ASPIRE • SUCCEED • LEAD
LADY ROYD PRIMARY
BRADFORD GIRLS' GRAMMAR SCHOOL CAMPUS
For girls and boys up to 11 years

ADMISSIONS POLICY
ENTRY SEPTEMBER 2025

Lady Royd Primary School is run by its governing body as part of the Bradford Diocesan Academies Trust (BDAT) in accordance with the Articles of Association. BDAT is the Admissions Authority and the local Governing Body makes recommendations on their admissions arrangements to the Trust Board.

PUPIL ADMISSION NUMBERS (PAN)

(1) The planned admissions number for the admission to reception in the school year commencing September 2024 will be a maximum of 56.

a) The agreed admissions for Reception of the primary phase (4 – 11) will be 56. That is the number of places that will be offered annually.

APPLICATION PROCESS

(2) Applications for places at the School are made in accordance with Bradford co-ordinated primary admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Bradford.

The School will also ask parents to complete a Supplementary Information Form (SIF) - **Parents should submit the SIF to the School at the same time as they submit the CAF to the Local Authority.**

The School will use the following timetable for applications each year (exact dates may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Admissions Forum to support a coordinated approach:

(a) **September:** The School will publish information about the arrangements for admission, including oversubscription criteria, for the following September e.g. in September 2023 for admission in September 2024. This will include details of Open Days and other opportunities for prospective pupils and their parents to visit the school. The School will also provide information to Bradford for inclusion in the composite prospectus as required

(b) **September/October**: The School will provide opportunities for parents to visit the School

(c) **October to January:**

(i) CAF to be completed and returned to the Local Authority
(ii) SIF to be completed and returned to the School
(iii) Local Authority to send applications to the School
(iv) The School holds a day when all Year 6 external applicants can sit the Fair Banding Assessments

(d) **Early January**: The School sends the list of pupils to be offered places to Bradford LA

(e) **February**: Bradford applies agreed scheme for own schools, informing other LAs of offers to be made to their residents

(f) **April 2025:** Reception place offers made to parents.

CONSIDERATION OF APPLICATIONS

(3) The School will consider all applications for places in the primary . Where the number of applications is not more than the published admission number, the School will offer places to all those who have applied.

PROCEDURES WHERE THE FREE SCHOOL IS OVERSUBSCRIBED

(1) Where the number of applications for admission is greater than the number of places available, applications for the primary phase will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans where the Free School is named on the plan, the following criteria will be applied in the order in which they are set out as follows:

(a) Looked after children or children who were previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be state care as a result of being adopted.

(b) Pupils for whom it is essential to be admitted to the primary phase because of special circumstances to do with significant medical or social needs evidenced by written professional advice. The definition of what constitutes medical or social needs is: "Lady Royd Primary School is the only school that can meet the child's needs"

(c) Pupils who will have siblings in the school at the time they are admitted to the school. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the School. Parents will be required to produce birth certificates of both siblings to prove relationship. Where a family of multiple births (twins, triplets etc.) request admissions and only one of the siblings can be offered a place, the remaining sibling (s) will also be offered places above the admissions number.

(d) Applicants who are children of staff in either or both the following circumstances:

- Where the member of staff has been employed at the school permanently for two or more years at a time at which the application for admissions to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage, and has successfully completed the probationary period

If a tie-break is necessary in criteria 16(d) then the place will be offered to children living nearest to the School on the close of the admission application date. The distance will be measured as the direct line distance ('as the crow flies') between the child's permanent home address to the School's main entrance on Squire Lane. The school will use a Global Positioning System (GPS) based Geographic Information System (GIS) to establish straight line co-ordinate point to point distance between home and the school's main entrance. The distance is measured to the exact Ordnance Survey point of each applicant's home. A child's permanent address is where he/she normally lives and sleeps and goes to school from. Where the child lives with split parents who have 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.

(e) The remaining places in the primary phase will be offered to pupils living nearest to the School on the close of the admission application date. The distance will be measured as the direct line distance ('as the crow flies') between the child's permanent address to the School's main entrance on Squire Lane. The school will use a Global Positioning System (GPS) based Geographic Information System (GIS) to establish straight line co-ordinate point to point distance between home and school entrance. The distance is measured to the exact Ordnance Survey point of each applicant's home. A child's permanent address is where he/she normally lives and sleeps and goes to school from. Where the child lives with split parents who have 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.

ADMISSIONS TO BRADFORD GIRLS GRAMMAR SCHOOL

(2) **Girls in Year 6 of the Primary Phase** whose parents wish them to attend Bradford Girls Grammar school in Year 7 must complete the following application forms:

- **Completing the Common Application Form (CAF) listing Bradford Girls' Grammar School as a preference.**
- **Completing the Bradford Girls Grammar School Supplementary Information form and submitting it to Bradford Girls Grammar School.**

WAITING LISTS

(3) Where in any year the School receives more applications for places than there are places available, a waiting list will operate. This will operate until the end of the summer term in the year of application. This will be maintained by the Local Authority, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above as applicable. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

ADMISSION INTO OTHER YEAR GROUPS INCLUDING REPLACEMENT OF PUPILS WHO HAVE LEFT THE SCHOOL

(4) Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for academic years other than the normal academic year of entry, the School will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, then the relevant oversubscription criteria in paragraphs 16 (a)-(f) shall apply for the primary phase and in paragraphs 17 (a)-(h) for the Primary phase.

Admission to such year groups without a published admission number will be based upon; the size of teaching groups already existing in the School and the efficient use of resources, up to a combined limit for the School and the child's ability to access the curriculum in these years through reasonable modifications. However, each year group in both the primary and Primary phases that has been automatically transferred from the predecessor school will have a maximum capacity of not more than the planned capacity for each subsequent School cohort.

EXCLUSIONS FROM OTHER SCHOOLS

(5) Notwithstanding any other provision of this document, the School may refuse admission to applicants who have been excluded from two or more other schools where one of such exclusions took place within the two preceding years. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The School may also refuse admission to a child (other than in the normal year of entry) in the specific and limited circumstances described in the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct the School to admit such a child and that direction shall be binding on the School.

APPEALS

(6) Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the School. The appeal panel will be independent of the School and will be organised, established and operated by the Local Authority. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education as it applies to Foundation or Voluntary Aided Schools. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties. The Local Authority together with the School will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

ANNUAL PROCEDURES FOR DETERMINING ADMISSIONS ARRANGEMENTS CONSULTATION

(7) Where no changes are made to these admissions arrangements the School is required to consult every 7 years. If changes are proposed a consultation will be held within the requirements of the School Admissions Code.

DETERMINATION OF ADMISSION ARRANGEMENTS

(8) Following consultation, the School will consider comments made by those consulted. The School will then determine its admission arrangements by 28th February of the relevant year and notify those consulted what has been determined.