

# Admissions Arrangements for the Academic Year 2024



**Reviewed: March 2023**  
**Next review: March 2024**

## **The Christian Ethos of Immanuel College**

Immanuel means 'God with us'.

Immanuel means 'God with us.' At Immanuel we believe that we are 'All God's Children.' Immanuel College, reflecting its Christian ethos, wants to encourage everyone to benefit from its caring, Christian supportive environment. It is open to those who are members of the Church community and those who are members of the local community.

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BDAT is the Admissions Authority for this school and the local Governing Body makes recommendations on their admissions arrangements to the Trust Board. We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith. We ask all parents applying for a place here to respect our distinctive Christian ethos and its importance to the school community.

### **Our Vision**

The planned admissions number (PAN) for the admission to the year seven in the school year commencing September 2024 will be a maximum of 300.

### **Making an Application**

Applications for place will be made using the local authority common application form by the national closing date of 31st October 2023. This can be found at [Apply for a place at one of Bradford District's schools | Bradford Council](#)

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 2024.

### **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.

*(For more details, please see Notes & Definitions section starting on page 5)*

- 1. Pupils who are looked after children and all previously looked after children.**
2. Up to 50% of the remaining places will be allocated as Church Places in the following order:
  - a. Regular worshippers at a Christian church. The worshipper may be the child, or one or more parents/carers. A regular worshipper is one who attends worship at least once a month at a Christian church for the last two years. (Please use the Supplementary Information Form)
  - b. Children who have had a service of baptism, blessing or dedication within a Christian church. (Please use the Supplementary Information Form and attach a copy of the certificate)
  - c. Those children of Immanuel College staff who have shown their commitment to the church school ethos by working at the school for two years or more at the time at which the application is made.
  - d. Children who are, at the time of application, pupils at a Church of England school within the school's Priority Area (see under 'Priority Area' below).
  - e. Children who are, at the time of application, pupils at a Catholic school inside the school's Priority Admission Area (see under 'Priority Area' below).
  - f. Children who are, at the time of application, pupils at one of the Church of England schools outside of the school's Priority Area but within the historic Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds or who attend Calverley Church of England VA Primary School (see under 'Priority Area' below).
  - g. Children who are, at the time of application, pupils at a Catholic Primary school outside the school's Priority Area but within the historic Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds (see under 'Priority Area' below).
  - h. Children who are, at the time of application, pupils at a BDAT (Bradford Diocesan Academy Trust) Academy that is not included in the above criteria (see under 'Priority Area' below).

**Any unallocated places within the 'Church Places' will be added to the number of 'Community Places' available**

*In the event of oversubscription in any one of the above Church Places oversubscription criteria the following tie breaker will be used first:*

Those children who have a sibling already attending Immanuel who will be continuing at the College in the year for which the applicant will be admitted.

After that see under '**Tie Breaker**'

2. Up to 50% of the remaining places will be allocated as Community Places in the following order:
  - a. Those children whose home address is inside the school's Priority Area for Immanuel College and have a sibling already attending Immanuel College who will be continuing at the College in the year for which the application is made.
  - b. Those children whose home address is inside the school's Priority Area for Immanuel College.
  - c. Those children whose home address is outside the local authority's Priority Area for Immanuel College and have a sibling already attending Immanuel College who will be continuing at the College in the year for which the application is made.
  - d. Those children whose home address is outside the local authority's Priority Area for Immanuel College.

**Any unallocated places within the 'Community Places' will be added to the number of 'Church Places' available.**

*\*For definitions and additional explanations. Please see Notes section below.*

### **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: [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)

Tel: 01274 439200

## **In year admissions**

Any parent or carer who would like to apply for a place at Immanuel College for Years 7-11 at any time other than transition (see above) must complete an 'in-year common application form' (ICAF) which is available from the Local Authority and should be returned to them. If the application is for a church place, a Supplementary Information form should also be completed and returned to Immanuel College. The Supplementary Form is available on our website and is also available from Immanuel College as well as the Local Authority. It should be returned to Immanuel College separately from the 'in-year common application form' (ICAF) after completion.

**Please note that all admissions to Immanuel College for Years 7-11 are co-ordinated by the Local Authority.**

Unsuccessful applicants have the right of appeal to an independent appeals panel. Appeal forms are available from the Local Authority's Admission Team, telephone 01274 439200.

For more information see:

<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 or 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**

### **Priority Area**

A map showing the Priority area is detailed at [www.immanuelcollege.net](http://www.immanuelcollege.net)

#### **Church of England schools within the Priority Area:**

Idle C of E Primary School, Boothroyd Drive, Idle, Bradford, BD10 8LU

#### **Catholic Church schools within the Priority Area:**

Our Lady & St Brendan's Catholic Primary School, The Bank, Bradford BD10 0QA

#### **Church of England schools outside of the Priority Area but within the historic Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds including Calverley Church of England VA Primary School:**

- Baildon C of E Primary School, Coverdale Way, Baildon, Shipley, BD17 6TE
- Bradford Academy, Teasdale Street, Bradford , BD4 7QJ
- Bradford Forster Academy, Fenby Avenue, Bradford, BD4 8RG
- Christ Church C of E Academy, Wrose Brow Road, Windhill, Shipley, BD18 2NT
- Heaton St Barnabas C of E Primary School, Rossefield Road, Bradford , BD9 4DA
- Shipley C of E Primary School, Otley Road, Shipley, , BD18 2PT
- St James' Church Primary C of E School, Chelwood Drive, Allerton, Bradford, BD15 7YD
- St Philip's C of E Primary Academy, Whitby Terrace, Girdlington, Bradford, BD8 9JL
- Trinity All Saints C of E Primary School, Church Street, Bingley, BD16 2PP
- Wycliffe C of E Primary School, Saltaire Road, Shipley, BD18 3HZ
- Eccleshill St Luke's C of E Primary School, Fagley Lane, Eccleshill, Bradford, BD2 3NS
- Westminster C of E Primary School, Westminster Road, Bradford, BD3 OHW
- Calverley C of E Primary School, Towngate, Calverley, Pudsey, LS28 5NF

#### **Catholic schools outside the Priority Area but within the historic Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds:**

- St Anthony's Catholic Primary School, 4 High Busy Lane, Shipley, BD18 1HD
- St Clare's Catholic Primary School, Fagley Rd, Bradford BD2 3JD
- St Columba's Catholic Primary School, Tong Street, Bradford BD4 9PY
- St Cuthbert & the First Martyrs' Catholic Primary, Scotchman Road, Bradford BD9 5AT

- St Francis' Catholic Primary School, Myers Lane, Bradford BD2 4ES
- St Joseph's Catholic Primary School Crownest Road, Bingley BD16 4HQ
- St Mary's and St Peter's Catholic Primary School, Upper Nidd Street, Leeds Road, Bradford BD3 9ND
- St Matthew's Catholic Primary School, Saffron Drive, Allerton, Bradford BD15 7NE
- St Walburga's Catholic Primary School, Victoria Park, Shipley BD18 4RL
- St William's Catholic Primary School, Young Street, Bradford BD8 9RG

**BDAT (Bradford Diocesan Academy Trust) Academies that are not included in the above criteria:**

- St John's C of E Primary School, Bradford Road, Clayton, Bradford BD14 6DD
- East Morton C of E Primary School, Street Lane, Keighley, West Yorkshire BD20 5SE
- Oxenhope C of E Primary School, Cross Lane, Oxenhope, Keighley BD22 9LH
- St John's C of E Primary School, Dawson Lane, Bierley, Bradford BD4 6JF
- St Oswald's C of E Primary Academy, Cross Lane, Great Horton, Bradford BD7 3JT
- Woodlands C of E Primary, Mill Carr Hill Road, Oakenshaw, Bradford BD12 7EZ
- Buttershaw Business and Enterprise College, Reeve Road West, Buttershaw, Bradford BD6 3PX
- Belle Vue Girls Academy, Thorn Lane, Bradford BD9 6NA

**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:

- 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.

**Home address**

The child's home address must be where the child lives permanently.. If the residency is split 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:

- Proof of sale/termination of tenancy on the current property and
- a copy of the current Rental Agreement, signed by both tenants and the landlords, showing the address of the property; or
- in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

## **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, 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 'twins', 'triplets' or multiple births request admissions and one child has been offered the 30th place or the last place the 'expected pupil' rule comes in and the other twin / triplet is offered a place.

## **Priority for Church Attendance**

- A regular worshipper is defined as attendance of a parent/carer or the child at church, at an act of public worship for at least two years prior to application, verified by a member of the clergy or other designated church officer / faith leader.
- The governors do not give a higher preference to families where more than one member of the family worships.
- A church is defined as a Christian Church which is a member of 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance' or a local 'Churches Together Organisation'.
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions]arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- Parents applying under this criterion are required to complete a Supplementary Information Form (SIF) which asks for a declaration and verification of being a regular worshipper. The SIF is available from the school and must be completed and returned to the school by midnight on the October 31st. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended



church at their previous address. If a SIF is not received within the allotted timescales the application will be considered but not under church attendance priority criteria. A Supplementary Form (SIF) also needs to be completed if the grounds for a Church Place application is that a child has had a service of baptism, blessing or dedication within a Christian church. A copy of the baptism, blessing or dedication certificate needs to be attached to the form and the appropriate box filled in on the form.

- If a disability or other 'special needs' circumstance prevents regular attendance at a specific place of worship but the person concerned is recognised by the church leaders as a regular worshipper' then this can be taken into consideration in your declaration and verification of your "regular worship at a Christian Church".

*This form should be separate for confidentiality reasons*

### Supplementary Information Form (SIF)

This Supplementary Form should be completed by the parent / guardian of the child who is seeking admission to the school. This form need only be completed to confirm and verify that you meet the requirements of the oversubscription criteria related to church attendance. **No additional information will be considered** unless a family has attended more than one place of worship for that period, in which case more than one form may be submitted to cover the two years. It is the responsibility of the parent to get both sections completed and returned to school.

**This form should be returned to the school office by no later than midnight on 31<sup>st</sup> October 2023**

Section A: Application for admission to Immanuel College			
Please consider the following information as part of the admissions process for the following child:			
Child's Surname:		First name:	
Childs DOB		Current school	
Name of parent / guardian			
Address			
Postcode		Contact No	

<b>I confirm that</b>			
<b>Is a regular worshipper at the church below, defined as attending public worship at that place, for at least once a month, for two years prior to the date of application.</b>			
<b>OR</b>			
<b>I confirm that</b>			
<b>Has had a service of baptism, blessing or dedication within a Christian church.</b> [Please attach a copy of the certificate to this Supplementary Information Form]			
Place of Worship			
Name of Vicar / Priest / faith leader			
Address			
Postcode		Contact no	

Section B: Verification			
This section is to be completed by the above church leader			
<b>I confirm that that child/parent/guardian named above has attended public worship at church at least once a month for the past two years.</b>			
Name:			
Signed:		Date:	