

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

Immanuel means 'God with us'. At Immanuel we believe that we are 'All God's Children'

### **Aims of Policy**

To outline College policy regarding admissions

### **Policy Statement**

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. Children with an Education and Health Care Plan, naming Immanuel College, will be allocated a place at the school. This is a statutory entitlement (under Section 324 of Education Act 1996) and is not part of the oversubscription criteria.

We are a Church of England Academy and part of the Bradford Diocesan Academies Trust who are the admissions authority for the school. The admission number for Year 7, Year 8, Year 9 and Year 10 is 300 and Year 11 is 270. Governors will apply the following policy only in the event that there are more applications than places available.

## **APPLICATIONS TO YEARS 7-11**

### **Priority 1**

Immanuel College gives first priority to all looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.

[Note: 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. It includes those children who appear to the Admissions Authority to have been in state care outside of England but ceased to be so by being adopted only. The School Admissions Code 2021 states that, "A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society."

A previously 'looked after child' is a child who is no longer looked after in England and Wales 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.]

*After this allocation, places will be offered as follows:*

### **Priority 2: 'Church Places' Category**

*Up to 50% of the remaining places will be allocated in the following order:*

- a) Frequent worshippers at a Christian<sup>1</sup> church. The worshipper may be the child, or one or more parents/carers. A frequent worshipper is one who attends worship<sup>5</sup> at least twice a month or more frequently at a Christian<sup>1</sup> church for the last two years.<sup>4</sup>

*'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'*

- b) Regular but not frequent worshippers at a Christian<sup>1</sup> church. The worshipper may be the child, or one or more parents/carers. A regular worshipper is one who attends worship<sup>5</sup> at least once a month at a Christian<sup>1</sup> church for the last two years.<sup>4</sup>  
*'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'*
- c) Children who have had a service of baptism, blessing or dedication within a Christian<sup>1</sup> church.
- d) 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.
- e) Children who are, at the time of application, pupils at a Church of England school within the school's Priority Area<sup>6</sup> (see list C in the appendix).
- f) Children who are, at the time of application, pupils at a Catholic Primary inside the school's Priority Admission Area<sup>6</sup> (see list D in the appendix).
- g) Children who are, at the time of application, pupils at one of the Church of England schools outside of the school's Priority Admission Area<sup>5</sup> 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 list E in the appendix).
- h) Children who are, at the time of application, pupils at a Catholic Primary school outside the school's Priority Admission Area<sup>6</sup> but within the historic Airedale or Bradford North deaneries in the Bradford Episcopal Area of the Anglican Diocese of Leeds (see list F in the appendix).
- i) 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 list G in the appendix).

*In the event of oversubscription in any one of the above oversubscription criteria the following tie breakers will be used:*

**Tie Breaker 1:** those children who have a brother or sister<sup>3</sup> already attending Immanuel who will be continuing at the College in the year for which the applicant will be admitted.

**Tie Breaker 2:** those children who have a permanent address nearest<sup>2</sup> to Immanuel.

**Tie Breaker 3:** In the unlikely event of two or more applicants living equidistant from the school, the remaining places will be allocated by the drawing of lots.

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

Applications for places within this 'Church Places' category of Priority 2 should be supported by the Supplementary Form (Appendix A) and the Minister's Confidential Reference Form (Appendix B) completed by the relevant Vicar/Minister. The forms are published below as Appendix A and Appendix B and can be obtained from Immanuel College and also from the Local Authority. The completed supplementary forms should be returned to Immanuel College by 31<sup>st</sup> October 2021. Please note: if the sole grounds for applying for a church place is attendance at a Church of England or Catholic school (named in the Appendices Lists C-G), it is not necessary to complete a Supplementary Form.

**Please note it is the parental responsibility to ensure that the Supplementary form is submitted to the school, failure to do this will result in the application being ranked within 'Community Places' below.**

### **Priority 2: 'Community Places' Category**

*Up to 50% of the remaining places will be allocated in the following order:*

- a) Those children whose permanent<sup>7</sup> address is inside the local authority's Priority Admission Area<sup>6</sup> for Immanuel College and have a brother or sister<sup>3</sup> already attending Immanuel College who will be continuing at the College in the year for which the application is made.
- b) Those children whose permanent<sup>7</sup> address is inside the local authority's Priority Admission Area<sup>6</sup> for Immanuel College.
- c) Those children whose permanent<sup>7</sup> address is outside the local authority's Priority Admission Area<sup>6</sup> for Immanuel College and have a brother or sister<sup>3</sup> already attending Immanuel College who will be continuing at the College in the year for which the application is made.
- d) Those children whose permanent<sup>7</sup> address is outside the local authority's Priority Admission Area<sup>6</sup> for Immanuel College and have a permanent address nearest<sup>2</sup> to Immanuel College.

*In the event of oversubscription in any one of the above oversubscription criteria the following tie breakers will be used:*

**Tie Breaker 1:** Those children whose permanent<sup>7</sup> home address is nearest<sup>2</sup> to the school.

**Tie Breaker 2:** In the unlikely event of two or more applicants living equidistant from the school, the remaining places will be allocated by the drawing of lots.

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

### **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.

### **Right of appeal**

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. Appeals should be made in writing within 20 days of receipt of the letter and sent to the address on the form.

## **APPLICATIONS TO POST 16**

All existing year 11 students at Immanuel College who wish to enrol for post 16 places are entitled to do so, providing that an appropriate viable course is available and students meet the requirements for entry to the chosen post 16 courses.

### **External applications for a place in year 12**

Places are available for external applicants. Places will be offered subject to appropriate, viable courses being available and students meeting the entry requirements.

The maximum number of places from other schools for academic year 2022-2023 will be 26 students.

If the number of external applicants exceeds the number of places available, the over-subscription criteria for pupils entering Year 7 will apply.

### **The application process for external candidates is as follows:**

- i. Post 16 application form (appendix G) provided by the school office, completed and returned by Jan 31st 2022
- i. Student invited to discuss provisional subject choices appropriate to the student's ability, interests and predicted GCSE results up to October half term 2022
- ii. Letter of acceptance sent after the interview.
- iii. Current school contacted for information on predicted grades (appendix H)
- iv. Students to provide proof of external examination results before attending Immanuel College Post 16 provision.

## Footnotes

1. **Christian** in this policy is defined by those churches who are members of the 'Churches Together in Britain and Ireland' or who assent to the Nicene Creed.
2. **Nearest** in this policy is calculated by a direct line from the Ordnance Survey address point of the child's permanent address to the main Reception entrance of Immanuel College as defined by the computer software used by Bradford Local Authority
3. **Brother or sister** in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.
4. **Two years** in this policy means that if a child or parent/carer has moved place of worship within the two years the previous place of worship can be used but this must be evidenced by another Minister's Confidential Reference.  
*'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'*
5. **Worship** can mean weekday activities (not in school hours) at a church that include an element of Christian worship. (This does not include worship in uniformed organisations or other church organisations due to a determination by the Office of the Schools' Adjudicator).
6. **Priority Admission Area** in this policy is defined by the area shown by the map attached at the end of this policy (Appendix I) and is also on the school's and Bradford Council's website:-  
<https://bso.bradford.gov.uk/userfiles/file/Learning%20Services/Immanuel%20College%20Priority%20Area.pdf>
7. **Permanent Address** refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a secondary school. Proof of residency may be required at any time during or after the allocation process.

## Notes for "Transition" Admissions for September start for Year 7

Please note that in the case of any Year 6 student applying for a Year 7 'Community Place' at Immanuel, the applicant should name Immanuel on the Common Application Form.

For any Year 6 student applying for a Year 7 'Church Place', Immanuel's own Supplementary information Form and the Minister's Confidential Reference form must also be completed. The Supplementary Form and Minister's Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Immanuel College as well as the Local Authority. These should be returned to Immanuel College by the closing date, 31st October 2021.

The closing date for applications is 31<sup>st</sup> October and national offer date is 1<sup>st</sup> March unless either of these falls on a weekend or school holiday. In the event that 31<sup>st</sup> October or 1<sup>st</sup> March is not a 'school day' the date will be the nearest working day after that date

### Waiting List

Where a Year 6 child is refused an offer of a Year 7 place at Immanuel College due to oversubscription, parents and carers may contact the Local Authority Admissions Team and request that their child's name be placed on Immanuel College's waiting list. The waiting list will be maintained by the Local Authority until December of the academic year for which application was made. Waiting lists will be maintained in order of the oversubscription criteria.

## Notes for Admissions to Years 7-11 at any time of year (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 and Minister's Confidential Reference form should also be completed and returned to Immanuel College. The Supplementary Form and Minister's Confidential Reference Form are attached to this policy as Appendix A and Appendix B and are also available from Immanuel College as well as the Local Authority and 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/>



APPENDIX A  
**IMMANUEL COLLEGE**  
SUPPLEMENTARY FORM  
APPLICATION FOR A CHURCH PLACE

.....  
Date Received

**( CHILD )** First name(s) .....

Last name .....

**Section 1**

Date of Birth ..... Present School .....

Parent(s)/Carer(s) name(s) .....

Permanent Address .....

Postcode: .....

Tel: .....

**BROTHERS OR SISTERS AT SCHOOL**

This section should be completed if applicable

**Section 2**

Will the child have a brother or sister\* at Immanuel College who will be continuing at the College in the year for which the applicant will be admitted? Yes / No \* Brother or sister in this policy are brothers or sisters who are blood relations, step brothers and sisters and adopted and fostered children who live at the same address.

Name(s) .....

Form(s) .....

**LINKS WITH CHURCH**

**Section 3**

This section should be completed if applicable

Your religious denomination .....

Your church's name (e.g. St John's) .....

What are the child's links with this church? .....

What are the parent(s)/carer(s)' links with this church? .....

**CHURCH REFERENCE**

Name of Vicar/Minister/Pastor .....

Address .....

Postcode .....

Tel No: .....

It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the confidential reference direct to the address below.

**LINKS WITH SCHOOL (Only for staff members who have worked at Immanuel for two or more years)**

Date when present employment commenced .....

I apply for my child to be admitted to Immanuel College

Signed .....

(Parent/Carer)

Date: .....

(Year)

*Completed application should be sent on this form to:  
Mrs S J Tiller, Immanuel College, Leeds Road, Idle, Bradford, BD10 9AQ.*



APPENDIX B  
IMMANUEL COLLEGE

Minister's Confidential Reference

CHILD: .....

Parent(s)/Carer(s)' name(s): .....

Ministers, Vicars, Priests - please tick the appropriate boxes  
after reading the notes at the foot of page.

*I can confirm that....*

**PRIORITY 2a** – The child or one or more parent(s)/carer(s) [delete which is not applicable]  
is a 'frequent worshipper' at my church

ie worships\* at least twice a month or more frequently for the last 2 years

**PRIORITY 2b** – The child or one or more parent(s)/carer(s) [delete which is not applicable]  
is a 'regular but not frequent worshipper' at my church

ie worships\* at least monthly for the last 2 years

**PRIORITY 2c** – The child has had a service of baptism, blessing or dedication in my church

If the child and parent(s)/carer(s) are unknown to you, or do not meet any of the  
above criteria, please tick the box

**NOTES TO MINISTER – PLEASE READ BEFORE COMPLETING FORM ABOVE**

1. \* 'worship' can mean weekday activities (not in school hours) at your church that include  
an element of Christian worship.

2. The frequency of worship\* should be determined over a two year period. If the  
applicants are new to the area, applicants will also need to contact the Minister of their  
previous church who will also need to fill in a Confidential Reference.

*'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'*

Signed ..... Vicar/Minister/Priest/  
Pastor of ..... Date .....

Please return this form to  
The Head Teacher, Immanuel College, Leeds Road, Bradford, BD10 9AQ  
THANK YOU FOR YOUR KIND ASSISTANCE

#### **APPENDIX LIST C**

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

#### **APPENDIX LIST D**

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

#### **APPENDIX LIST E**

##### **Airedale Deanery**

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, Girlington, 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

##### **Bradford North**

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

##### **And also including:**

Calverley C of E Primary School, Towngate, Calverley, Pudsey, LS28 5NF

#### **APPENDIX LIST F**

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

#### **APPENDIX LIST G**

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





APPENDIX H

**Immanuel College post 16 –applicant information**

The student named below has made an application to join year 12 at Immanuel College.

Thank you in advance for your help

Mr M Ingle  
Assistant Headteacher

Student name	DOB
Any further information	
Subject	Predicted results
English	
Mathematics	
Science	
Other subjects	

Signed

Date

Position

Please return by email/fax to:

Vicky Sutcliffe

Pastoral Officer

Immanuel College, Leeds Road, Idle, Bradford BD10 9AQ

Tel: 01274 659821

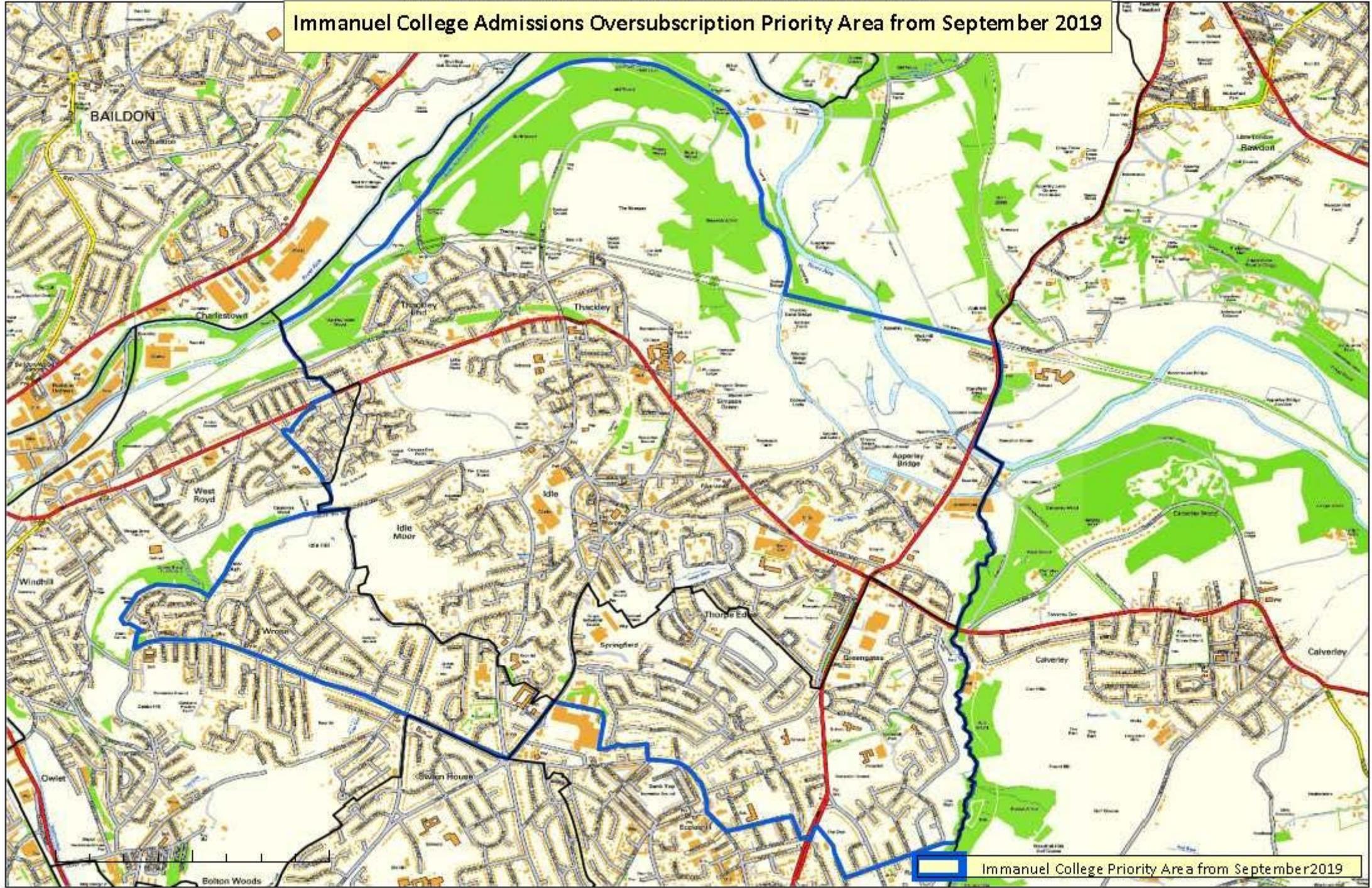
Fax: 01274 659848

[Vicky.sutcliffe@immanuelcollege.net](mailto:Vicky.sutcliffe@immanuelcollege.net)

## **Appendix I: Immanuel College Priority Admission Area**

# Appendix I: Immanuel College Priority Admission Area

Immanuel College Admissions Oversubscription Priority Area from September 2019



Immanuel College Priority Area from September 2019