Bradford Forster Academy

Admissions Policy for 2024 - 2025

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of hope, endurance, forgiveness and trust whilst following our strapline of belief and possibility.



Bradford Forster Academy Admissions Arrangements for the Academic Year 2024

BDAT is the Admissions Authority for this school and the local Governing Body makes recommendations on their admissions arrangements to the Trust Board. We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

Our Vision

Our aim at Bradford Forster Academy is to support our students to be aspirational, confident, caring young individuals who have the belief, knowledge and life skills to make a positive contribution to their local community and wider society.

We encourage our students to have:

BELIEF: to always be the best versions of ourselves that we can be.

FAITH: to find and follow our path in life from a place of faith, knowledge, skills and family supports.

ASPIRATION: to achieve greatness and have the courage to flourish with love, compassion and humility.

The planned admissions number (PAN) for the admission to the year seven in the school year commencing September 2024 will be a maximum of 210.

Making an Application

Applications for place will be made using the local authority common application form by the national closing date of 31st October 2023. This can be found at Apply for a place at one of Bradford District's schools | Bradford Council

The governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time application have been processed unless exceptional circumstances merit consideration alongside on-time applications.

Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preference which all applications are considered equally, and the Governing body allocates the available places in accordance with its published admissions arrangements. In event that there are more applications than places available, the Governing Board will allocate places using the oversubscription criteria detailed below, which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 1st March 2024.

Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan, (EHCP) formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

Oversubscription criteria

1. Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict priority orderLooked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. Previously looked after children from outside of England and Wales who were adopted.
2. Children who have an exceptional medical or social need (recommend by the appropriate professional – please read notes and definitions carefully)
3. Foundation Places category including Children of Christian Faith.
   (a) Children of the Christian Faith (for definition of Christian see footnote 1)
   Applications must be supported by completion of the Supplementary Information Form and Minister's
   Confidential Reference Form to show that the child and/or parent /carer attend church on average on
   two occasions or more each month for a period of two years prior to the closing date for applications.
   (b) Children who have had a service of baptism, blessing or dedication within a Christian church. A copy
   of the child's Baptism Certificate will be required (for definition of Christian see footnote 1)
   (c) Children of a member of staff:
   I. where the member of staff has been employed at the academy for two or more years
   at the time at which the application for admission to the school is made, and/or
   II. the member of staff is recruited to fill a vacant post for which there is a demonstrable
   skill shortage
4. A child who has a sibling who will be attending the school at the proposed date of admission.
5. All other children

*For definitions and additional explanations. Please see Notes section below.

Tie Breaker

Where there are more applications than available within any one of the above criteria, applications will be allocated to those living closest to the school. The distance will be measured using the same method as the Local Authority. 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 two or more applicants live equidistant from the school, as measure by the Local Authority the remaining places will be allocated by random allocation; the process will be independently supervised.

Waiting lists

Where the application has been unsuccessful parents/carers may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of the time on the waiting list.

In accordance with the School Admissions Code as soon as places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

Appeals process

Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent appeal panel, set up under the School Standard and Framework Act 1998 as amended by the Education Act 2002.

Parents who intend to make an appeal against the Governing Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter.

Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Appeals forms can be obtained from the Local Authority Admissions Team.

Email: schooladmissions@bradford.gov.uk

Tel: 01274 439200

In year admissions

Any parent or carer who would like to apply for a place at Bradford Forster Academy at any time other than transition (see above) must complete an 'in-year common application form' which is available from the Local Authority and should be returned to them. If the application is for a Foundation Place, a Supplementary Information Form and Minister's Confidential Reference Form should also be completed and returned to the Bradford Forster Academy. The Supplementary Information Form and Minister's Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Bradford Forster Academy as well as the Local Authority and should be returned to Bradford Forster Academy separately from the 'in-year common application form' after completion.

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision. The appeal panel will be independent and will be operated by the Local Authority.

In Year Transfers
Parents/ carers can apply for a place at Bradford Forster Academy by completing the Local Authority In-Year Common Application Form (ICAF) and returning this to Bradford Local Authority Admissions Team (schooladmissions@bradford.gov.uk).

Bradford Local Authority Admissions Team contact Bradford Forster Academy with any applications and if places are available, students are accepted and parents/ carers contacted within 48 hours.

If attendance and/or behaviour concerns are identified on the ICAF by the student's current school, these applications are referred to the Fair Access Panel (FAP). In these situations, FAP protocols are followed and either students are admitted to Bradford Forster Academy, the student has to return to their current school or a Managed Move may be setup to allow for a trial period of attendance. For Managed Moves, the attendance and behaviour of the student is reviewed weekly up to a 12-week period. This 12-week period may be extended in exceptional circumstances and parents/ carers will be informed of the outcome of the Managed Move. Each admission is judged on its own merit and parents/ carers are informed by the Local Authority.

The ICAF form is available from BFA on request, the student's current school or from the Local Authority Admissions Team. The link to this form is found below:
https://www.bradford.gov.uk/media/4092/in-year-common-application-form.pdf

Parents/ carers will be notified of their application by the Local Authority.

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

Fair access protocol

The Local Authority has a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a place as quickly as possible. A child would only be eligible to be placed via the Fair Access Protocol (FAP) where they have not been able to secure a school place in-year and they fall into one of the specified FAP categories.

Fraudulent applications

The Governing Board reserves the right to withdraw the offer of a place if fraudulent of intentionally misleading information has been used on an application, e.g. false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

Notes and Definitions

Catchment / priority areas

Parents

'Parents' include all those people who have parental responsibility for a child as set out in the Children Act 1989.

Siblings

Siblings (brother or sister) includes:

i) half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address in attendance at the same school on the date of admission.

Home address

The child's home address must be where the child lives permanently. If the residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place, the chosen address will then be used for the full allocation period.

Families who are due to move house should provide:

a) Proof of sale/termination of tenancy on the current property or
b) a copy of the current Rental Agreement, signed by both tenants and the landlords, showing the address of the property; or
c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

Exceptional medical or social need

Priority will be given to those children whose evidence establishes that they have **a demonstrable and significant need to attend this school in particular.** Equally this priority will apply to children whose evidence establishes that their parents/carers physical or mental health or social needs mean that they have a demonstrable and significant need to attend this school in particular.

All schools can support children with a wide range of additional needs and are expected to accommodate sever medical and social needs.

An application made under this criteria should clearly demonstrate why this school applied is the only one that can meet your child's needs in a way that no other school can.

Evidence must be submitted in writing by the closing date for applications (above) and include recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. It should confirm the circumstances of the case and must set out why the child should attend this school

and why no other school could meet the child's needs. If this school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made base on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. In consideration of each case the board may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at this school.

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements.

Children who are looked after

Children who are 'looked after' by the Local Authority in accordance with section 22 of the Children's Act 1989 (i.e. a child who is in the care of the Local Authority, or provided with accommodation by the Authority) and children who were 'looked after' but have been adopted or have become subject to a child arrangement order or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

This applies to all looked- after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Pupil premium

The pupil premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of the Armed Services personnel. The early years pupil premium is additional funding paid (from April 2015) to support disadvantaged children receiving government funded early education.

Multiple births

Where a family of 'twins', 'triplets' or multiple births request admissions and one child has been offered the 30th place or the last place the 'expected pupil' rule comes in and the other twin / triplet is offered a place.

Priority for Church Attendance

- A regular worshipper is defined as attendance of a parent/carer or the child at church, at an act of public worship for at least one month prior to application, verified by a member of the clergy or other designated church officer / faith leader.
- The governors do not give a higher preference to families where more than one member of the family worships.
- A church is defined as any Christian Church within the parish of St. John's Bowling Parish Church.
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- Parents applying under this criterion are required to complete a **Supplementary Information Form (SIF)** which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the 15th January. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address. If a SIF is not received within the allotted timescales the application will be considered but nor under church attendance priority criteria.
- If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and verification of your "regular worship at a Christian Church".

This form should be separate for confidentiality reasons

Supplementary Information Form (SIF)

This Supplementary Form should be completed by the parent/carer of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance.

No additional information will be considered unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections complete and returned to school.

This form should be returned to the school office by no later than midnight on 31st October 2023

Section A: Application for admission to Bradford Forster Academy			
Please consider the following information as part of the admissions process for the following child:			
Child's Surname:		First name:	
Name of parent/carer			
Address			
Postcode		Contact No	

I confirm that	
Is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for two years prior to the date of application.	

Place of Worship			
Name of Vicar / Priest / faith leader			
Address			
Postcode		Contact no	

Section B: Verification This section is to be completed by the above church leader
I confirm that that child/parent/carer named above has attended public worship at church at least once a month for the past two years.

Bradford Forster Academy

Appendix 1

SUPPLEMENTARY INFORMATION FORM - APPLICATION FOR A FOUNDATION PLACE

Section 1

CHILD: First name(s) ……

Last name ……

CHILD: Date of Birth ……

Parent(s)/Carer(s) name(s) ……

Permanent Address ……

Postcode: …… Tel/Mobile: ……

BROTHERS OR SISTERS AT BRADFORD FORSTER ACADEMY

Section 2

(This section should be completed if applicable)

Will the child have a brother or sister* at Bradford Forster Academy who will be continuing at the Academy in the year for which the applicant will be admitted? **Yes / No**

** Brother or sister in this policy are brothers or sisters who are blood relations, stepbrothers and stepsisters and adopted and fostered children who live at the same address.*

Name(s) Form(s)

LINKS WITH CHURCH – This *section should be completed if applicable*

Section 3

Your religion / denomination ……

Name of Church ……

Do the child and/or parent/carer attend this church on average on two occasions or more each month and have done so for a period of two years prior to the date on this application? **Yes / No**

CHURCH REFERENCE – *please provide the name and address of the church leader who can verify your statement above:*

Name of Vicar/Minister/Pastor/ Priest ……

Address ……

Postcode …… Tel/Mobile No: ……

It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the Confidential Reference Form direct to the address below.

LINKS WITH SCHOOL (Only for staff members who have worked at Bradford Forster Academy for two or more years)

Date when present employment commenced ……

I apply for my child to be admitted to Bradford Forster Academy

Signed …… (Parent/Carer)

Print Name: …… Date:……

This completed supplementary application form should be sent to:
Principal, Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG

'In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'

Bradford Forster Academy

Appendix B

Minister's Confidential Reference Form

CHILD: .....

Parent(s)/Carer(s)' name(s): .....

Ministers, Vicars, Priests, Pastors - please tick the appropriate boxes after reading the notes at the foot of page.

I can confirm that….	
PRIORITY 3a – **Christian Faith** - The child and/or parent(s)/carer(s) attends church regularly, on average on two occasions or more each month for the last 2 years	☐
PRIORITY 3b – The child has had a service of baptism, blessing or dedication in this church	☐

If the child and parent(s)/carer(s) are **unknown** to you, or **do not meet any of the above criteria**, please tick this box	☐

NOTES TO CHURCH LEADER – PLEASE READ BEFORE COMPLETING FORM ABOVE
1. Attendance can mean weekday activities at your church that include an element of Christian worship.
2. The frequency of attendance should be determined over a two years' period. If the applicants are new to the area, applicants will also need to contact the Minister of their previous church who will also need to fill in a Confidential Reference

Signed ..... **Vicar / Minister / Priest / Pastor** .....

Print Name ..... **Date** .....

This completed Minister's confidential reference form should be sent to:
Principal, Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG

'In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'