

Report of the Strategic Director of Children's Services to the meeting of Executive Committee to be held on 6 March 2018

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Subject:

Primary and Secondary Admissions, Proposed Primary School Expansion and Proposed Change of age range of Secondary School

Summary statement:

This report asks the Executive to determine the admission arrangements for September 2019 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools
- Approving the Co-ordinated Admission Schemes
- Approving the In-Year Co-ordinated Admission Scheme
- Approving the proposals to enlarge Low Ash Primary School premises by increasing the capacity of the school from 420 to 630 from 1 September 2019
- Approving the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 to 11-16 removing the sixth form provision and approve the increase in the school's Published Admission Number (PAN) from 240 to 300 from 1 September 2018
- Noting the "own admission authority schools" proposing changes to their admission policies
- Noting Published Admission Numbers

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Overview & Scrutiny Area:

Children's Services

1. SUMMARY

This report asks the Executive to determine the admission arrangements for September 2019 including:

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- Noting Published Admission Numbers

2. BACKGROUND

- 2.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.
- 2.2 The Local Authority is the admission authority for community and voluntary controlled schools in the area. As such, the Local Authority is required to determine admission arrangements for these schools by complying with the relevant statutory procedures. Voluntary Aided, Foundation schools and academies are responsible for determining their own admission arrangements. Under Section 14 of the Education Act 1996 the Local Authority also has a general duty to secure sufficient primary and secondary school places.
- 2.3 When changes are proposed to admission arrangements, all admission authorities must consult on the admission arrangements that will apply for admission applications the following academic year. If no changes are proposed or made to admission arrangements they only need to be consulted on at least every 7 years. For admission arrangements for entry in September 2019 consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before these arrangements are to apply. All admission authorities must determine the admission arrangements every year even if they have not changed from the previous year and a consultation has not been required. Admission authorities must determine admission arrangements for entry in September 2019 by 28 February 2018.
- 2.4 There are no changes proposed to the admission arrangements for community and voluntary controlled schools. **Appendix A** shows the Admission Arrangements for Community and Voluntary Controlled Primary Schools for 2019/20. **Appendix B** shows the Admission Arrangements for Community Secondary schools for 2019/20.

- 2.4.1 The Co-ordinated Admissions Scheme for primary schools, secondary schools and in-year admissions can be found in **Appendix C, D and E**. The only changes from the 2018/19 scheme are the dates for 2019/20.
- 2.4.2 Published admission numbers (PANs) for Primary and Secondary schools for entry in September 2019 are shown in **Appendix F**.
- 2.4.3 **Proposal to change the PAN of Low Ash Primary School and to enlarge the school premises**
- 2.4.4 Using data from previously published forecasts, the Local Authority proposed to increase the PAN at Low Ash Primary School from 60 to 90 for September 2019. An increase in PAN is not a change requiring statutory proposals. However, for a community school, the Local Authority (as admission authority) must consult at least the governing body of the school where it proposes to increase the PAN.
- 2.4.5 For some schools where an increase in PAN has been proposed there will also be the need to enlarge the premises which would increase the physical or net capacity of the school. For some enlargements which are significant changes there is a requirement to publish statutory proposals. Statutory proposals are required for proposed enlargements of premises of schools where the capacity of the school is increased by both more than 30 pupils and by 200 pupils or 25% of the existing capacity, whichever is the lesser. For all enlargements less than this, publication of statutory notices is not required. Any incremental increases in the last 5 years must be taken into account when calculating the overall size of the enlargement.
- 2.4.6 There is no longer a prescribed pre-publication consultation period for significant changes. However, DfE guidance states that there is a strong expectation on schools and Local Authorities that they consult interested parties in developing their proposals prior to publication, as part of their duty under public law to act rationally and to take into account all relevant considerations. All responses received to such consultation must then be considered in deciding whether to publish the necessary statutory proposals.
- 2.4.7 If there is a proposal to increase the PAN which would involve a statutory proposal to enlarge the premises increasing the physical capacity of the school, there are two related consultation processes:
- i) Consultation on the proposal to increase the PAN
 - ii) Consultation on the proposal to enlarge the premises increasing the physical capacity of the school prior to the publication of statutory proposals.
- 2.4.8 **Proposal to alter the upper age range of Carlton Bolling College removing the sixth form provision and to increase the PAN from 240 to 300**
- 2.4.9 A review was undertaken by the Department for Education (DfE) on sixth form provision; the outcome is that they are proposing to launch new level 3 vocational qualifications. These Technical or Tech level qualifications will be broad based programmes designed to be the equivalent to 'A' levels, leading to degree level vocational studies or high level apprenticeships. There is likely to be a need for additional resources to deliver these changes, however, Carlton Bolling feel it would be difficult for them to provide this new range of programmes. Removal of sixth form would give them the opportunity to increase the intake for statutory aged pupils (11-

16 year olds) by increasing the PAN from 240 to 300 which would help to meet the demand for school places.

2.4.10 The judgement following the recent Ofsted inspection of Carlton Bolling shows the school is 'Outstanding'. Increasing the PAN would allow more pupils to access the high quality education provided by this school.

2.4.11 The Education Skills and Funding Agency (ESFA) approved the opening of two new sixth form colleges for 2019. These colleges will eventually hold a total of 2000 students. This new provision is to be provided by two well performing, reputable post 16 establishments who will be able to offer a wider, more specialised and high quality range of courses. Pupils from Carlton Bolling will have the opportunity to apply for a greater range of courses and places at these colleges.

3. OTHER CONSIDERATIONS

Consultation

3.1 Low Ash Primary School

3.1.1 Consultation on the proposal to increase the PAN at Low Ash Primary School and the proposal to enlarge the premises by increasing the physical capacity of the school was undertaken between 8 September 2017 and 20 October 2017. See **Appendix G** for a copy of the consultation letter.

3.1.2 The list of those consulted is shown in **Appendix I**. The local media publicised the consultation and details were placed on the Bradford Council website, Bradford Schools Online, Facebook and Twitter.

3.1.3 At its meeting on 5 December 2017, Executive approved the increase on the PAN from 60 to 90 from 1 September 2019 and authorised the publication of statutory proposals to enlarge the premises of the school by increasing the capacity from 420 to 630 from September 2019.

3.1.4 Statutory proposals were published on 4 January 2018 for the enlargement of the premises at Low Ash Primary School by increasing the capacity of the school from 420 to 630 from 1 September 2019. **See Appendix L**

3.1.5 During the representation period of 4 weeks any person or organisation could submit comments on and objections to the proposal to the Local Authority to be taken into account by the decision maker.

3.1.6 Only one response to the statutory proposal was received. Whilst agreeing with the need to increase the school, the respondent has raised concerns regarding traffic and parking and suggested an alternative parking option and a new entrance to the school may alleviate the increase in traffic. The Local Authority would work with the school to try and mitigate any adverse impact on traffic and parking. These concerns were also raised during the initial consultation and were considered by the Executive before making the decision to approve the publication of statutory proposals. **See Appendix N**

3.2 Carlton Bolling College

- 3.2.1 Consultation on the proposal to close the sixth form provision and increase the PAN from 240 to 300 was carried out between 11 September 2017 and 20 October 2017.
- 3.2.2 The list of those consulted is shown in **Appendix I**. The local media publicised the consultation and details were placed on the Bradford Council website, Bradford Schools Online, Facebook and Twitter.
- 3.2.3 At its meeting on 5 December 2017, Executive authorised the publication of statutory proposals to alter the upper age range of Carlton Bolling College from 11-18 to 11-16 to remove the sixth form and increase the PAN from 240 to 300 from 1 September 2018.
- 3.2.4 Statutory proposals were published on 4 January 2018 for the change of age ranges from 11-18 (inclusive) to 11-16 (inclusive) from 1 September 2018. **See Appendix M**
- 3.2.5 During the representation period of 4 weeks any person or organisation could submit comments on and objections to the proposal to the Local Authority to be taken into account by the decision maker.

3.3 Own admission authority schools

The following own admission authority schools have consulted on changes to their admission policies. Details can be found on individual school websites and will be published in the Guide to Parents booklet in the Autumn term:

- Appleton Academy removal of sixth form
- Beckfoot Upper Heaton removal of sixth form
- Buttershaw Business and Enterprise College removal of sixth form
- Dixons City Academy
- Dixons McMillan Academy
- Dixons Trinity Academy
- Immanuel College amendment to Priority Area
- St John's CE Primary School and introduction of defined Priority Areas
- St Oswald's CE Primary School

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.
- 4.2 Basic Needs Funding would be used for the proposed expansion of Low Ash Primary School subject to approval by the Executive and responses to the publication of Statutory Proposals.
- 4.3 The estimated cost of the proposed enlargement of Low Ash Primary School currently stands at £3.6m.

- 4.4 There would be no cost to the Local Authority for the proposed changes at Carlton Bolling College.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 Individual risks associated with the Low Ash Expansion programme will be managed as part of the project to deliver the extra places.

6. LEGAL APPRAISAL

- 6.1 The Local Authority is the admission authority for community and voluntary controlled schools in the area, and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.
- 6.2 The School Standards and Framework Act 1998, and associated regulations, required admission authorities to determine the admission arrangements on an annual basis, including the admission criteria that will be used if a school is oversubscribed, for the schools for which they are responsible.
- 6.3 In accordance with the School Admissions Code 2014, when changes are proposed to admission arrangements for entry in September 2019, the admissions authority must consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. If no changes are made to admission arrangements, they must be consulted on at least once every seven years.
- 6.4 All admission authorities must determine their admission arrangements even if there have been no changes and no consultation has taken place. Admission Authorities must determine their admission arrangements for entry in September 2019 by 28 February 2018. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for the whole school year in which offers for places are made.
- 6.5 Own admission authorities are not required to consult on their Published Admission Numbers (PAN) where they propose to either increase or keep the same PAN. For a community or voluntary controlled school the Local Authority (as admissions authority) must consult at least the governing body of the school where it proposes to either increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Own admission authorities must notify the Local Authority of their intention to increase the school's PAN and refer to the change on the school's website.
- 6.6 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the

local authority must consult on the scheme at least once every seven years even if there have been no changes in that period. There is no requirement for local authorities to co-ordinate in-year applications but they must provide information in the composite prospectus on how in-year applications can be made and will be dealt with.

- 6.7 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.
- 6.8 There is no longer a statutory pre-publication period for proposed significant changes to schools. However, statutory DfE guidance states that there is a strong expectation on schools and Local Authorities that they consult interested parties in developing their proposals prior to publication as part of their duty to act rationally and to take into account all relevant considerations. All responses received to such consultations must be considered in deciding whether to publish the necessary statutory proposals on the basis proposed.
- 6.9 Local Authorities must follow a statutory process when a proposed enlargement to the premises of a school is permanent (longer than 3 years) and would increase the capacity by both more than 30 pupils and by 25% of the existing capacity or 200 pupils, whichever is the lesser.
- 6.10 For proposed changes that are expected to be in place for more than two years Local Authorities must follow a statutory process when they propose a change to the age range of 1 year or more for community schools including the removal of sixth form provision.
- 6.11 *At its meeting on 5 December 2017 Executive approved the publication of statutory proposals to enlarge the premises of Low Ash Primary Schools by increasing the capacity and to alter the upper age range of Carlton Bolling College so as to remove 6th form provision. Statutory proposals were published on 4 January 2018 with a four week Representation Period during which period any person or organisation could submit comments on or objections to the proposals to the Council to be taken into account by the decision maker. These will be considered by the Executive in its capacity as decision-maker when it determines the proposals at the end of the Representation Period. Executive can decide to reject, approve, approve with modifications, or approve subject to certain conditions e.g. granting of planning permission.*
- 6.12 *The following factors need to be considered in deciding whether or not to approve Statutory Proposals. The Executive should:-*
be satisfied that: appropriate consultation and representation period has been carried out
all comments and objections received must be considered by the Executive
consider the quality and diversity of schools in the relevant areas
consider the demand for new school places
In assessing demand consider proposal admission arrangements have regard to the Public Sector Equality Duty
consider impact on community cohesion
be satisfied that travel and accessibility has been properly taken in to account
be satisfied that any land, premises or capital required to implement the proposal will be available

consider if the schools will be able to fulfil the legal requirement that suitable outdoor space can be provided in order to enable physical education is provided to pupils in accordance with the school curriculum; and that pupils play outside. The provision may be fulfilled by access to suitable facilities off-site

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

The Local Authorities admission policy and admission criteria must not discriminate directly or indirectly against any group or individual. Equalities impact assessment was completed on 10 October 2017 (Appendix O).

7.2 SUSTAINABILITY IMPLICATIONS

None

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The proposals would not impact on greenhouse gas emissions. If more children are able to attend their local school this could lead to a reduction in emissions.

7.4 COMMUNITY SAFETY IMPLICATIONS

Parking and traffic issues have been raised as concerns by respondents to the initial consultations. The Local Authority will work with both schools to try and mitigate any adverse impact on traffic and parking.

7.5 HUMAN RIGHTS ACT

There are no direct Human Rights implications arising from this report.

7.6 TRADE UNION

Trade Unions have been informed of the proposals. The proposed increase in the PANs at Low Ash Primary School and Carlton Bolling College may lead to an increase in staffing levels even with the proposed removal of the sixth form provision at Carlton Bolling.

7.7 WARD IMPLICATIONS

Ward Councillors have been consulted about the proposed changes to the schools in their wards.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Considering the results of the consultation the Executive can decide to:

9.1 Low Ash Primary School

- a) Approve the proposal to enlarge the premises of Low Ash Primary School by increasing the capacity of the school premises from 420 to 630 from 1 September 2019 onwards (subject to the granting of planning permission).

OR

- b) Reject the proposal to enlarge the premises of Low Ash Primary school.

9.2 Carlton Bolling College

- a) Approve the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 (inclusive) to 11-16 (inclusive) removing the sixth form provision and approve the increase in the PAN from 240 to 300 for statutory aged pupils from 1 September 2018.

OR

- b) Retain the upper age range and sixth form provision at Carlton Bolling College, continuing to provide education for 11-18 (inclusive) year olds and retain the current PAN at 240.

10. RECOMMENDATIONS

- 10.1 That the Executive approve the Primary and Secondary Admission Arrangements.
- 10.2 That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.
- 10.3 That the Executive approve the In-Year Co-ordinated Admissions Scheme.
- 10.4 That the Executive approve the proposals to enlarge the premises of Low Ash Primary School by increasing the capacity of the school premises from 420 to 630 from 1 September 2019 (subject to the granting of planning permission).
- 10.5 That the Executive approve the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 (inclusive) to 11-16 (inclusive) removing the sixth form provision and approve the increase in the PAN from 240 to 300 for statutory aged pupils from 1 September 2018.
- 10.6 That the Executive note the proposed changes to the admissions oversubscription criteria for own admission authority schools listed in section 3.3
- 10.7 That the Executive note the Published Admission Numbers contained in Appendix F

11. APPENDICES

- Appendix A: Admission arrangements for community and voluntary controlled primary schools 2019-2020
- Appendix B: Admission arrangements for community secondary schools 2019-2020
- Appendix C: Co-ordinated admissions scheme for primary schools 2019-2020
- Appendix D: Co-ordinated admissions scheme for secondary schools 2019-2020
- Appendix E: In-year co-ordinated admissions scheme for 2019-2020
- Appendix F: Schools Published Admission Numbers (PANs)
- Appendix G: Sample consultation letter Low Ash Primary School
- Appendix H: Sample consultation letter Carlton Bolling College
- Appendix I: List of Consultees
- Appendix J: Summary of comments previously submitted in response to consultation on Low Ash Primary School
- Appendix K: Summary of comments previously submitted in response to consultation on Carlton Bolling College
- Appendix L: Copy of Statutory Proposal to enlarge the premises of Low Ash Primary School
- Appendix M: Copy of Statutory Proposal to alter the upper age range at Carlton Bolling College
- Appendix N: Response to Low Ash Statutory Notices
- Appendix O: Equalities Impact Assessment

12. BACKGROUND DOCUMENTS

- School Admissions Code 2014
- School Organisation Plan
- Executive Report 5 December 2017

Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2019/2020

ENTITLEMENT

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two year olds are also entitled to free education if they meet the entitlement criteria.

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 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 condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

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

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to the school.

TIE BREAK

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

TWINS AND TRIPLETS

Where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

ADMISSION POLICIES

A) Schools with Priority Admission Areas

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

Addingham, Ben Rhydding, Cottingley Village, Eldwick, Long Lee primary schools.

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. *Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1)*
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. *Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 2)*
4. Children whose home address is within the school's priority admission area*. (see Note 3)
5. Children whose home address is outside the school's priority admission area.

* For Cottingley Village and Eldwick primary schools, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.

B) All other community schools and All Saints CE (Bradford)

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see Note 2).
- 4 Other children.

C) Bowling Park Primary School (Community School)

Application Procedure

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. In addition to listing the school on the common application form, applicants must complete a supplementary information form to indicate which of these two sites they prefer. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site.

Oversubscription Criteria

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see *Note 1*).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and **based at the preferred site** and will still be attending that site at the time of admission (see *Note 2*).
- 4 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see *Note 2*).
- 5 Other children.

Late and refused applications and in-year admissions

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

Appeals

Where a place cannot be offered at either site, parents have the right to appeal for a place at Bowling Park Primary School to the Independent Appeals Panel. Parents do **not** have the right to appeal for place at a particular site. Where a place at the school is granted on appeal, the headteacher will decide at which site the pupil will be placed. Every effort will be made to place siblings at the same site.

E) Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE
Low Moor CE
St Luke's CE

St Matthew's CE
Woodlands CE
Wycliffe CE

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see *Note 1*).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see *Note 2*).

4. Children of parents who are members* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see * below).
5. Other children.

** For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

F) All Saints CE Primary School (Ilkley) - voluntary-controlled

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.
3. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order. (refer to notes below for additional information*)
 - a. Weekly Worship
 - b. Fortnightly Worship
 - c. Monthly Worship
4. Remaining places will be allocated to other applicants.

When demand exceeds places for any one of the above criteria, the shortest distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place.

** In order to meet this criterion, parents will be required to complete a supplementary application form, signed by their minister or church leader, confirming their attendance at church at least fortnightly over the last three years. The form is available from the school or the Local Authority and must be returned to the school or the Admissions Team by the closing date.*

NOTES

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included.
3. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF) (attached), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

4. "Home address" refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is the address where the child lives the majority of the school week.
5. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
6. Proximity to school is used as a tie-breaker, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by the Local Authority.
7. Twins or triplets – where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.
8. Pupils will not be admitted above the published admission numbers for the school unless:
 - Twins and children from multiple births when one of the siblings is the last child to be admitted,
 - Where additional school places need to be provided, or the pupil is admitted as part of the fair access protocol, agreed with all schools in the area.

Admission Arrangements for Community Secondary Schools 2019/2020

These arrangements apply to Carlton Bolling College and Titus Salt School.

Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school named without reference to the oversubscription criteria below.

Tie Break

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Twins and triplets

Where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

Oversubscription Criteria

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

4. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (*see Note 1*).
5. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
6. Children whose home address in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (*see Notes 2 and 3*).
7. Other children whose home address is in the school's priority admission area (*see Note 3*).
8. Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (*see Notes 2 and 3*).
9. Other children whose home address is outside the school's priority admission area (*see Note 3*).

NOTES

1. A '*looked after child*' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.
2. The term '*sisters*' and '*brothers*' refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.
3. '*Home address*' refers to the child's permanent home at the date of admission. Where the child lives with parents with 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.

Admission Policy for Entry into Sixth Form

Entry requirements are set by each school and full details of these can be found in the respective schools' sixth form prospectus. Students not currently on roll of the school who wish to join the sixth form must complete an application form and return it to the school by the date specified.

Year 11 students currently on roll at the school may proceed to Year 12 where the entry requirements are met.



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

**For applications made during the normal admissions
round
for Primary Schools
2019-2020**

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) Applicants for Bowling Park Primary School need to complete a SIF form to indicate which site they would prefer.
- e) For pupils resident in another LA, parents must use the online CAF or complete a paper CAF through their home LA.
- f) The closing date for all applications is **15 January**.

- 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 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 12 November 2018**, 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 8 February 2019**, 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 15 February 2019**, 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 1 March 2019**, 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 8 March 2019**, 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 21 March 2019**, 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 12 April 2019**, pupil allocation lists will be available on Bradford Schools Online for primary schools to view.
- d) On **16 April** parents who applied online will receive emails confirming their allocated school. All other applicants will receive a letter after 16th April via Royal Mail.
- e) On **16 April** any applicant requiring a letter should receive the offer in writing. All letters will be posted to the child's home address. 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.
- f) By **30 April 2019**, 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 3 June 2019**, deadline by which parents should return appeal forms.
- h) Appeals received by the deadline date will be heard within 40 school days during **June, July and by 9 September 2019 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) a late application, will be considered as 'received on time' and dealt with as those received by the deadline. 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'.

Once preferences have been sent to other admission authorities and LAs, late applications will be considered after all those that were accepted as 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 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

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2019-2020 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 (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.

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 (December). 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 move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

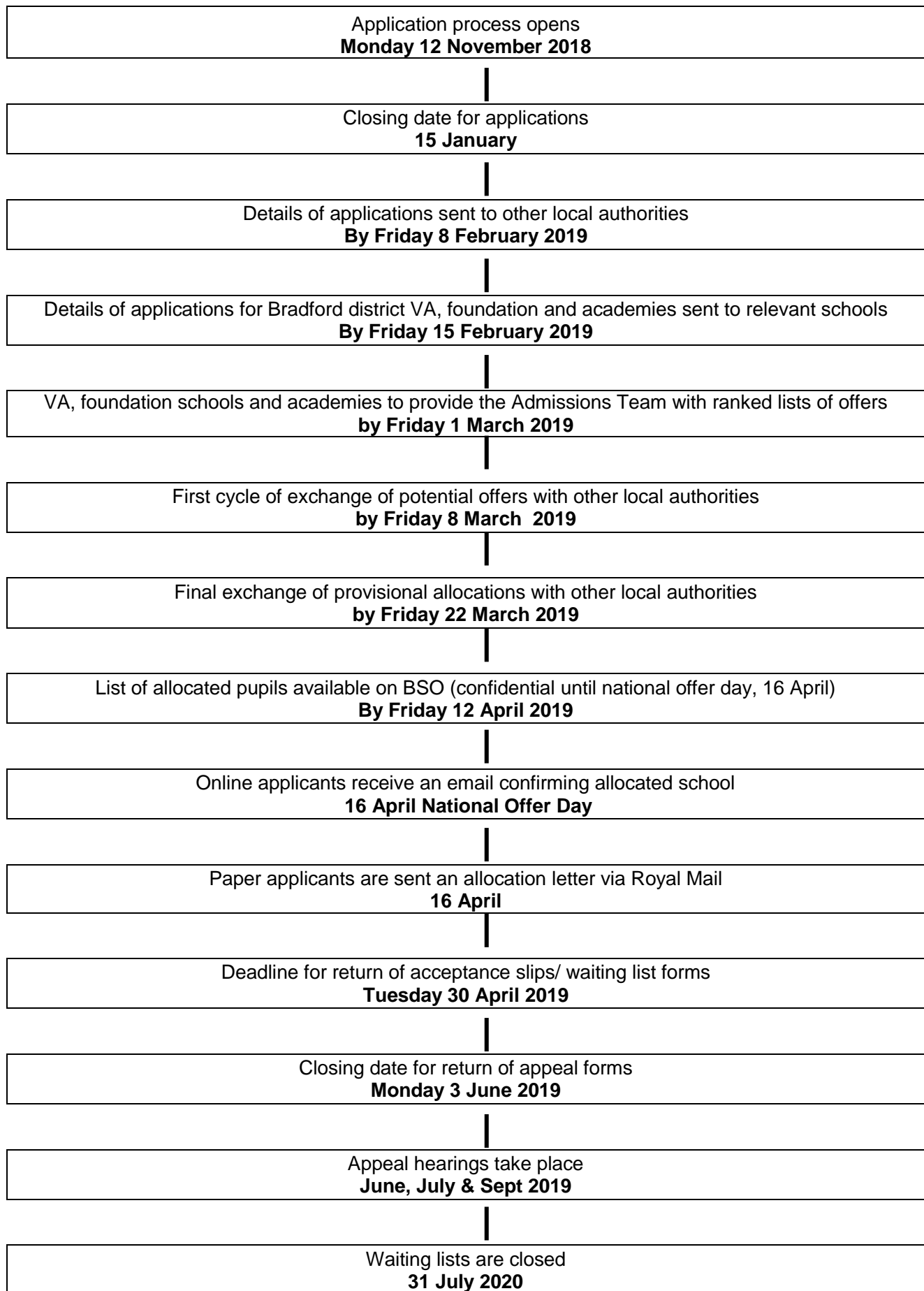
8. IN-YEAR APPLICATIONS AND TRANSFERS

- 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 2019-2020





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

**For applications made during the normal admissions
round
for Secondary Schools
2019-2020**

2. 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 (LA's) must draw up a scheme which co-ordinates admission arrangements covering all maintained secondary 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 secondary school place during the normal admission round, receives an offer of one school place on the same day. All preferences must be made by an online application via their local authority website or on a paper common application 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 secondary school allocations must be communicated to parents on the national offer date which is 1 March (or the next working day).

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

Wherever the phrase '**common application form**' (**CAF**) is used, this refers to the online application system www.bradford.gov.uk/admissions. A paper version is available from the LA but only for those who can demonstrate an inability to use the online system. Parents are able to use computers in public Local Authority buildings e.g. libraries or make an appointment with officers from the Admissions Team for assistance.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any secondary school maintained by BMDC or by any other LA on a CAF. Parents should apply online via the Bradford Council website, www.bradford.gov.uk. Paper forms are available from the Admissions Team, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. Parents of pupils resident within the Bradford district but attending a primary school within another authority will be sent an admissions booklet by post (based on data provided by other LA's).
- b) Any parents applying for a school or academy, for faith reasons or that require fair banding assessments; will need to fill in supplementary **information forms (SIF's)** in addition to completing the common application form. Supplementary information forms are only to be used where additional information is required in order for the governing body to apply their admission criteria. The SIF is available from individual schools. 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. Applicants who have not completed a SIF or who have done so but not provided the required evidence of their faith, will be ranked lower than those that have provided evidence of their faith. An application **cannot** be considered without a completed CAF.
- c) The Dixons Academies, and Bradford Girls Grammar School use 'Fair Banding' and require applicants to complete a SIF in order to register for the non-verbal reasoning tests.
- d) For pupils resident in another LA area but attending a Bradford LA primary school, parents should apply online through their home LA.

- e) **The closing date for applications is 31 October. Parents should consult individual schools regarding the closing date for SIF.**
- f) Primary schools should ensure that a child starting in year 6 during the school year is given a booklet advising parents how they apply online. If this is after the closing date a paper form will need to be completed. All late applications must be forwarded to the Admissions Team as soon as possible.
- g) 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) **Week beginning 3 September 2018**, a booklet containing summary information for parents will be distributed to all Bradford LA primary schools for their Year 6 children. 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 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 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** secondary schools and must apply online or return the completed CAF to their child's primary school or to the Admissions Team **by 31 October**.
- c) Parents are required to return the completed SIF to the relevant school or academy by the specified closing dates.
- d) Any required 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 31 October**.

Stage 2

- a) **By Monday 19 November 2018**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team details of preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) Week commencing **26 November 2018**, 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 uploaded on to Bradford Schools Online (BSO) for schools to view.
- c) By **Friday 14 December 2018**, 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 18 January 2019**, 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;

- 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.
- d) By **Monday 11 February 2019**, in the final cycle of 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) On **Monday 25 February 2019**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view. Parents who apply online will be sent an email on **1 March National Offer Day**. Parents who applied on a paper form will be sent a letter on 1 March via Royal Mail, as will any parent who applied online but who indicated they did not wish to receive an email, Parents 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 about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
 - d) Some schools within Bradford and other LAs may require parents to accept the offer. It will be made clear where this is the case and failure to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.
 - e) **By Friday 15 March 2019**, parents need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.
 - f) **Friday 29 March 2019**, deadline by which parents should return appeal forms if they wish to have them heard before the end of the academic year.
 - g) **May – July 2019** 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 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.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) a late application, will be considered as 'received on time' and dealt with as those received by the deadline. 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'.

Once preferences have been sent to other admission authorities and LAs, late applications will be considered after all those that were accepted as on time.

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).

7. WAITING LISTS

Waiting lists must be maintained for all schools until 31st December 2018, in accordance with the Code of Practice.

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2019-2020 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 (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.

Voluntary-aided, Foundation, Trust schools and Academies

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

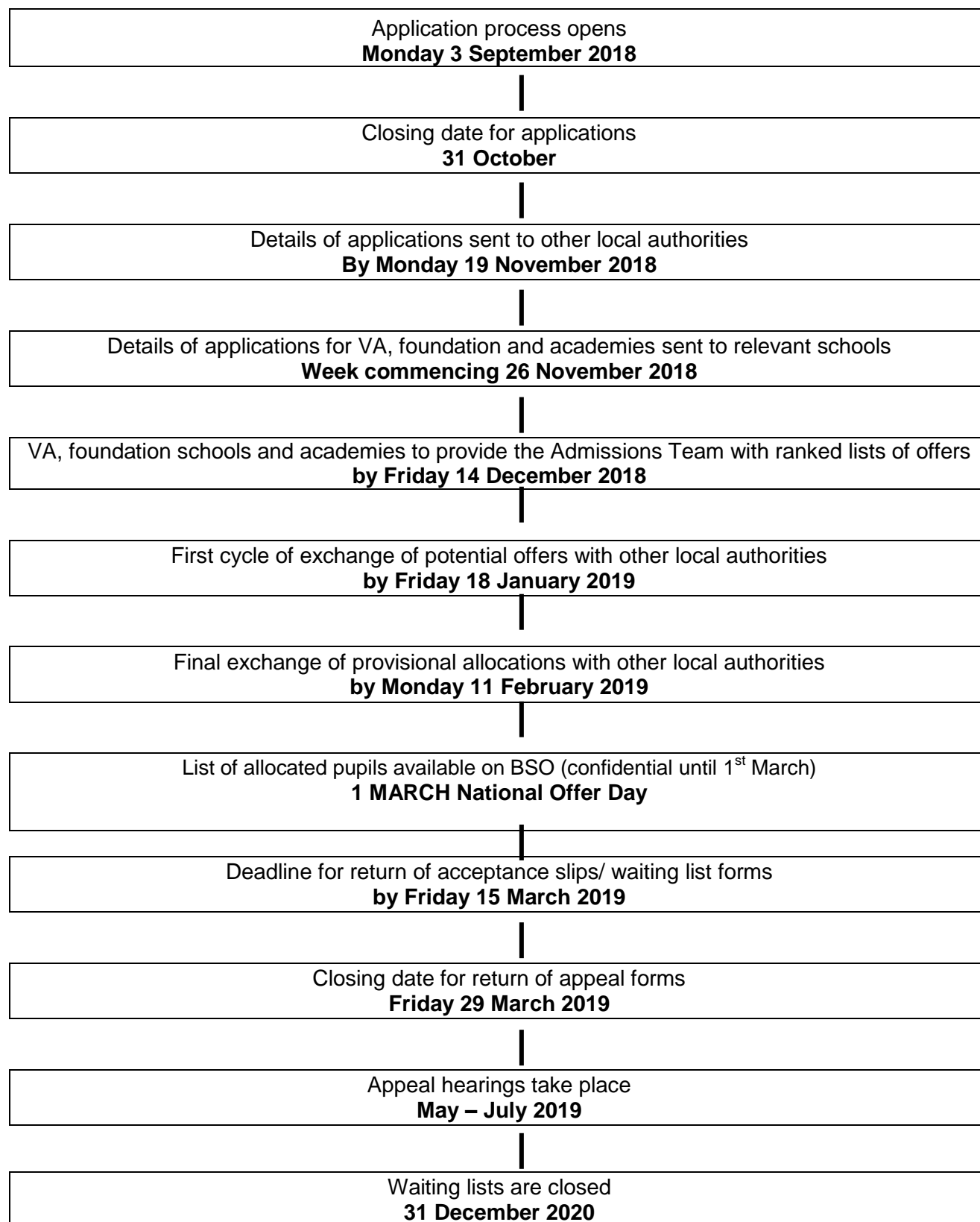
- a) 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

- b) A separate co-ordinated scheme for in-year admissions sets out this process; however 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.
- 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.

10. 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.

SECONDARY SCHOOL ADMISSIONS TIMETABLE 2019-2020





In-year Co-ordinated Admissions Scheme

**For applications and mid-term transfers during
the school year for all schools in the Bradford
Metropolitan District Area
2019-2020**

1. INTRODUCTION

Although there is no legal requirement to co-ordinate in year admissions, the Local Authority will continue to do so for all community and voluntary-controlled schools and any own admission authority school that wishes to participate in co-ordination. The In Year Co-ordinated Admissions Scheme explains this process and is reviewed annually.

An 'in-year admission' is defined as admissions to a school outside the normal transfer times or for a year group that is not the normal year of entry. For community and voluntary controlled schools, Bradford LA will co-ordinate admissions. The scheme does not apply to nursery schools, special schools or sixth form applications.

2. APPLICATION FORMS

- 2.1 Bradford District residents who wish to apply for a community or voluntary-controlled school must complete the **common in year application form**. Applications for own admission authority schools (voluntary-aided, foundation, trust schools and academies) for which the LA administer their in year applications, should also be made using the LA's application form. The in year application form is available from the Admissions Team at Margaret McMillan Tower, Princes Way Bradford BD1 1NN. A copy of the form can also be downloaded from the Council's website (www.bradford.gov.uk).
- 2.2 Parents/carers will be asked to give reasons why they wish their child to transfer. The form also lists the Fair Access categories and the parent is required to tick any that apply to their child. Where a parent has requested a transfer of school within the Bradford district or from another authority but has not moved house, the Head of Year or a member of the Senior Leadership Team at the child's current school, must complete Part Two of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol. If Part 2 is not completed the application process may be delayed if Fair Access placement is required.
- 2.4 Parents must return the completed application form to the Admissions Team. If any community or voluntary-controlled school receives an application or a request for a place direct from the parent, whether the school has places or not, the application should be forwarded to the Admissions Team.
- 2.6 Applications for any Catholic school, Idle CE and Shipley CE primary schools, must be made on the individual school's application form which are available from the school and returned directly to the school.
- 2.7 **In accordance with the School Admissions Code, these schools must inform the LA's Admission Team of every application made for their school and the outcome of the application and provide copies of any letters sent to the parent.**

3 NUMBERS ON ROLL

All schools and academies are required to communicate the availability of places to the LA's Admission Team when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, i.e. fortnightly. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

4 APPLICATION PROCEDURES

4.1 Applications for community and voluntary-controlled schools

- 4.1.1 The LA's Admissions Team (as the Admissions Authority for community and voluntary-controlled schools) will determine whether an applicant can be offered a place in any of these schools. If there are more applications than places available in the year group, the Admissions Team will consider the application against its published 'oversubscription criteria'.
- 4.1.2 Where a community or voluntary-controlled school is ranked higher on the application form and a place can be offered, the Admissions Team will aim to process the application within **20** school days from receipt of the form.
- 4.1.3 If more than one school listed can be offered, the applicant will be offered a place at the school ranked highest on the application form.
- 4.1.4 If none of the schools listed can be offered, a place will be offered at an alternative available school, unless the child's current school is within a reasonable distance. If this is the case, no other school will be offered.
- 4.1.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school **must** contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

4.2 Applications for own admission authority schools for whom the LA co-ordinates admissions

- 4.2.1 The Admissions Team will forward details of the application to the relevant school. This will be done within 7 school days of receipt of the application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.
- 4.2.2 The governing body (or delegated persons to determine the application), as the admission authority, will determine whether the applicant can be offered a place at their school. If, at any one time, there are more applicants than there are places in the year group or a waiting list, the school's oversubscription criteria must be used to determine who will be offered the place.
- 4.2.3 Following receipt of the application, the school must inform the Admissions Team whether the applicant can be offered a place within a maximum of **five** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant may be kept on the school's waiting list if one is maintained.
- 4.2.4 Following receipt of the school's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.
- 4.2.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school must contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

4.3 Applications for Catholic schools and other own admission authority schools dealing with their own in year admissions

4.3.1 Applications should be made on the school's own in year application form.

4.3.2 Once any application has been considered by the school, the Admission Team **must** be notified of the details and outcome of the application and provided with copies of all correspondence sent to the parent regarding the outcome of the application.

4.3.3 Where a place is not available, the school must send details to the Admissions Team, **with a copy of the refusal letter sent to the parent**, who will then offer an alternative school.

4.4 Applications for schools in other local authorities

4.4.1 Parents resident in the Bradford district who wish to apply for a school maintained by another local authority must make direct contact with the relevant authority. Parents will be informed of the outcome of their application either by the relevant authority or the school applied for.

4.4.2 Residents in other local authorities who would like their child to attend a school in the Bradford LA must complete a Bradford In Year Application form. Parents will be informed by the Bradford Admissions Team, of the outcome.

4.4.3 Bradford will accept applications from other LA's where parents are yet to move into the local area, in order to facilitate the allocation of a school place in a timely manner. If parents living in Bradford who are moving to other LA's wish to make their applications through Bradford LA we will facilitate this, however it may be quicker for parents to approach those LA's directly as not all LA's co-ordinate In Year applications.

5 OFFERS OF SCHOOL PLACES

5.1 Where the application is for a community, voluntary-controlled school or another admission authority school that the LA is co-ordinating admissions for, the Admissions Team will write to parents informing them of the result of their application. Parents will be given the opportunity to place their child on a waiting list and informed of their right of appeal if not given their preferred school.

5.2 When a school has been allocated, the Admissions Team will inform the relevant school that the offer has been made.

5.3 Parents will be required to contact the school to make an appointment, within **five** school days of the decision letter being sent. The school must contact parents to chase up any parents who have failed to make an appointment or agree a start date. If a parent refuses the allocated school and no other school is available the allocation will remain unless the place is required due to a shortage of places in an area. Any appeal hearing will be informed of the refused allocation and of the nearest school with places. If an appeal for the preferred school is refused, the case may be referred to the Education Social Work Service.

5.4 Where the application is for a Catholic school or an own admission authority school that is dealing with its own in year admissions, they **must** confirm the offer in writing **and** inform the LA's Admissions Team immediately.

6 ADMISSION TO SCHOOL

Once a school place has been determined and the allocated school informed, the pupil should be admitted to the school within the following timescales:

i) Pupils new to the district or who have moved house

Pupils new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within ten school days of the offer being made.

ii) Pupils transferring from another local school

The authority's *'Mid Term Transfer Policy'* which is attached to this document, states that pupils who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the schools and the Admissions Team. Year group numbers will be amended to take into account the allocation and the reserved place.

7 WAITING LISTS

Parents can request that their child is placed on a waiting list for their preferred school(s), once a term, in writing. The Admissions Team will maintain waiting lists for all year groups for community and voluntary-controlled schools until the end of the school year in which the application was received (for primary schools) and the end of the term (for secondary schools).

Schools which are their own admission authority may choose to keep waiting lists or not. All waiting lists must be maintained in the order of the oversubscription criteria unless a place is requested through the Fair Access Protocol. If places become available during the year, all offers must be made in accordance with the Mid Term Transfer Policy.

8 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Applications for these children will be dealt with by the Special Educational Needs Team (01274 435750) who will liaise with parents and schools to determine which schools can meet the child's needs.

9 FAIR ACCESS PROTOCOL

All LA's **must** have a Fair Access Protocol (FAP), 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 FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, including after an appeal hearing.

Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. **All** schools must participate in admitting children through the FAP in accordance with the Code of Practice for School Admissions 2014.

Pupil Mid-Term Transfer Policy

1. Introduction

This policy clarifies the roles of headteachers and the Local Authority when parents make a request to change school during the school year and sets out the process for dealing with such requests.

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and provides a framework for the exchange of pupil information. The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

2. Background

There is an expectation that pupils will remain at school for the usual period of time and only change schools at the end of the primary phase. Both primary and secondary schools liaise closely to ensure smooth transition and pastoral arrangements are aimed at providing pupils with continuity between phases. However, many schools in the Bradford District experience high levels of pupil mobility during the school year which impacts on the attainment and achievement of pupils and on school staff in terms of induction, administration and tracking pupils' progress. This mobility undermines the pupil's continuity of progress and that of other pupils when school staff has to manage pupils leaving or joining classes mid-year. It can also impede financial and staff planning.

There is evidence that mid-year movement is often disruptive to the statutory SEN process. This is particularly important during a child's early years at school, when the first steps towards assessing educational needs are taken. If this process is delayed because of changes of school, the result is often a lack of appropriate support throughout the remaining phase of education.

3. Legal Framework

Under the Schools Standards and Framework Act (1998) as amended by the Education Act 2002, a parent has the right to express a preference for a place at a school at any time. The LA (or in the case of VA, foundation schools and academies, the governing body) has a legal duty to comply with the parents' preference to admit the pupil on to the school roll, unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. This means that the school must admit the pupil unless that particular year group is at or above the published admission number.

While it is essential that children who have no school place are found one quickly, section 433 of the Education Act 1996, permits deferment of admission until the start of a school term, subject to certain exceptions (see paragraph 5). This would particularly be the case where requests for school transfer has been made that do not involve a house move or where there is no need for an immediate move (see exceptions below). In such cases, schools can arrange for a child to start at the beginning of the next term. This does not conflict with the parent's right to 'express a preference', but does allow schools to manage the movement of pupils transferring mid-year.

The LA has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to the Education & Skills Funding Agency for consideration in relation to academies and free schools.

4. **School Transfer Process**

Any in-year admission request (whether the child is already attending a Bradford District school or is new to the area) shall be co-ordinated by the local authority. An '*In Year Common Application Form*' is available from the Admissions Team or can be downloaded from the Bradford Council website and must be returned to the Admissions Team.

For all applications, parents will be required to ask the Head of Year or a member of the Senior Leadership Team at the child's current school to complete Part Two of the application form. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affect the child's education and therefore the suitability of a school place. The information provided by the current school will assist in determining whether the transfer request may require being dealt with under the Fair Access Protocol and/or by LA officers to determine whether the transfer request comes under one of the exceptions given below.

If the preferred school has places in the appropriate year group and the school does not refer the application through the Fair Access process, the Admissions Team will inform parents that a place is allocated and arrangements can then be made for the admission to take place at the start of the next school term.

5. **Exceptions**

Mid-term transfer of a pupil may only take place sooner than the start of the next term, if:

- the headteachers of the current **and** receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- the pupil has moved house to live more than three miles from the present school (if the pupil is aged over eight years) or over two miles (if the pupil is aged under eight years);
- the pupil has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term only;
- it has been determined that the admission of the pupil comes under the 'Fair Access Protocol' or other significant circumstances apply which identify the child as vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

When a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the agreed admission date and pupil data.

For pupils with an Education, Health & Care Plans (EHCP), any change of school must be made through a review of the EHCP by the school / SEN Team. Children with EHCPs are not dealt with through the admissions process as they have their own process enshrined in legislation.

6. **Information for parents**

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental effects that changing schools has on their child's progress and that such decisions should not be taken without careful consideration. Governors may wish to add similar statements to their school booklets and websites.

Primary School Published Admission Numbers (PANs)

School	PAN
ADDINGHAM	30
ALL SAINTS' CE (BFD)	90
ALL SAINTS' CE (ILK)	60
APPLETON	60
ASHLANDS	60
ATLAS COMMUNITY PRIMARY	30
BAILDON CE	60
BANKFOOT	30
BARKEREND	90
BECKFOOT ALLERTON	60
BECKFOOT HEATON PRIMARY	90
BECKFOOT PRIESTTHORPE	30
BEN RHYDDING	30
BLAKEHILL	60
BOWLING PARK	90
BRACKENHILL	60
BRADFORD ACADEMY	60
BRADFORD GIRLS GRAMMAR	52
BURLEY & WOODHEAD CE	30
BURLEY OAKS	60
BYRON	90
CARRWOOD	60
CAVENDISH	60
CHRIST CHURCH PRIMARY ACADEMY	30
CLAYTON ST JOHN'S CE	60
CLAYTON VILLAGE PRIMARY	30
COPTHORNE	60
COTTINGLEY VILLAGE PRIMARY	60
CROSSFLATTS	60
CROSSLEY HALL	90
CULLINGWORTH	45
DENHOLME	30
DIXONS ALLERTON ACADEMY	60
DIXONS MANNINGHAM ACADEMY	60
DIXONS MARCHBANK ACADEMY	60
DIXONS MUSIC ACADEMY	60
EAST MORTON CE	30
EASTBURN JUNIOR & INFANT	30
EASTWOOD	60
ELDWICK	75
FAGLEY	30
FARFIELD	60
FARNHAM	60
FEARNVILLE	60
FEVERSHAM	60
FOXHILL	30

School	PAN
FRIZINGHALL	60
GIRLINGTON	60
GLENAIRE	30
GREEN LANE	90
GREENGATES	30
GROVE HOUSE	60
HARDEN	30
HAWORTH	45
HEATON ST BARNABAS' CE	60
HIGH CRAGS	60
HILL TOP CE	30
HOLLINGWOOD	60
HOLYBROOK	30
HOLYCROFT	60
HOME FARM	60
HORTON GRANGE	90
HORTON PARK	60
HOYLE COURT	45
IDLE CE	60
INGROW	60
IQRA	90
KEELHAM	15
KEIGHLEY ST ANDREW'S CE	60
KILLINGHALL	90
KNOWLESWOOD	60
LAPAGE	90
LAYCOCK	15
LEES	30
LEY TOP	60
LIDGET GREEN	90
LILYCROFT	60
LISTER PRIMARY	60
LONG LEE	60
LOW ASH	60
LOW MOOR CE	60
LOWER FIELDS	60
MARGARET McMillan	90
MARSHFIELD	60
MENSTON PRIMARY	60
MERLIN TOP	45
MIRIAM LORD COMMUNITY	60
MYRTLE PARK	30
NESSFIELD	60
NEWBY	60
NEWHALL PARK	60
OAKWORTH	60

School	PAN
OLDFIELD	8
OUR LADY & ST BRENDANS CATHOLIC	30
OUR LADY OF VICTORIES CATHOLIC	30
OXENHOPE CE	30
PARKLAND	30
PARKWOOD	30
PEEL PARK	90
POPLARS FARM	60
PRINCEVILLE (temp)	60
RAINBOW (subject to consultation)	60
REEVY HILL	30
RIDDLESDEN ST MARY'S CE	60
RUSSELL HALL	30
RYECROFT	60
SALTAIRE	60
SANDAL	60
SANDY LANE	45
SHIBDEN HEAD	60
SHIPLEY CE	30
SHIRLEY MANOR	30
SILSDEN PRIMARY	90
SOUTHMERE	60
ST ANNE'S CATHOLIC	30
ST ANTHONY'S CATHOLIC (Clayton)	30
ST ANTHONY'S CATHOLIC (Shipley)	18
ST CLARE'S CATHOLIC	30
ST COLUMBA'S CATHOLIC	50
ST CUTHBERT & THE FIRST MARTYR'S	30
ST FRANCIS' CATHOLIC	30
ST JOHN THE EVANGELIST	30
ST JOHN'S CE	60
ST JOSEPH'S CATHOLIC (BFD)	40
ST JOSEPH'S CATHOLIC (BING)	30
ST JOSEPH'S CATHOLIC (KLY)	45
ST LUKE'S CE	30
ST MARY'S & ST PETER'S CATHOLIC	30
ST MATTHEW'S CATHOLIC	30
ST MATTHEW'S CE	60
ST OSWALD'S CE	60
ST PAUL'S CE	30
ST PHILIP'S CE	30
ST STEPHEN'S CE	60
ST WALBURGA'S CATHOLIC	30
ST WILLIAM'S CATHOLIC	30
ST WINEFRIDE'S CATHOLIC	60
STANBURY VILLAGE SCHOOL	15
STEETON PRIMARY	45

School	PAN
STOCKS LANE	30
SWAIN HOUSE	60
THACKLEY	60
THE ACADEMY AT ST JAMES	60
THE SACRED HEART CATHOLIC	30
THORNBURY	90
THORNTON	90
THORPE	30
TRINITY ALL SAINTS CE	60
VICTORIA	45
WELLINGTON	60
WESTBOURNE	60
WESTMINSTER CE	90
WHETLEY	90
WIBSEY	90
WILSDEN	60
WOODLANDS CE	15
WOODSIDE	60
WORTH VALLEY	30
WORTHINGHEAD	30
WYCLIFFE CE	60

Secondary School Published Admission Numbers (PANs)

School	PAN
Appleton Academy	165
Beckfoot Oakbank	300
Beckfoot School	270
Beckfoot Thornton	260
Beckfoot Upper Heaton (subject to consultation)	145
Belle Vue Girls	180
Bingley Grammar	300
Bradford Academy	230
Bradford Forster Academy	210
Bradford Girls' Grammar School	104
Buttershaw	330
Carlton Bolling (subject to Executive approval)	300
Dixons Allerton Academy	240
Dixons City Academy	165
Dixons Kings Academy	160
Dixons McMillan	112
Dixons Trinity Academy	112
Feversham College	120
Grange Technology College	300
Hanson School	300
Ilkley Grammar	300
Immanuel College	300
Laisterdyke	180
Oasis Academy Lister Park	160
One In A Million	75
Parkside	210
Queensbury (subject to consultation)	210
St Bede's & St Joseph's Catholic	290
The Holy Family	165
The Samuel Lister	180
Titus Salt	240
Tong	270
University Academy Keighley	180



Department of Place

Education Client Services
Margaret McMillan Tower
Princes Way
Bradford
BD1 1NN

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Fax: (01274) 320003
Email: Nina.Mewse@bradford.gov.uk

Date: 8 September 2017

All Parents and Carers of children attending:

Low Ash Primary School

Dear Parent/Carer

Consultation on the Expansion of Low Ash Primary School in order to increase the Published Admission Number (PAN) of the school

This letter is to seek your views on the proposed enlargement of Low Ash Primary School.

We are proposing to increase the Published Admission Number (PAN) at Low Ash Primary School from 60 to 90. The net capacity of the school is currently 420 and would be increased to 630.

The demand for reception places in this area continues to increase particularly with regard to the number of housing developments approved or awaiting a decision. Some homes have been completed and children have been accommodated in other recently expanded schools.

Actual numbers (May census) at Low Ash and other schools within a reasonable distance are shown in the table below. The PAN is the intake number (438 as shown below) and clearly shows a shortfall in reception and year 3.

School	PAN	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
BLAKEHILL PRIMARY SCHOOL	60	62	60	62	58	61	59	56
Christ Church CE Academy	30	30	23	28	29	30	26	28
Grove House Primary School	60	60	56	60	61	60	59	60
High Craggs Academy	60	55	55	48	60	58	53	56
Low Ash Primary	60	64	59	60	58	59	60	56
POPLARS FARM PRIMARY SCHOOL	30	29	30	30	34	30	30	29
SHIPLEY C of E PRIMARY SCHOOL	30	30	30	25	32	30	29	31
St Anthony's Catholic Primary School	18	19	18	16	18	16	19	16
St Francis Catholic Primary School	30	32	29	30	31	28	28	28
Swain House Primary School	60	61	60	63	64	64	65	60
Total	438	442	420	422	445	436	428	420

Primary schools are grouped into 26 planning areas as required by the Department for Education (DfE) in order to produce pupil forecasts. The forecasts for the planning areas which include the above schools show a shortfall of places in the future. Please note that the Council is only allowed to include additional children expected in the pupil forecasts once housing developments have been granted planning permission. The Council is however aware of significant developments over which a decision has not yet been made and recent completed developments that may not yet be occupied. Examples of developments within a reasonable distance to the school are shown in the table below:

Site	Number of dwellings	Status
Arthur Street	41	Pending
Ashfield Road	35	Pending
Bolton Woods Quarry	700	Pending
Cavendish Road	29	Granted
Dock Lane	10 apartments, 70 houses	Pending
Fagley Quarry	600	Granted
Frizinghall Road	18 apartments, 24 houses	Pending
Livingstone Road	59	Granted
Norman Lane	27 apartments	Granted
Otley Road	17	Granted
Poplars Park Road	145	Pending
Roundwood Avenue	440	Completed
Valley Road, Wallbank Drive	38	Pending
Wrose Brow Road	10	Granted

If all these pending developments are granted, it will place additional pressure on school places in the area and could mean children are placed at schools a considerable distance from their homes.

Low Ash Primary is in Shipley 1 planning area and currently there are 168 places available per year group. The health authority data showing the number of children registered, which is used for pupil forecasting shows the following:

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9	Age 10
Shipley 1	191	191	190	192	201	185	174	200	180	177	176
Reception year	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010

This data indicates that there are more children registered with the health authority than there are places and therefore children have had to travel to schools in other planning areas. The neighbouring planning area North East 2 also shows a shortfall (in the table below) as there are currently only 330 places available per year group, although following consultation we are to expand Poplars Farm Primary School to admit an additional 30 per year group. 2019 however will still show a shortfall.

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9	Age 10
North East 2	341	380	336	361	343	351	362	370	334	346	333
Reception year	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010

Low Ash Primary School is a popular school and usually applications exceed the number of places available. Their most recent Ofsted inspection rated the school as 'Good'.

The school has sufficient space to be expanded, the Council would work closely with the school to ensure that educational requirements continue to be met and that least disruption is caused to the pupils and staff during expansion. Any expansion would of course be subject to planning permission.

There would be no changes to the admission arrangements for the school other than increasing the number of reception children allocated each year to 90 as from September 2019.

This letter is therefore to gain your views and comments, on the Council's proposed enlargement of the school premises and an increase in the school's published admission number, as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

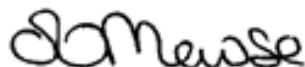
The consultation process will continue until 20 October 2017 after which a full analysis will be carried out and a report with recommendations will be made to the Executive of the Council in December 2017.

Letters of consultation are also to be sent to all schools within the District, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to: educationconsultation@bradford.gov.uk quoting changes to Low Ash Primary School.

Online responses can be made on the Bradford Council [consultation website](#) under current consultations.

Yours sincerely



Nina Mewse
Senior Provision and Places Officer

Response form

Please complete details and return to:

Nina Mewse

**Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 20 October 2017 at
the very latest**

Consultation on the expansion of Low Ash Primary School in order to increase the Published Admission Number of the school

Name (optional)

Full postcode (of your home address) *eg* BD1 1NN

Please indicate which of the following applies to you - *please tick all that apply*

- Parent/carer
- Member of school staff
- School Governor at Low Ash Primary
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a primary school
- Other

If other please give details

Please indicate your response to this consultation below

- I agree that Low Ash Primary School should be expanded to enable it to increase it's admission number from 60 to 90
- I disagree that the school should be expanded and feel the admission number should remain at 60

Please add any further comments below



All Parents and Carers of children attending
 Carlton Bolling College

Department of Place

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Date: 11 September 2017

Dear Parent/Carer

Consultation on the proposed closure of Sixth Form Provision at Carlton Bolling College and increase the Published Admission Number of the school to 300.

This letter is to seek your views on the proposal to close the sixth form at Carlton Bolling College and increase the published admission number (PAN) from 240 to 300 per year group. The total capacity of the school would remain the same.

A review was undertaken by the Department for Education (DfE) on sixth form provision, the outcome is that they are proposing to launch new level 3 vocational qualifications. These Technical or Tech level qualifications will be broad based programmes designed to be the equivalent to 'A' levels leading to degree level vocational studies or high level apprenticeships. There is likely to be a need for additional resources to deliver these changes.

Bradford Council also commissioned a review of post 16 Education producing [a report](#) 'A joint approach to post-16 education improvement in Bradford and the need for change' in July 2016, which is available on the Council's website. The report sets out a new approach into how post-16 education should be delivered in the future so that young people are offered high quality 'A' level and vocational education and training.

Carlton Bolling College are requesting permission to close their sixth form as it would be difficult for them to provide this range of programmes particularly as their provision is currently 70% vocational. The school also feel that should the sixth form close it would give them the opportunity to increase their intake for 11 to 16 year olds (statutory ages) which in turn would help to meet the increase in demand for school places.

The Education Skills and Funding Agency (ESFA) approved the opening of 2 sixth form colleges for 2019. These colleges will hold a total of 2000 students initially but could expand further. Students requiring post 16 courses could therefore be accommodated at these colleges who will be able to offer a wider, high quality and more specialised range of courses.

The capacity of Carlton Bolling College is currently 1564 although a new school building is due to open with a similar capacity. The May 2017 census indicated that there were 1511 pupils attending the school of which nearly 300 were in the sixth form.

If the PAN was increased to 300 this would mean 5 year groups of 300 totalling 1500 pupils.

Secondary schools are grouped into 8 planning areas as required by the DfE in order to produce pupil forecasts. Carlton Bolling is in the Bradford East planning area which includes Feversham, Hanson, Immanuel, Laisterdyke and One In A Million secondary schools. The forecast for this planning area shows a shortfall of places in the future unless additional places are provided. Please note that Bradford Council is only allowed to include additional pupils expected in the pupil forecast once housing developments have been granted planning permission. The Council is however aware of significant developments over which a decision has not yet been made and recent completed developments may not be occupied.

Currently the number of year 7 places available for children moving from primary school to secondary schools in this area is 1155. Both Immanuel and One In A Million are to increase their intakes by 60 and 25 respectively which will give a total of 1240 places. Over recent years there has been a significant increase in the number of primary aged children. These children are now working through the primary school year groups and will require secondary school places in the future.

The pupil forecast shows the following number of places will be required up to 2023.

School year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Pupils	1315	1345	1357	1311	1281	1257

Although we are working with schools that may make changes in this and other planning areas, increasing the numbers of places available at Carlton Bolling College by another 60 will help to meet some of the demand for places.

There would be no changes to the admission arrangements for the school other than increasing the number of year 7 pupils admitted each year from 240 to 300.

If this proposal is approved there would be no provision of level 3 courses for year 12 students in academic year 2018-19 although a smaller cohort of year 12 students taking level 2 courses would be admitted. The last entry for level 3 courses would be those starting in September 2017.

The sixth form would close once these students complete their courses in July 2019.

This letter is therefore to gain your views and comments, on the Council's proposal to close sixth form provision at Carlton Bolling College and increase the school's published admission number, as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 20 October 2017 after which a full analysis will be carried out and a report with recommendations will be made to the Executive of the Council in December 2017.

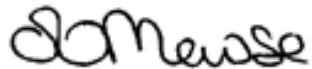
Letters of consultation are also to be sent to all schools within the District, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be

sent to: educationconsultation@bradford.gov.uk quoting changes to Carlton Bolling College.

Online responses can be made on the Bradford Council [consultation website](#) under current consultations.

Yours sincerely

A handwritten signature in black ink that reads "Nina Mewse". The signature is written in a cursive style with a large initial 'N'.

Nina Mewse
Senior Provision and Places Officer

Response form

Please complete details and return to:

Nina Mewse

**Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 20 October 2017 at
the very latest**

Consultation on the proposed closure of Sixth Form Provision at Carlton Bolling College
and increase the Published Admission Number of the school to 300

Name (optional)

Full postcode (of your home address) *eg* BD1 1NN

Please indicate which of the following applies to you - *please tick all that apply*

- Parent/carer
- Member of school staff
- School Governor at Carlton Bolling College
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a secondary school
- Other

If other please give details

Please indicate your response to this consultation below

- I agree that Carlton Bolling College should close its' sixth form provision to enable it to increase its' admission number from 240 to 300
- I disagree and feel that the school should retain its' sixth form and that the admission number should remain at 240

Please add any further comments below

List of Consultees

Director/ADs Children's Services
Director/ADs PLACE
All Councillors
All Neighbourhood Forums
All Schools
Bradford Achievement Service
Bradford Youth Service
Catholic Diocese
CE Diocese
Children's Services Managers
Council for Mosques
Early Years Officers
Education Client Service
Head /Chair Governors
Media
MPs
Muslim Association
Neighbouring Local Authorities - Leeds
Other Officers: Planning; Highways
Parents/Carers
Parish Councils
Playgroups and other Early Years providers
Private/Independent schools
School Staff
Unions/OJC
Wider public audience: Bradford Schools Online (BSO), Bradford Council Website, Facebook, Twitter

Summary of responses to consultation on Low Ash Primary school expansion

Consultation was open between 8 September 2017 and 20 October 2017.

A total of 55 responses were received, where provided, these were mainly from current parents of children attending the school and local people living in the BD18 area of the District.

Breakdown of responses:

Group	Agree	Disagree	Other
Parent Including Staff member	9	26	2
Staff member	2		
Low Ash School Governor	2		
Other School Governor			
Councillor	4		
Member of Local Community	1	4	
Parent of younger child			
Other/Unknown	4		1
Total	22	30	3

It does appear that some parents have sent multiple responses without names, it is not however a referendum.

Summary of those agreeing with the proposal:

- Reduce the number of children needing to travel to schools further away.
- Expanding the school would provide a greater opportunity for the school to enable it to continue work carried out by this high achieving school for more local children.
- There were however a number of observations that the respondents feel need to be addressed, i.e. parking facilities, access routes and careful building planning.

The Wrose Parish Council, whilst agreeing with the proposal, also suggested the Highcroft Youth Centre on Snowden Road could serve as an annexe for Low Ash Primary School catering for children in reception and year 1. This would mean there would be approx. 450 children attending the current site and 180 children attending the Highcroft site and felt that this would help to ease the problems of trying to accommodate 630 children onto the existing site

Summary of those against the proposal

- Parking and high volume of cars.
- 3 form entry schools far too big.
- Disruption to pupils.
- Only 1 entrance to the school.
- Size of school site.
- Size of dining hall.
- Funding.
- Too many children at school so they will struggle to find their friends at playtime.
- Large school could be daunting for younger children.
- Possible impact on playground and sports field.

Summary of responses to consultation on Carlton Bolling College removal of sixth form provision and increase Published Admission Number

Consultation was open between 11 September 2017 and 20 October 2017.

A total of 50 responses were received, where provided, these were mainly from current parents of children attending the school and local people living in the BD3 Concerns raised re transition to University from college.

Breakdown of responses:

Group	Agree	Disagree	Other
Parent	1	34	
Staff member	1		
Carlton Bolling School Governor			
Other School Governor		1	
Councillor	1		
Member of Local Community			1
Parent of younger child		6	1
Other/Unknown	1	3	
Total	4	44	2

Some responses by parents appear to be duplicates.

Although no responses from the Governing Body have been received, the School and Governing Body discussed the issue and originally made the proposal to the Council.

Summary of those agreeing with the proposal:

- The proposal was felt to be an excellent idea and would be supported.

Summary of those against the proposal

- Concerns raised re transition to University from college.
- There could be difficulty finding alternative sixth form provision.
- Inconvenient for students to have to travel to other providers.
- Unsettling for students and loss of relationships with teachers, staff and others, i.e. changes to current routines.
- FE Colleges and standalone sixth form colleges do not give students the same level of support as schools with sixth form provision.

Statutory proposal for a prescribed alteration**Proposal to Enlarge the Premises of Low Ash Primary School****School and Local Authority details:**

Low Ash Primary School, Wrose Road, Shipley BD18 1AA. This is a community school.

Local Authority - City of Bradford Metropolitan District Council, City Hall, Bradford BD1 1HY

Description of alteration:

The proposal is that the school should be enlarged to increase the capacity of the school premises from 1 September 2019. The proposal is to expand the school from 2 to 3 forms of entry to admit 90 children per age group.

The current capacity of the school is 420 pupils and the proposed increased capacity will be 630 pupils (ie 7 year groups of 90 pupils). The current number of pupils registered at the school is 422.

The current admission number for the school is 60 pupils and the proposed admission number is 90 pupils. They would enter the reception year in September 2019 (aged four on 31 August 2019) and each following year until all age groups can admit 90 pupils.

No new or additional site is required for this change. Some additional building and/or remodelling of existing buildings would be required. This would be phased by agreement with the school, and be subject to the normal planning permission process.

Evidence of demand:

There are currently 168 reception places in the Shipley 1 Primary School planning area with a total of 1176 across all year groups. The schools in the planning area include Christ Church CE Primary School, High Craggs Academy, Low Ash Primary School and St Anthony's Catholic Primary School. The total number of pupils currently attending the Shipley 1 primary schools is 1123.

Forecasts using Health Authority data and demographic trends predict that the demand for reception school places will continue over the next few years. All other schools in this area are almost at capacity.

Consultation:

The Local Authority consulted interested parties and the consultation process started on 8 September 2017 and closed on 20 October 2017. A summary of the responses to the consultation is attached.

Objectives:

The objective of the proposal is to create additional capacity to accommodate the increasing demand for primary school places caused by the growing local population and number of housing developments.

The proposal would build on the good standards for teaching and learning already in place at the school and provide additional local places for local children without having any negative impact on other schools, academies and educational institutions in the area. This would also increase parental choice in the area.

Implementation and any proposed stages for implementation:

The additional places proposed would enable the school to admit 90 reception children in a phased development targeted from 1 September 2019 onwards.

All pupils entering the reception year and each year thereafter would stay on roll until the end of Year 6 when they transfer to secondary school. It is proposed that all year groups in the school would be established and would have 90 pupils by September 2025.

Project Costs:

The final design solution is subject to detailed design and development and it is not therefore yet possible to estimate the full cost of delivery. The project will be funded by the Local Authority using basic needs funding. The updating of the fabric of the building would achieve long term value for money.

Objections and comments:

Within four weeks from the date of publication of this proposal, i.e. by 5pm on 1 February 2018, any person or organisation may object, support or make comments on the proposal by sending them to Nina Mewse, School Provision and Places Officer, 1st Floor Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN or email educationconsultation@bradford.gov.uk

Statutory proposal for a prescribed alteration**Proposal to Alter the Age Range at Carlton Bolling College by Removing Sixth Form Provision****School and Local Authority details:**

Carlton Bolling College, Undercliffe Lane, Bradford BD3 0DU. This is a community school.

Local Authority - City of Bradford Metropolitan District Council, City Hall, Bradford BD1 1HY

Description of alteration:

The proposal is to alter the upper age limit from age 18 to 16 at Carlton Bolling College by removing sixth form provision for new pupils to the school with effect from 1 September 2018. The transitional arrangements below would apply to current pupils who will finish their studies at the school by July 2019.

The school currently caters for pupils aged 11 to 18 (inclusive) and the proposal is to alter the age range to cater for pupils aged 11 to 16 (inclusive). The proposal would not affect existing sixth form pupils already enrolled on Level 3 courses (A Level, NVQ, International Baccalaureate) who would finish their studies at the school by July 2019. There would also be a small cohort of the current Year 11 pupils staying on at the school for Level 2 courses (GCSE retakes, BTEC, NVQ) who would also complete their studies by July 2019.

The current net capacity of the school is 1564. The current number of pupils registered at the school is 1542. The number of pupils currently enrolled in the sixth form at the school is 238.

The proposed alteration and removal of sixth form provision at the school would enable the admission number for pupils admitted into Year 7 at the school to be increased from 240 to 300 from September 2018 and each following year until all age groups (aged 11 to 16) can admit 300 pupils.

No new or additional site is required for this change.

Evidence of demand:

Following a review undertaken by the Department for Education (DfE) on sixth form provision they are now proposing to launch new Level 3 vocational qualifications. The Local Authority also commissioned a review of post 16 education in July 2016, resulting in a report which recommends that sixth forms should be larger to enable a wider range of courses to be delivered.

The ESFA (Education & Skills Funding Agency) in 2016 approved that two new sixth form colleges (free schools) be established in Bradford. These sixth form colleges will cater for 2000 students with a target opening date of September 2019.

It is envisaged that these free school sixth form colleges will attract significant numbers of students currently attending secondary schools within the District and offer a wider curriculum. The Government's proposal to introduce new Tech Level qualifications will be broad based programmes, designed to be the equivalent in rigour to 'A' levels, leading to

degree level vocational studies or high level apprenticeships. By virtue of their broad focus and specialist nature, it would be practically impossible for the school to provide the facilities for these programmes, which require the scale of a sixth form college or other post 16 college. Considering that 70% of Key Stage 5 provision (pupils age 16 to 18) at Carlton Bolling College is vocational, these changes would render sixth form provision untenable.

A number of other secondary schools in the Bradford district have already consulted on and are proposing or have removed sixth form provision. These schools which have already consulted on or closed their sixth forms had very small sixth forms.

There is spare capacity in the sixth forms at a number of other secondary schools in the area.

Consultation:

The Local Authority consulted interested parties and the consultation process started on 11 September 2017 and closed on 20 October 2017. A summary of the responses to the consultation is attached.

Objectives:

The objectives of the proposal are to change the age range of the school from age 11 to 18 to age 11 to 16 by removing sixth form provision at the school. The Government's proposal to introduce new Tech Level qualifications will be broad based programmes, designed to be the equivalent in rigour to 'A' levels, leading to degree level vocational studies or high level apprenticeships. By virtue of their broad focus and specialist nature, it would be practically impossible for the school to provide the facilities for these programmes, which require the scale of a sixth form college or other post 16 colleges. Considering that 70% of Key Stage 5 provision (pupils age 16 to 18) at Carlton Bolling College is vocational, these changes would render sixth form provision untenable.

In addition the demand for statutory age secondary school provision is increasing in the area. The proposal would enable the capacity of the school to be better utilised by accommodating the increasing demand for statutory aged pupils caused by the growing local population and number of housing developments. Removal of the sixth form provision at Carlton Bolling College would enable the school to increase its intake of pupils aged 11 to 16 to ensure the Council meets its statutory duty of providing sufficient school places in the district.

The proposal would build on the good standards for teaching and learning already in place at the school and provide additional local places for local children without having any negative impact on other schools, academies and educational institutions in the area. This would also increase parental choice in the area.

Implementation and any proposed stages for implementation:

The proposal is to alter the upper age limit from age 18 to 16 at Carlton Bolling College by removing sixth form provision for new pupils to the school with effect from 1 September 2018 and the transitional arrangements below would apply to current pupils who will finish

their studies at the school by July 2019.

The proposal would not affect existing sixth form pupils already enrolled on Level 3 courses (A Level, NVQ, International Baccalaureate) who would finish their studies at the school by July 2019. There would also be a small cohort of the current Year 11 pupils staying on at the school for Level 2 courses (GCSE retakes, BTEC, NVQ) who would also complete their studies by July 2019.

The number of pupils currently attending the sixth form at Carlton Bolling College has been reducing and the type of courses offered by the school has changed to mainly Level 2 rather than Level 3 A Level courses. Future pupils would have more post 16 options moving on from Year 11 at either larger school sixth forms or the new sixth form colleges as well as Bradford College and existing apprenticeship schemes.

Project Costs:

There would be no costs to the Local Authority to implement the proposed changes to the age range at Carlton Bolling College.

Objections and comments:

Within four weeks from the date of publication of this proposal, i.e. by 5pm on 1 February 2018, any person or organisation may object, support or make comments on the proposal by sending them to Nina Mewse, School Provision and Places Officer, 1st Floor Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN or email educationconsultation@bradford.gov.uk

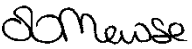
Response to Low Ash Statutory Notice

Whilst agreeing that Low Ash is a first class school and understanding the need for children to be able to attend their local school as no doubt you will be aware parking is a major concern. We live in Wrose Grove and although parking permit measures are in place at school start and finish this restriction is always flouted as drivers search for places to park near the school. Traffic wardens also struggle to police the parking permit measures. The situation on Wrose Grove is becoming dangerous as children and cars struggle to avoid each other as they navigate off the Grove, made worse by the bus stop, passengers, street light and trees which obscure exit from the Grove and Wrose Grove itself being a dead end. This of course raises the question of where will the other parents/guardians park when an enlarged influx of children take place?

Could some of the field adjacent to Gaisby Lane (the bottom field of Wrose Recreation Ground) be utilised to form space for car parking and maybe also a new entrance to the school be created this would ease the traffic on an already congested Wrose Road at a time when so many vulnerable children are in the area.

Initial Equalities Impact Assessment

Department: School Organisation and Place Planning, Children's Services	Completed by (lead): Nina Mewse	Date of initial assessment: 06.02.18
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Report to the Executive for Primary and Secondary Admissions, Proposed Primary School Expansion and Proposed Change of age range of Secondary School	
Is this existing or new function/policy, procedure, practice or decision?	Decision	
What evidence has been used to inform the assessment and policy? (please list only)		
Pupils forecasting, number of applications and appeals for the school. Sixth form review.		

1. Describe the aims, objectives or purpose of the function/policy, practice, procedure or decision and who is intended to benefit.	The use of Basic Need Funding would enable the Local Authority to work with Low Ash Primary School to increase the capacity of the school and enable it to admit additional pupils. There is a need to provide additional secondary school places, removing the sixth form to admit additional statutory aged pupils at Carlton Bolling would assist the Local Authority in its statutory duty of providing sufficient secondary school places.			
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:- (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between different groups; and (3) foster good relations between different groups (see guidance notes)	2. What is the level of impact on each group/protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?	
Protected characteristics	Age	L	n/a	n/a
	Disability	L	n/a	n/a
	Gender reassignment	L	n/a	n/a
	Race	L	n/a	n/a
	Religion/Belief	L	n/a	n/a
	Pregnancy and maternity	N	n/a	n/a
	Sexual Orientation	L	n/a	n/a
	Sex	L	n/a	n/a
	Any other area	n/a	n/a	n/a
5. Has there been any consultation/engagement with the appropriate protected characteristics?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
6. What action(s) will you take to reduce any disproportionately negative impact, if any?			None required	
7. Based on the information in sections 2 to 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Assessor signature: 	Approved by:	Date approved:		