Buttershaw Business and Enterprise College Academy
Admissions Arrangements for the Academic Year 2027

BBEC 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.

Our Vision
At BBEC we will all work to ensure that our students will be the **best** they can be and can achieve great things. They will be **ambitious, resilient** and **determined** in their learning and **respectful, courteous** and **kind** in their relationships.

We will thus prepare our students to lead **happy** and **successful** lives
The planned admissions number (PAN) for the admission to the year seven in the school year commencing September 2027 will be a maximum of **270.**

Making an Application
Applications for place will be made using the local authority common application form by the national closing date of 31st October 2026. This can be found at: https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/

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 2027 or nearest working day.

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
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 order.

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 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. A child who has a sibling who will be attending the school at the proposed date of admission.

4. A child who resides within the priority area of the school.
5. Other Children

Tie Breaker
Where there are more applications than places 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 / guardians 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 / guardian'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: schoolappeals@bradford.gov.uk

Tel: 01274 439200

In year admissions
In-year admissions are managed by Bradford Council admissions. All in-year applications should be made via ICAF form and submitted to Bradford Council Admissions. This can be found at:
https://www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/
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
A map showing the catchment / priority area is detailed available and can be found at:
https://bso.bradford.gov.uk/userfiles/file/Learning%20Services/SecPrA%20Buttershaw%20From%202021.pdf
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.

Children who have a sibling who are at present in years 7 – 10 and who will still be attending the school at the time 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 completion on your new property and a solicitor's letter to confirm the sale of your previous property: or
b) a Rental Agreement on the new property and confirmation of the sale or ending of your tenancy agreement for the previous property.

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/ guardians 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 mee 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, 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).

Multiple births
Where a family of multiple births (twins, triplets etc.) 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.