



**Bradford Academy**

## **ADMISSION ARRANGEMENTS**

# **Academic Year 2019 – 2020**

**Entry to Nursery for**

**2, 3 and 4 year olds**

**Reception, Year 7 and**

**Transfer & Entry to Post 16**

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## INTRODUCTION

1. This document sets out the admission arrangements for Bradford Academy, sponsored by the Diocese of Leeds. The Board of Bradford Academy is the Admission Authority with the Local Governing Body responsible for the administration and admission arrangements. This Admissions Policy meets the requirements of the most recent DFE Admissions Code for schools which are oversubscribed.
2. Bradford Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to Academies and with the law on admissions as it applies to Academies. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy, the Academy Trust. The Academy will take part in the Admissions Forum set up by Bradford Local Authority (LA); and will participate in the co-ordinated admission arrangements operated by Bradford LA.
3. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education as they apply at any given time to Academies.
4. The Academy Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties.
5. The Academy Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
6. Notwithstanding these arrangements, the Secretary of State may direct the Bradford Academy to admit a named pupil to the Bradford Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.
7. In the event Bradford Academy was to set a higher admission number as its Published Admission Number, for any specific year, it would notify the local authority and reference the change on the school's website. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

## **ADMISSION ARRANGEMENTS**

### **NURSERY & PRIMARY CRITERIA**

8. The admission arrangements for The Bradford Academy for the year 2019/2020, and subject to any changes, for subsequent years are:

The Bradford Academy has an agreed Admission Number of 48 pupils for 2 Year Olds for Nursery – see separate policy for Admission of Two Year Olds to Nursery. Applications are made direct to the Academy.

The Bradford Academy has an agreed Published Admission Number of 52 pupils for Nursery (3 and 4 year olds) and 60 for Reception and Y1 – Y6. The Bradford Academy will accordingly admit 52 pupils in Nursery and 60 pupils in Reception and Y1 – Y6, if sufficient applications are received. Children who attend the Nursery provision at Bradford Academy will not receive an automatic place at Bradford Academy in reception and must apply through the Local Authority as normal.

Where there are fewer applicants than places available, all applicants will be admitted.

#### **Process of application**

9. Applications for Nursery (2, 3 and 4 year olds) places at Bradford Academy are to be made on an Academy application form and returned to the main school reception.

Applications for Reception places at Bradford Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the common application form (CAF) provided and administered by Bradford LA. An additional supplementary information form **MUST** also be completed for those applying for a place within the Faith Proportion. The supplementary information form must be returned to the Academy no later than 4pm on January 15<sup>th</sup> 2019.

Supplementary information forms are available at the Academy, on line,

[www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk), or a request can be made to the school main reception. Applications on faith grounds will **not** be considered unless part A & B have been completed in full.

Note: the way parents apply for a place at the Academy is set out in Section 1 of the local authorities 'Guide for Parents' about admission arrangements to primary school.

#### **Consideration of applications**

The Bradford Academy will consider all applications for places. Where fewer than 52 applications for Nursery (3 & 4 year old) and 60 for Reception are received the Bradford Academy will offer places to all those who have applied.

#### **Special Educational Needs**

All children with a statement of special educational needs or Educational Health & Care Plan that names Bradford Academy on the statement will be admitted.

#### **Procedures where The Bradford Academy is oversubscribed**

10. Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. **After the admission of pupils with statements of Special Educational Needs or Educational Health & Care Plan** where The Bradford Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

**1: Looked after children** and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**2: Special Medical or Social Reasons**

Special medical reasons for admission where medical circumstances mean that admission to Bradford Academy alone is deemed essential by an independent professional recommendation from the child's paediatrician/consultant,

*or*

Social reasons for admission where social circumstances mean that admission to Bradford Academy alone is deemed essential by an independent professional recommendation from a Director of Social Services, Probation, or the Children and Family Court Advisory and Support Service.

**3. Children of staff at the school:**

(a) where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made,

and/or

(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4. Brothers and sisters**

Children who have a brother or sister in years **Reception - Y11 at the date of application.**

Sibling applications are only considered for those applicants who have a brother or sister in years Reception – Y11 **only** at the date of application.

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

The terms 'brothers' and 'sisters' refer to children who live with the same family (Parent-s/Step Parent-s/Carer-s) at the same address. Children living with the same family (Parent-s/Step Parent-s/Carer-s), such as step brothers/sisters, half-brothers/sisters or a child who is adopted or fostered are also included.

Where a child lives with parents with a shared responsibility, it is for the parents to determine which address is to be used for the application process. However, we have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

**5: The Faith Proportion – admission to primary phase**

Up to a maximum of 35% of the remaining places after SEN & pupils listed in 1 – 5 above will be allocated on the basis set out below, provided that sufficient applications from eligible candidates are received:

**a. Children of the Christian faith (20% of the remaining places);**

Applications must be supported by completion of the supplementary information form including a written reference from a Minister of Religion to show that the child's family (Parent-s/Step Parent-s/Carer-s) attend church on average on two occasions each month or more. There is no minimum qualifying period of attendance.

**b. Children of Other Faiths (15% of the remaining places);**

These are places for children of faiths other than a Christian faith. Applications must be supported by completion of the supplementary information form including a written reference from a Minister of Religion to show that the child's family Parent-s/Step Parent-s/Carer-s) attend a place of religious worship on average on two occasions each month or more. There is no minimum qualifying period of attendance;

**In the case of over subscription in either criteria 6a or 6b**, priority will be given by the following; the distance between the home and the school, measured by a straight line, from the main entrance of the Academy to the Ordnance Survey address point of the home as measured by the LA's geographical information system,

**In the case where 6a or 6b are undersubscribed**, the available places remaining will be allocated to the other faith proportion category (e.g. if 6a is undersubscribed the available places would be allocated to 6b.)

**6. Community Proportion**

The remaining places will be allocated on the basis of the distance between the home and the school, measured by a straight line, from the main entrance of the Academy to the Ordnance Survey Address point of the home as measured by the LA's geographical information system.

When demand exceeds places in any of the above criteria and criteria matches accurately & identically between two applications places will be offered by random selection that will be independently adjudicated.

**11. Deferred Entry**

Parents will be offered a full-time place in Reception in the September of the school year in which their child has their fifth birthday. By request to the Principal parents are able to ask that their child attends school on either a part time basis or defer the start date until their child reaches compulsory school age. It is compulsory for all children to have started school by the start of the summer term of the year of which they have applied.

12. The Bradford Academy will use the following timetable for applications each year (exact dates within may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Admissions Forum or LA:

a) Nov/Dec - The Bradford Academy will provide opportunities for parents to visit the Academy; The Bradford Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria for the following September (e.g. information published in September 2018 for admission in September 2019). This will include details of opportunities for prospective pupils and their parents to visit the school. The Bradford Academy will also provide information to the LA for inclusion in the composite prospectus:

b) January 15th – Common application form to be completed and returned to the LA to administer; Deadline: **4pm on January 15<sup>th</sup> 2019** for supplementary information form to be returned to Bradford Academy.

- c) Late Feb: LA sends a list of applications to Academy;
- d) Early March: Academy sends a list of pupils to be offered places to LA;
- e) Mid-March - LA applies the agreed scheme for its own schools, informing other LA's of offers to be made to their residents;
- f) Early April: LA sends Bradford Academy list of allocated pupils
- g) **April 16 2019: National Offer Day** - offer emails to parents who applied online detailing offers of allocated places. Letters for applicants by form will be sent out the first working day after.

## **ADMISSION ARRANGEMENTS**

### **SECONDARY CRITERIA**

13. The admission arrangements for The Bradford Academy for the year 2019/2020 and, subject to any changes, for subsequent years are:

The Bradford Academy has an agreed Published Admission Number of 170 pupils in years 7 – 11 as all children already attending the all through academy Y6 have an automatic place (up to 60 places). The Bradford Academy will accordingly admit 230 pupils in years 7 – 11 if sufficient applications are received.

Where there are fewer applicants than places available, all applicants will be admitted.

Pupils will not be admitted above the published admission number unless exceptional circumstances apply.

#### **Process of application**

14. Applications for places at Bradford Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the common application form (CAF) provided and administered by Bradford LA. An additional supplementary information form **MUST** also be completed for those applying for a place within the Faith Proportion. The supplementary information form must be returned to the Academy no later than 4pm on October 31. Supplementary information forms are available at the Academy, on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk), or a request can be made to the school main reception. Applications on faith grounds will **not** be considered unless part A & B have been completed in full. (Note: the way that parents apply for a place at the Academy is set out in Section 1 of the local authorities 'Guide for Parents about admission arrangements to Secondary Schools').

#### **Consideration of applications**

The Bradford Academy will consider all applications for places. Where fewer than 230 applications are received, the Bradford Academy will offer places to all those who have applied.

#### **Special Educational Needs**

All children with a statement of special educational needs or Educational Health & Care Plan that names Bradford Academy will be admitted.

#### **Procedures where The Bradford Academy is oversubscribed**

15. Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. **After the admission of**



pupils with statements of **Special Educational Needs or Educational Health & Care Plan** where The Bradford Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

**1: Looked after children** and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**2: Special Medical or Social Reasons**

Special medical reasons for admission where medical circumstances mean that admission to Bradford Academy alone is deemed essential by an independent professional recommendation from the child's paediatrician/consultant,

**or**

Social reasons for admission where social circumstances mean that admission to Bradford Academy alone is deemed essential by an independent professional recommendation from a Director of Social Services, Probation, or the Children and Family Court Advisory and Support Service.

**3: Children of staff at the school:**

(a) where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made,

and/or

(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4: Brothers and sisters**

Children who have a brother or sister in years **Reception - Y11 at the date of application**.

Sibling applications are only considered for those applicants who have a brother or sister in years Reception – Y11 **only** at the date of application.

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

The terms 'brothers' and 'sisters' refer to children who live with the same family (Parent-s/Step Parent-s/Carer-s) at the same address. Children living with the same family (Parent-s/Step Parent-s Carer-s), such as step brothers/sisters, half-brothers/sisters or a child who is adopted or fostered are also included. Where a child lives with parents with a shared responsibility, it is for the parents to determine which address is to be used for the application/allocation process.

Where a child lives with parents with a shared responsibility, it is for the parents to determine which address is to be used for the application process. However, we have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

**5: The Faith Proportion - admission to secondary phase**

Up to a maximum of 35% of the remaining places after SEN and pupils listed in 1 – 4 above will be allocated on the basis set out below, provided that sufficient applications from eligible candidates are received

**a. Children of the Christian faith (15% of the remaining places);**

Applications must be supported by completion of the supplementary form including a written reference from a Minister of Religion to show that the child's family (Parent-s/Step-Parent-s/Carer-s) attend church on average on two occasions each month or more. There is no minimum qualifying period of attendance.

**b. Current attendance at a Church of England Junior or Primary School (10% of the remaining places);**

**c. Children of Other Faiths (10% of the remaining places);**

These are places for children of faiths other than a Christian faith. Applications must be supported by completion of the supplementary information form including a written reference from a religious leader that shows that the child's family (Parent-s/Step Parent-s/Carer-s) attend a place of religious worship on average on two occasions each month or more. There is no minimum qualifying period of attendance;

**In the case of over subscription in either criteria 5a, b or c**, priority will be given by the following; the distance between the home and the school, measured by a straight line, from the main entrance of the Academy, to the Ordnance Survey address point of the home as measured by the LA's geographical information system.

**In the case where 5a, b or c are undersubscribed**, the available places remaining will be allocated, in equal measure, to the other faith proportion categories (e.g. if 5a is undersubscribed; the available places would be divided equally between 5b and 5c).

#### **6: The Feeder School Proportion**

The remaining places will be allocated without reference to faith; divided equally between the following two groups; who attend the named feeder primary schools,

- a) **St John's CE Primary School; St Matthew's CE Primary School; St Stephen's CE Primary School.**
- b) **Bankfoot Primary School, Bowling Park Primary School; Knowleswood Primary School; Lower Fields Primary School; Marshfield Primary School, Newby Primary School, Newhall Park Primary School, Rainbow Primary School, Ryecroft Primary School.**

In the case of over subscription in either criteria 6a or 6b, priority will be given by the following; the distance between the home and the school, measured by a straight line, from the main entrance of the Academy, to the Ordnance Survey address point of the home as measured by the LA's geographical information system.

**In the case where either 6a or 6b are undersubscribed**, the available places remaining will be allocated to the other feeder proportion (e.g. if 6a is undersubscribed; the available places would be allocated to 6b).

#### **7. Community Proportion**

The remaining places will be allocated on the basis of the distance between the home and the school, measured by a straight line, from the main entrance of the Academy, as measured by the LA's geographical information system.

When demand exceeds places in any of the above criteria and criteria matches accurately & identically between two applications places will be offered by random selection that will be independently adjudicated.

16. The Bradford Academy will use the following timetable for applications each year (exact dates within may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Admissions Forum or LA:

- a) May - The Bradford Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. information published in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Bradford Academy will also provide information to the LA for inclusion in the composite prospectus;
- b) May/October - The Bradford Academy will provide opportunities for parents to visit the Academy
- c) October 31<sup>st</sup> – Common application form to be completed and returned to the LA to administer; **Deadline: 4pm on October 31<sup>st</sup> 2018 for supplementary information form to be returned to Bradford Academy.**
- d) Early December LA sends a list of applications to Academy;
- e) Mid December Academy sends a list of pupils to be offered places to LA;
- f) February - LA applies the agreed scheme for its own schools, informing other LA's of offers to be made to their residents;
- g) LA sends Bradford Academy list of allocated pupils
- h) **March 1<sup>st</sup>**: National Offer Day – offer emails to parents who applied online detailing offers of allocated places. Letters for applicants by form will be sent out the first working day after.

## **WAITING LISTS**

17. Where in any year, Reception – Y11, Bradford Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the academy in conjunction with 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. The waiting list will remain open until the end of the academic year, for which the application has been made, August 31<sup>st</sup>. A child's position on the waiting list will be determined solely in accordance with the over subscription criteria.

Nursery (2, 3 and 4 year old) waiting lists are maintained by the academy.

## **IN YEAR APPLICATIONS**

18. Applications during the school year must be made on the Local Authorities In-Year Application form and submitted to the Local Authority. There are two separate application forms for In-Year admissions, Primary School Application Form and Secondary School Application Form these are available on line at [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk) or [www.bradford.gov.uk](http://www.bradford.gov.uk). Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **ARRANGEMENTS FOR APPEAL PANELS**

19. Reception – Year 11

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Bradford Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding by all parties.

Nursery:

There are no statutory appeal entitlements for parent-s/carer-s refused a nursery place. The schools decision is final however the Principal will be happy to discuss any concerns parent-s may have about the allocation of places.

Contact the administration team for further details - direct line: 01274 256698.

## ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION

20. The admission arrangements for The Bradford Academy for the year 2019/2020 and, subject to any changes are:

The Academy will recruit on the basis of a combined Year 12 of **150** pupils. Priority for Y12 places will be:

1. Students enrolled in Year 11 at the Academy – *Internal Applicants*
2. The minimum published admission number (PAN) for new entrants to the Academy will be 50, however the Academy may enrol above this PAN if sufficient spaces are available – *External Applicants*

The capacity for Bradford Academy Post 16 Y12 + Y13 = 250 pupils.

For clarity, a learner who applies to Bradford Academy post 16 directly will fall within the stated admissions policy for the onsite provision and the rules henceforward are applied to the 250 places - ie the capacity on site.

### Process of application

21. Applications for places at Bradford Academy will be made on the academy Post 16 Application form provided and administered by Bradford Academy. Requirements for admission are the same for both internal & external pupils. All applicants will be required to take part in Information, Advice & Guidance meeting/s.

The Bradford Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment – see Course Requirements at the Academy, on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk). Applicants from schools other than the Academy will be admitted provided that there is a place available and that the applicant meets the academic criteria set down for those applying internally. Where more external applicants, who meet the attainment criteria, apply than there are places available, the over subscription criteria shall apply.

### Procedures where The Bradford Academy is oversubscribed

22. Where the number of external applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. **After the admission of pupils with statements of Special Educational Needs or Educational Health & Care Plan** where the Bradford Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

**1: Looked after children** and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**2: Children of staff at the school**

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**3: Community Proportion**

The remaining places will be allocated on the basis of the distance between the home and the school measured by a straight line, from the main entrance of the Academy, as measured

by the LA's geographical information system.

When demand exceeds places in any of the above criteria and criteria matches accurately & identically between two applications places will be offered by random selection that will be independently adjudicated.

23. Where the Academy has made the offer of a place in Bradford Academy Post 16 on the basis of a fraudulent or intentionally misleading application, which had effectively denied a place in Bradford Academy Post 16 to a pupil with a stronger claim, the offer of a place will be withdrawn.

24. The Bradford Academy will use the following timetable for applications each year (exact dates within may vary from year to year):

### **TIMETABLE FOR ADMISSION**

- a) November 2018: The Bradford Academy will provide opportunities for applicants to visit the Academy
- b) January 2019: Bradford Academy application form to be completed and returned to the school.
- c) January/February 2019: Meeting to discuss Options
- d) March: Provisional Offer
- e) July: Transition Day
- f) August: Firm Offer
- g) Pupils will be admitted into Bradford Academy Post 16 at the start of the Autumn Term.
- h) August 31<sup>st</sup> – Closing date for return of Appeal forms
- i) September: Independent Appeal Hearings

### **Waiting Lists**

25. Where in any year Bradford Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the academy and it will be open to pupils to request to be placed on the waiting list, following an unsuccessful application. The waiting list will remain open until September 30<sup>th</sup>. A pupils position on the waiting list will be determined solely in accordance with the over subscription criteria.

### **Post 16 Appeals:**

26.

1. Any pupil refused the offer of a place in Bradford Academy Post 16 has the right of appeal.
2. In the first instance the appeal will be by written submission to the Assistant Vice Principal with strategic responsibility for Post 16 Provision.
3. Subsequently, parents have the right of appeal to the Curriculum Governors Committee.
4. Should the Curriculum Governors Committee recommend refusal of an admission to the sixth form to the Governing body, the parent has the right to an independent appeal.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

27. The Bradford Academy will set admission arrangements annually, and will consult in the event of any proposed changes to admission arrangements. Where admission arrangements have not changed The Bradford Academy will consult at least once every seven years. The Bradford Academy will take part in the local admission forum for the Bradford LA area.

In the event of changes being proposed The Bradford Academy will consult by March 1<sup>st</sup> on admission arrangements that will apply for admission applications the following academic year. Consultation will take place with the following:

- a) Parents of children between the ages of two and eighteen within the geographical priority areas;
- b) Bradford LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within sub-paragraph b located within the relevant area for consultation).

The Bradford Academy will publish a copy of the proposed arrangements on their website, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk), together with details of the person to whom comments may be sent.

### **Determination and publication of admission arrangements**

28. Following consultation, The Bradford Academy will consider comments made by those consulted. The Bradford Academy will then determine its admission arrangements by February 28<sup>th</sup> of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

29. The Bradford Academy will publish its admission arrangements each year once these have been determined on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk). Copies will be provided upon request
- a) to primary and secondary schools in the area of Bradford LA;
  - b) to the offices of Bradford LA;
  - c) without charge from the Academy;
  - e) to public libraries in the area of Bradford LA for the purposes of being made available at such libraries for reference by parents and other persons.

30. The published arrangements will set out:
- a) the name and address of the Academy and contact details;
  - b) a summary of the admissions policy, including oversubscription criteria;
  - c) a statement of its religious affiliation;
  - d) numbers of places and applications for those places in the previous year; and
  - e) arrangements for hearing appeals.

#### **Representations about admission arrangements**

31. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Bradford Academy about its admission arrangements, the Bradford Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the Academy's admission arrangements they can make representation to the Schools Adjudicator. The Schools Adjudicator will consider the representation and in doing so will consult with Bradford Academy. Where it is judged to be appropriate, the Schools Adjudicator may direct the Bradford Academy to amend its admission arrangements.

#### **Proposed changes to admission arrangements by the Bradford Academy after arrangements have been published**

32. Once the admission arrangements have been determined for a particular year and published, The Bradford Academy will propose changes only if there is a major change of circumstances. In such cases, The Bradford Academy shall seek approval from the Schools Adjudicator and shall display a copy of the varied admission arrangements on line, [www.bradfordacademy.co.uk](http://www.bradfordacademy.co.uk)
33. Any decision of the Schools Adjudicator to uphold an objection against the Academy's admission arrangements shall be acted upon and admission arrangements amended accordingly.
34. Records of applications and admissions shall be kept by The Bradford Academy for a minimum period of ten years and shall be open for inspection by the Schools Adjudicator.





Policy updated

Endorsed by

Senior Staff & Governors

Policy to be implemented

Academic Year 2019 / 2020

To be reviewed

annually

Approved by Chair of Governors

To be reviewed