

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

**For applications made during the normal admissions  
round  
for entry to Reception in  
2023-2024**

## 1. INTRODUCTION

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

The co-ordinated scheme is designed to ensure that every parent 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, if they have applied online and indicated so. All preferences (for schools located in Bradford or anywhere else in England) must be made by an online application via the local authority's website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'. All parents who apply on a paper form will receive their offer in the post.

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

The scheme does not apply to special schools.

## 2. APPLYING FOR A SCHOOL PLACE

- a) The national closing date for applications is 15 January 2023. We will accept applications up until 15 February and if exceptional reasons exist these will be considered 'on time'. All other applications will be considered late, after all 'on time' applications. The deadline for submitting exceptional reasons for a late application is 15 February. After 15 February the Team will only consider accepting late applications for anyone who has moved into or within the District where they can no longer access their original preferences and the process allows. If the process does not allow (as the system cannot accept new applications) no further applications will be classed as 'on time' regardless of reason. These applications will be processed after 16 April.
- b) Bradford Metropolitan District Council (BMDC) residents must apply for a primary school place using a **Common Application Form (CAF)**. Residents can apply for up to 5 maintained primary schools or Academies which can be located in Bradford or in any other local authority area in England. The application should be made on the online form at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions). A paper version is available from the Local Authority for those who cannot use the online system. Please contact the Admissions Team, 1<sup>st</sup> Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN, 01274 439200.
- c) Parents resident outside BMDC must apply using the application form/process provided by the Local Authority where they live.

- d) Applicants that are moving house after 15 January must still apply 'on time' and provide details of their child's current address. If the move is completed by 15 February 2022, then proof of address must be submitted to the Admissions Team by this date so that home to school distances can be measured from the new address. Parents who move after 15 February should still inform the Admissions Team as soon as possible but depending on which part of the process is in effect will decide whether the new address will be used before or after 17 April 2023. Wherever possible new addresses will be accommodated but will be dependent on appropriate proof being provided and the process.
- e) Parents who have the right to reside in the UK and are intending to move or return to Bradford from overseas may submit an application form before they return but it will be processed from the child's current address. Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinating Local Authority to check.
- f) Admission authorities and Local Authorities must process applications from UK crown servants or UK military families with evidence from their employers or commanding officers that they are returning or moving to the area ahead of any move. The Local Authority will accept any posting or quartering address as a 'home' address in the absence of any actual home address.
- g) Parents applying for a school or academy, that lawfully requires additional information for the governing body to apply the admissions criteria will be asked to complete a **supplementary information form (SIF)** (in addition to completing the common application form). The SIF is available from individual schools and the Council website. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. An applicant must not be given additional priority solely on the basis of having completed a supplementary form. An application **cannot** be considered without a completed CAF.
- h) 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).
- i) 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, the Bradford Council website and is also available from the Admissions Team.
- j) 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. Contact the Admissions Team for information and booklets.
- k) If, in the previous academic year, the admissions authority for a school agreed that a child should be educated out of their chronological year group (offset request agreed) the applicant must complete a paper CAF as they 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 14 November 2022**, 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 from **12<sup>th</sup> September**.
- b) Parents may apply for up to **five** primary schools and must apply online **by 15 January** (please see above regarding use of paper forms).
- c) Where relevant, parents are required to return the completed SIF to the relevant school or academy by the closing date specified by the school.
- d) Information from a relevant professional to confirm a child is looked after or previously looked after or to support an application made under the social/medical criterion must be sent to the Admissions Team **by 15 January**.

#### Stage 2

- a) **By Friday 10 February 2023**, the Admissions Team will forward preferences for schools within other Local Authorities to the relevant LA. Other LAs will send the Admissions Team details of preferences made by parents' resident in their LA for Bradford schools. These details will be sent via the secure data transfer website.
- b) In the week commencing **20 February 2023**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be provided securely.
- c) By **Monday 6 March 2023**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

#### Stage 3

- a) By **Monday 13 March 2023**, 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 primary school to applicants' resident in their LA;
  - received information from other LAs regarding offers of places to a Bradford resident;

- Where a child is eligible for a place at more than one school, they will be offered the one ranked highest on the application form, which they qualify for.
- b) By **Monday 27 March 2023**, in the final cycle of exchange of offers with other LA's will be made.
  - c) In the **w/c 10 April 2023**, final allocation lists will be available on Bradford Schools Online for primary schools to view. Parents who apply online will be sent an email on **17 April National Offer Day**. Parents who applied on a paper form will be sent a letter on 17 April via Royal Mail, as will any parent who applied online 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) Parents must accept the offer by Tuesday 2 May 2023. Failure to accept the place by the specified deadline *may* result in the place being withdrawn and offered to another child. If a place is withdrawn from an oversubscribed school, Bradford residents will be offered an alternative place at the nearest school with an available place. If parents do not accept a place at an undersubscribed school and do not provide details about alternative arrangements they will be making for their child's education (e.g. applying for another undersubscribed school, attending an independent school or elective home education), then the school place will be held with the expectation that the child will start at the offered school on the first day of term in September.

**The following paragraph was subject to the outcome of the public admissions consultation – no feedback was received and therefore it is our intention to implement this if an IT solution is viable therefore no 'Waiting list' slips will be sent to parents.**

- e) If a child is not offered their first preference school, they will automatically be added to the waiting list for schools that were listed higher on the application form than the offered school. For example, if a child is offered their third preference school, they will be added to the waiting list for their first and second preference schools. If parents do not want their child's name to be added to the waiting list for higher preference schools, they must confirm this in writing to the School Admissions Team by email or by post by Tuesday 2 May 2023.
- f) **Monday 22 May 2023** is the deadline by which parents should return appeal forms if they wish to have their appeal heard before the end of the academic year.
- g) **June/July 2023** appeal hearings take place.

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

**The following paragraph was subject to the outcome of the public admissions consultation. A positive comment was received supporting this change**

After allocations have been made on 17 April, applicants are permitted to change their preferences. Applicants are permitted a total of 5 preferences (including the school they have been allocated, if that school was listed in their applications form). New preferences (which may include original preferences) must be submitted in writing by email or by post and must clearly state the preference order 1 to 5 against each school name. This will overwrite all previous preferences except the allocated school. To be considered with the first waiting list offer, new preferences must be received by 2 May 2023.

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

**The following paragraph was subject to the outcome of the public admissions consultation – no feedback was received. Modelling will now be undertaken to determine if this produces better outcomes for applicants than the current manual process that takes into account transport links and other local knowledge.**

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford Local Authority area, a place will be allocated at the nearest school with an available place. This may include church schools and single sex schools.

## **6. WAITING LISTS**

Waiting lists must be maintained for all schools until 31 December 2023, in accordance with the School Admissions Code. If a school maintains a waiting list after this date, all applications will remain on the waiting list in compliance with the schools waiting list policy. If a school closes the waiting list on 31<sup>st</sup> December 2023 parents can reapply via the In Year Common Application Form to be reconsidered for any vacancies and re-join the waiting in line with the individual schools policy on waiting lists.

A vacancy only occurs when the number of children on roll 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 on a first come first served basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

The Local Authority intend adding all initial applicants to waiting lists with the permission of own admitting authorities, within Bradford. Parents should check with other Local Authorities as to how they can be added to the waiting lists of schools within their area.

### **Community schools**

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the 31 December 2023 in compliance with the School Admissions Code. If a school maintains a waiting list after this date all applications will remain on the waiting list. If a school closes the waiting list on 31<sup>st</sup> December 2023 parents can reapply via the In Year Common Applications Form to be considered for any vacancies and re-join the waiting list, in line with the individual schools policy on waiting lists.

A vacancy occurs when the number of children on roll 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 on a first come first served basis. It is possible for names to fall down the list if new applicants better meet the admission criteria.

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

Once the offer 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 LA with the exception of the following schools:

- Barkerend Primary Academy
- High Crag Primary Academy
- Rainbow Primary Academy
- Thornbury Primary Academy
- Idle Cof E
- All Catholic Schools

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 end of 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**

- 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, once per academic year. Parents can request a second appeal hearing if there has been a substantial change in circumstances. Parents cannot appeal for schools for which no application has been made.
- 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 new academic year.
- Second 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. Second appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

## **8. IN-YEAR APPLICATIONS AND TRANSFERS**

- 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- A separate co-ordinated scheme for in-year admissions sets out this process however, some primary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In Year and Mid-Year Admissions policies for further details.
- Parents 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 the next full term, unless there are exceptional reasons.

## **9. FAIR ACCESS PROTOCOL**

- Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.
- The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN
- The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent 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 2023/24

Application process opens  
**Monday 14 November 2022**

Closing date for applications - **15 January 2023**

Details of applications sent to other local authorities  
**By 10 February 2023**

Details of applications for VA, foundation and Academies sent to relevant schools  
**Week commencing 20 February 2023**

VA, foundation schools and academies to provide the Admissions Team with ranked lists of offers  
**by Monday 6 March 2023**

First cycle of exchange of potential offers with other local authorities  
**by 13 March 2023**

Final exchange of provisional allocations with other local authorities  
**by Monday 27 March 2023**

List of allocated pupils available on BSO from by 14 April 2023  
(confidential until national offer day **17 April**)

Online applicants receive an email confirming allocated school  
**17 April 2023 National Offer Day**  
Paper applicants are sent an offer letter via Royal Mail on **17 April 2023**

Deadline for return of acceptance slips/ waiting list forms

**by 2 May 2023**



Closing date for return of appeal forms – **16 May 2023**

Appeal hearings take place  
**June-July 2023**



Waiting lists are closed **31 December 2023**