Bradford Girls' Grammar School

Admissions Policy

2028 - 29

Aspire | Succeed | Lead

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Contents

1. Policy Statement 3
2. Pupil Admissions numbers (PAN) 3
3. Application Process 3
4. Considerations for application 3
5. Procedures where the school is over-subscribed 4
6. Waiting lists 5
7. Admissions into other year groups including replacement of student who have left school 6
8. Annual procedures for determining admissions arrangements consultation 7
9. Determination of admissions arrangements 7

Admissions Policy Entry September 2028

Bradford Girls Grammar 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 Admissions Number (PAN)

The planned admissions number for the admission to year seven in the school year commencing September 2028 will be a maximum of 140.

The agreed capacity for Year 7 of the secondary phase (11-16) will be 140.

Application Process

Applications for places at Bradford Girls' Grammar School is made in accordance with Bradford co-ordinated secondary admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Bradford.

Bradford Girls' Grammar 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:** Bradford Girls' Grammar School will publish information about the arrangements for admission, including oversubscription criteria, for the following September e.g. in September 2026 for admission in September 2027. This will include details of Open Days and other opportunities for prospective pupils and their parents to visit the school. Bradford Girls' Grammar School will also provide information to Bradford for inclusion in the composite prospectus as required

(b) **September/October**: Bradford Girls' Grammar School will provide opportunities for parents to visit the school

(c) **October:**

(i) CAF to be completed and returned to the Local Authority

(ii) Local Authority to send applications to Bradford Girls' Grammar School.

(d) **Late December/Early January**: Bradford Girls' Grammar 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) **March 2025:** Year 7 place offers made to parents.

Considerations for application

Bradford Girls' Grammar School will consider all applications for places in the secondary. Where the number of applications is not more than the published admission number, Bradford Girls' Grammar School will offer places to all those who have applied.

Procedures where the school is oversubscribed

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. Girls for whom it is essential to be admitted to the Bradford Girls' Grammar School 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 "Bradford Girls' Grammar school is the only school that can meet the child's needs"

c. Girls who on the date of admission will have a sibling at Bradford girls' Grammar 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 Bradford girls' Grammar 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 admission number.

d. Girls who on the date of admission are pupils at Lady Royd Primary School.

e. Applicants who are daughters 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

f. If a tie-break is necessary in criterion 7(d) then random allocation will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer.

g. The remaining places will be offered by random allocation. This will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. the process will be overseen by an independent scrutineer.

h. Any remaining places will be offered by random allocation to applicants with siblings at the school but who have not submitted a SIF form to the school. The process will be overseen by an independent scrutineer.

i. Any final remaining places will be allocated by random allocated to all other applicants who have not submitted a SIF form to the school. The process will be overseen by an independent scrutineer.

If false or misleading information is used to gain entry to Bradford Girls' Grammar School the offer of a place can be withdrawn.

Waiting lists

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 school

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, Bradford Girls' Grammar 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.

Admission to such year groups without a published admission number will be based upon; the size of teaching groups already existing in Bradford Girls' Grammar School and the efficient use of resources and the child's ability to access the curriculum in these years through reasonable modifications.

Exclusions from other schools

Notwithstanding any other provision of this document, Bradford Girls' Grammar 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. Bradford Girls' Grammar 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 Bradford Girls' Grammar School to admit such a child and that direction shall be binding on Bradford Girls' Grammar School.

Appeals

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of Bradford Girls' Grammar School. The appeal panel will be independent of Bradford Girls' Grammar 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

Where no changes are made to these admissions arrangements Bradford Girls' Grammar 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

Following consultation, Bradford Girls' Grammar School will consider comments made by those consulted. Bradford Girls' Grammar School will then determine its admission arrangements by 28th February of the relevant year and notify those consulted what has been determined.