



Admissions Policy

2019/20

As a 3 to 19 years educational institution, Appleton Academy has four points of entry:

- Nursery
- Upper Foundation (Reception) [Primary]
- Year 7 [Secondary]
- Year 12 [Post 16]

All applications for places at Appleton Academy must be made on Local Authority coordinated admission forms – the Common Preference Form.

Bradford Local Authority's forms are available from Appleton Academy, local libraries, and from Bradford Children's Services.

If an applicant is resident in another local authority area, they will need to complete that LA's Common Preference Forms.

The admission arrangements for Appleton Academy for the year 2019/20 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) Appleton Academy has an agreed published admission number (PAN) of 60 pupils in Upper Foundation Stage (Reception) and 180 pupils in Year 7
- b) Pupils in Year 6 will have an automatic right to transfer into Year 7 but parents must still complete the online common application form listing Appleton Academy as a preference. Pupils attending Nursery for at least one term prior to the application deadline for Reception places will have the automatic right to transfer to Upper Foundation (Reception)
- c) The published admissions number for Year 6 is 30
- d) Appleton Academy will admit up to 26 Full Time Equivalent [52 part-time pupils] aged between 3 and 5 into its Nursery Class.

Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

If an applicant for admission wishes to apply to have their child transferred into any year group other than Nursery, Reception or Year 7, they must contact the Academy Administration Office in the first instance.

These arrangements will be coordinated by the Local Authority, so parents will be required to complete a Bradford Children's Services common application form. The Bradford College Education Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted relief's applies. If more applications are received than there are places available, the oversubscription criteria shall apply.

Rights of appeal

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission.

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below:

- a) children in public care;
- b) admission of pupils whose sibling currently attends the Academy and who will continue to do so on the date of admission; [Note: *The term 'sibling' includes all full siblings and legally adopted children, and also includes step-siblings and half-siblings resident at the same address.*]
- c) children of staff employed on permanent contracts
- d) admission of pupils on the basis of proximity to the Academy using a straight line measurement from the main entrance of the Academy to the main entrance to the child's home.