Admissions Policy 2027-28

Purpose of Policy

This Policy sets out the agreed admissions procedures for Bingley Grammar School.

Admissions for Year 7 (Normal Year of Entry)

The **published admissions number (PAN)** for entry into Year 7 in the school year commencing September will be a maximum of 300.

Pupils will be admitted at age 11 without reference to ability or aptitude. Priority will be given to pupils living within the **School's Designated Priority Admission Area** (see notes).

The admission of pupils with an **Education, Health and Care Plan** is dealt with by a separate procedure. Such children will be admitted to the named school without reference to the above oversubscription criteria

Applications must be made to Bradford Council either online or on paper by the national deadline. Further information is available from Bradford Council School Admissions department. Deadlines cannot be altered by the school.

Oversubscription Criteria (Year 7 and waiting lists for subsequent year groups).

Where the number of applications exceeds the number of places available, the following criteria will be applied in order set out below, to decide which children to admit:

1. **Looked after and previously looked after children:**
    a. Looked after children and children who were looked after in England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order **NOTE 1**
    b. Previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased

[1] A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. A previously 'looked after child' who is no longer looked after, in England, because he/she is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live.

to be in state care as a result of being adopted [NOTE 2]
(a and b above have equal priority)

2. **Children of staff** where:
    a. 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. **Children with exceptional social or medical needs**, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The written recommendation must explain why Bingley Grammar School is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.

4. **Children living within the Priority Admission Area with a sibling**: Children who live [NOTE 3] within the Priority Admission Area, who have an older brother or sister [NOTE 4] attending from the same address and who will still be attending the school at the time of admission, i.e. in Years 7-10. (in area siblings).

5. **Children living in the Priority Admissions Area**.

6. **Children living outside of the Priority Admission Area with a sibling:** Children who live outside the Priority Admission Area, who have an older brother or sister attending from the same address and who will still be attending the school at the time of admission, i.e. in Years 7-10. (out of area siblings). This excludes siblings in or applying for the Sixth Form.

7. **All other children**

Tie break

Where demand exceeds places in any one of the above criteria, the distance between home and the main entrance of the school building, measured by a straight line on the Ordnance Survey map, will be used to decide who is to be given a place, with places being awarded to those living nearest. Where the offer of places to

[2] A 'previously looked after child' who has been in 'state care' outside of England, accommodated by a public authority, a religious organisation or any other organisation the sole or main purpose of which is to benefit society and legally adopted

[3] 'Live' refers to the child's permanent home at the date of admission. Where a child lives with parents with shared responsibility, it is for the parents to determine which address is to be used for the allocation process. Proof of residency may be required at any time during or after the allocation process.

[4] The term *'sister' and 'brother'* refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included, cousins are not siblings

applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection, by an officer from the Local Authority Admissions Team.

Notes

1. **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.

2. **School's Priority Admission Area**, which is largely based on the former Bingley UDC (1974), but which incorporates amendments agreed in consultation with Education Bradford for admissions from Sept 2005. The amended priority area excludes Cullingworth and includes East Morton as far west as Swine Lane. This includes properties accessed from Swine Lane in the Waterside Fold development only. A copy of the map is available on the Bingley Grammar School website and Bradford Council's website.

Late Applications (Normal Year 7 entry)

Unless there are exceptional reasons for the late submission of the application form, late applications will not be considered at the same time as 'on time applications' received by the closing date. Bradford Council will make this determination.

Appeals (Normal Year 7 entry)

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Appeal forms are available from the school and should be returned to the school.

Waiting Lists

A waiting list is maintained by the **Local Authority**, not the school, for allocation of places if a Year 7 place becomes available between the national offer day and the 31st December of the year of admission of the Year 7 cohort.

- The order of pupils on the waiting list shall be the same as the over subscription criteria described above.
- When a place becomes available, it will be offered to the highest-ranked child on the list.
- Positions on the waiting list may move up or down as new applications are added or circumstances change.
- Looked after and previously looked after children, and those allocated under the Fair Access Protocol, take precedence over all others.

- The waiting list is maintained until 31 December in the Year 7 admission year. After that, parents must make an in-year application if they wish their child to remain on the list.

In-Year Admissions

In-Year Admissions is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September.

Bingley Grammar School is its own admissions authority but contracts **Bradford Council** to manage its in-year applications.

Bradford Council requires parents to fill in their in year application online at Citizen Portal - Sign in. Paper forms are available on request: schooladmissions@bradford.gov.uk or call 01274 439200

Children moving schools but not moving house **NOTE C** will not normally be admitted to the school until the start of the next term; the offer will be held open until then.

The school may be required to admit pupils through the Local Authority's **Fair Access Protocol** to support vulnerable students, even though this may result in admissions being in excess of the school's own assessed capacity **NOTE** [5].

Children of any member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage may be admitted in year, even though this may result in admissions being in excess of the school's own assessed capacity.

The school may exercise its rights under the school admission code to refuse admission:

1) Where the admission of another child would prejudice the provision of efficient education or efficient use of resources. AND / OR
2) Where the school has good reason to believe that the child may display challenging behaviour, and refer the child to the Fair Access Protocol.

Appeals (In-Year)

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Appeal forms are available from the school and should be returned to the school.

[5] PAN (Planned Admission Number) only exists for entry into Year 7 and Year 12 on the first school day in September, which is the number of pupils the school must admit. After this point, and due to changes in the school structure the school will admit pupils upto the school's own assessed capacity. Bingley Grammar School will inform Bradford Council what the capacity is for each year group as soon as any changes are proposed or implemented.

Waiting List (Years 7 – 11)

Parents of children refused admission may request to be added to the **waiting list** maintained by **Bradford Council**.

- The waiting list is ordered in line with the oversubscription criteria as for admission into Year 7.
- When a place becomes available, it will be offered to the highest-ranked child on the list.
- Positions on the waiting list may move up or down as new applications are added or circumstances change.
- The waiting list is maintained annually from 1st September until 31st July. After that, parents must make an in-year application if they wish their child to remain on the list.
- For in-year applications, a new application must be submitted each academic year.

Admission Policy for entry into the Sixth Form

The planned admissions number (PAN) for the admission to the sixth form in the school year commencing September 2027 will be a maximum of **175**.

A child must be at least 16 years old on the first day of September in year of entry to be eligible to attend the Sixth Form and meet the funding rules for a School Sixth Form in England at the point of their admission. A full list of rules is by the Department for Education at https://www.gov.uk/guidance/16-to-19-education-funding-guidance (Most children will meet these requirements).

Students on roll in Year 11 at Bingley Grammar School may progress into Year 12 if they meet the **academic** or **general entry** requirements specified in the Sixth Form prospectus.

> To assist in timetable construction, Year 11 students at Bingley Grammar School ***should*** submit an application no later than 1st March for admission into the next academic year.

Pupils not currently on roll, external applicants, **must** complete the school's Sixth Form application form and return it to the school no later than **1st September** for admission in that academic year.

Children with an Education, Health and Care Plan naming the school will be admitted without reference to the oversubscription criteria, provided they meet relevant **academic** or **general entry** requirements as detailed in the Sixth Form prospectus.

A meeting may be held by the school and the child to discuss options and entry requirements, but this meeting does not form part of the decision-making process on whether to offer a place.

Sixth Form Oversubscription Criteria - Policy Intention

The intention of the oversubscription criteria is to give priority to:

- Pupils currently on roll in Year 11 at Bingley Grammar School (*this is a legal requirement*).
- Pupils who will have completed their Key Stage 4 studies in the Summer immediately prior to admission e.g. Non BGS Year 11 students.
- Students who wish to join the Sixth Form having undertaken studies elsewhere, e.g. transferring from another learning provider or having taken a year out will be considered after Year 11 pupils.
- We are permitted to set **academic entry requirements**, these must be the same for both Bingley Grammar School pupils and as well as external applicants. Both "**academic**" and "**general**" described below are "**academic entry requirements**" for the purpose of the school admissions code. The difference is the type of course each category will allow a pupil to study once on roll in the Sixth Form.

Sixth Form Oversubscription Criteria

Where applications exceed the number of available places and applicants meet the **academic** or **general** entry requirements places will be allocated in the following order and within each criteria the rank order will be assessed by a pupils average point score calculated from a child **Best 8 grades which must include GCSE English Language and GCSE Mathematics** (from highest to lowest)[6], examples and a calculator will be included in the Sixth Form prospectus:

1) **Looked after and previously looked after children:**
   a) Looked after children and children who were looked after in England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order **NOTE 1**

[6] This is an average of the best 8 grades which must include English Language and Mathematics (and zero used as placeholder where less than 8 grades are achieved) achieved by a child, using the relevant years approved Key Stage 4 qualifications, currently listed: https://www.gov.uk/government/publications/key-stage-4-qualifications-discount-codes-and-point-scores and using the point scores defined in the UK Government's Secondary Accountability Measures 2025, Annex G: https://www.gov.uk/government/publications/progress-8-school-performance-measure/secondary-acc ountability-measures-2025-guidance-for-maintained-secondary-schools-academies-and-free-schools #annex-g-point-score-scales-for-2022-and-future-years

b) Previously looked after 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 **NOTE 2** *(a and b above have equal priority*)

2) **Children on roll at Bingley Grammar School** in Year 11 on the statutory leaving date, immediately preceding the proposed September entry, who meet the **academic entry requirements** as detailed in the Sixth Form prospectus.

3) **Children on roll at Bingley Grammar School** in Year 11 on the statutory leaving date, immediately preceding the proposed September entry, who meet the **general entry requirements** as detailed in the Sixth Form prospectus

4) **Children not on roll at Bingley Grammar School**, but on the statutory leaving date, preceding the proposed September entry, in Year 11 at another school **NOTE** [7], who meet the **academic entry requirement** as detailed in the Sixth Form prospectus.

5) **Children not on roll at Bingley Grammar School**, but on the statutory leaving date, preceding the proposed September entry, in Year 11 at another school **NOTE** [7], who meet the **general entry requirement** as detailed in the Sixth Form prospectus.

6) All other children who meet the **academic entry requirements**

7) All other children who meet the **general entry requirements**

The **academic entry requirements** and the **general entry requirements** will be published in the school prospectus on the school website by 1st October prior to applications opening on 1st November in each year prior to proposed September entry.

For the avoidance of doubt there is no sibling rule for pupils applying to the Sixth Form or other points of entry with siblings in the sixth form.

The **statutory leaving date** is the last Friday in June. The Education (School Leaving Date) Order 1997.

To comply with the School Admissions Code 2021, any child who meets criteria 2 or 3 will be admitted even if this would place the Year 12 over its planned admission number. In this circumstance no applications from children in criteria 4 to 7 will be admitted.

[7] This is to be interpreted to include children educated otherwise than at a school.

Waiting List (Sixth Form)

A waiting list for admission into the Sixth Form is maintained by **Bingley Grammar School.**

- The waiting list is ordered in line with the oversubscription criteria for the Sixth Form.
- When a place becomes available, it will be offered to the highest-ranked child on the list.
- Positions on the waiting list may move up or down as new applications are added or circumstances change.
- The waiting list is maintained until 31 December in the Year 12 admission year. After that, parents must make an in-year application if they wish their child to remain on the list. (Or the child themselves can apply)
- For in-year applications, a new application must be submitted each academic year.

Appeals (Sixth Form)
Parents and Children have a legal right of appeal to an independent appeal panel against the decision not to offer admission. Appeal forms are available from the school and should be returned to the school.

> **Please note**, A Sixth Form appeal panel must not make its own assessment of a child's ability, but must decide whether Bingley Grammar School's decision that the child was not of the required standard was reasonable in light of the information available to it.

This policy has been evaluated for impact on workload and working hours and has been subject to an Equality Impact Assessment.

It is also available in the following formats: email, enlarged print version, and other formats by arrangement.

Policy Review

The efficacy of this policy will be reviewed annually.

Originator: LAW/J2V
Partner Governor DMn
Ratified by Governing Body
Date of review: February 2026
Next review: February 2027