications for primary and secondary schools in their area. The co-ordinated scheme sets out process by which Bradford Local Authority will co-ordinate the offers of places for schools in Bradford.

The co-ordinated scheme is designed to ensure that every parent/carer of a pupil living in the Bradford district, who has applied for a secondary school place during the normal admission round, receives an offer of one school place on the same day, if they have applied online and indicated so. Parents/carers who applied on a paper form will be sent their offer via Royal Mail, on offer day. All preferences (for schools located in Bradford or anywhere else in England) must be made online via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA' (Bradford). All parents/carers who apply on a paper form will receive their offer in the post.

Bradford local authority is required to provide details to the relevant local authority of preferences made by its residents to schools outside Bradford. Bradford local authority will be sent details of preferences for schools located in Bradford from those living outside Bradford by each applicant's local authority. Bradford will co-ordinate with all relevant local authorities in England. There is an agreed timetable between the neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds and own admission authority schools and Academies within the Bradford Metropolitan District.

The scheme does not apply to special schools or sixth form applications.

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is **31 October**. We will accept applications up until 30 November and if exceptional reasons exist these will be considered 'on time'. All other applications will be considered late, after all 'on time' applications. The deadline for submitting exceptional reasons for a late application is 30 November 2023. After 30 November the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as 'on time' regardless of reason. These applications will be processed after 1 March.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a secondary school place using a Common Application Form (CAF). Residents can apply for up to 5 maintained secondary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, Tel. 01274 439200.

Parents/carers of pupils resident within the Bradford district but attending a primary school in another authority must apply online at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions) or can access a paper form as described above.

- c) Parents/carers of children resident outside BMDC must apply using the application form/process provided by the local authority where they live.

- d) Primary schools should ensure that the parent/carer of a child starting in year 6 during the school year is directed to the Admissions Team (or to the child's home local authority).
- e) Parents/carers that intend to move house after 31 October 2023 must still apply on time and provide details of their child's current address. If the move is completed by 30 November 2023, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents/carers who move after 30 November should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 1 March 2024. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- f) Parents/carers who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return, but it will be processed from the child's current address. Parents/carers who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinated local authority to check.
- g) Admission authorities and local authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The local authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- h) Parents/carers applying for a school or Academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools or the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- i) Bradford Girls Grammar School, Trinity Academy Bradford and some of the Dixons Multi-Academy Trust schools use 'Fair Banding' and require parents/carers to complete a SIF in order to register for their non-verbal reasoning tests.
- j) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

### 3. PROCEDURE

#### Stage 1

- a) **By 12 September 2023**, a booklet containing summary information for parents/carers will be distributed to all Bradford LA primary schools for their Year 6 children. The booklet will set out how to apply online or how to request a paper form. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the Admissions Booklet which is available on

the Bradford Council website.

- b) Parents/carers may apply for up to **five** secondary schools and must apply online **by 31 October** (please see above regarding use of paper forms).
- c) Where relevant, parents/carers are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 31 October**.

## Stage 2

- a) By **Monday 20 November 2023**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents/carers resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) By **Friday 1 December 2023**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own 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 provided securely.
- c) By **Monday 11 December 2023**, 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. This information will be sent securely.

## Stage 3

- a) By **Friday 19 January 2024**, 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 maintained secondary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;
  - where a child is eligible for a place at more than one school, they will be offered the school ranked highest on the application form which they qualify for.
- b) By **Monday 12 February 2024**, the final cycle of exchange of offers with other LAs will be made.
- c) By **Friday 23 February 2024** all places will be allocated for all Bradford District pupils including those not given any of their preferred schools.
- d) On **Monday 26 February 2024**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view.
- e) Parents/carers who apply online will be sent an email on **1 March National Offer Day**. Parents/carers who applied on a paper form will be sent a letter on 1 March via Royal Mail,

as will any parent/carer who applied online but who indicated they did not wish to receive an email. Parents/carers who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents/carers about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.

- f) By **Friday 15 March 2024** parents/carers need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.

Some schools within Bradford and other LA's may require parents/carers to accept the offer. It will be made clear where this is the case and failing to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.

- g) By **Friday 12 April 2024** parents/carers should return appeal forms if they wish to have their appeal heard before the end of the academic year.

- h) May to June 2024 appeal hearings take place.

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

After allocations have been made on 1 March, 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/carers may submit a late application for an under-subscribed school or where a parent/carer has applied for less than five schools, late applications up to a total of five preferences will be accepted.

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 parent/carers 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'.

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

In the event that an offer cannot be made for any of the preferences expressed by a parent/carer resident in the Bradford Local Authority 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 parents/carer lives, schools with available places and available bus routes (if applicable).

## **6. WAITING LISTS**

Parents/carers can request that their child is placed on the waiting lists for any of the schools for which they have applied.

Waiting lists must be maintained for all schools until 31 December 2024, in accordance with the School Admissions Code. A vacancy only occurs when the number of children on roll falls below the published admissions number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admissions criteria and not on a first come first serve basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

### **Community School and Voluntary Controlled Schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the 31 December 2024, in accordance with the School Admissions Code.

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

If there is pupil movement after allocations have been made and voluntary-aided, foundation, Free, Trust 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. If a school closes the waiting list on 31 December 2024 parent/carers can reapply via the In-Year Common Application Form to be reconsidered for any vacancies and re-join the waiting list, in line with the individual school policy on waiting lists.

## **7. RIGHT OF APPEAL**

- Any parent/carer 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. Parent/carers cannot appeal for schools for which no application has been made.
- A parent/carer 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 new academic year.
- 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**

- 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

- A separate co-ordinated scheme for in-year admissions sets out this process however, some secondary schools who are their own admitting authority deal with their own In-Year Admissions directly. Please refer to the In-Year and Mid-Year Admissions policies for further details.
- Parents/carers who wish their children to go to a different school once he or she has started should discuss this with the child's current Head teacher. Transfers can only normally take place at the start of the next full term, unless there are exceptional 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.
- The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent/carer 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.

## SECONDARY SCHOOL ADMISSIONS TIMETABLE 2024/2025

Application process opens  
**Tuesday 12 September 2023**

Closing date for applications  
**31 October 2023**

Details of applications sent to other local authorities  
**By Monday 20 November 2023**

Details of applications for VA, foundation and academies sent to relevant schools  
**By 1 December 2023**

VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers  
**by Monday 11 December 2023**

First cycle of exchange of potential offers with other local authorities  
**by Friday 19 January 2024**

Final exchange of provisional allocations with other local authorities  
**by Monday 12 February 2024**

List of allocated pupils available on BSO from 26 February 2023  
(confidential until national offer day **1 March 2024**)

Online applicants receive an email confirming allocated school  
**1 March 2024 National Offer Day**  
Paper applicants are sent an offer letter via Royal Mail on 1 March 2024

Deadline for return of acceptance slips/ waiting list forms  
**by Friday 15 March 2024**

Closing date for return of appeal forms  
**Friday 12 April 2024**

Appeal hearings take place  
**May – June 2024**

Waiting lists are closed **31 December 2024**