

Admissions Policy

This policy applies to the Senior School and is published to parents, pupils and employees.

Bradford Grammar School (the "School") is a selective co-educational day school. In its recruitment process it seeks to identify bright girls and boys who have both strong academic potential and also a willingness to take advantage of the wide range of co-curricular opportunities that are available.

1. Admission to the Junior School

Please see the separate Admissions Policy – Junior School.

2. Admission to the Senior School

Candidates for admission at 11+ (Year 7) are invited to an Entrance Assessment Day in late January, where they will sit an examination in Mathematics and English and take part in individual and group activities. An admissions interview may also take place in early February if it is felt appropriate.

Candidates for admission at 12+ (Year 8), 13+ (Year 9) and 14+ (Year 10) will be invited to sit an Entrance Examination in Mathematics and English. This examination takes place in the spring before the year of entry. An admissions interview may also take place if it is felt appropriate.

Ages are calculated as at 31 August in the year of entry.

Occasionally, testing may also be offered at other points in the academic year. It is sometimes possible to arrange for the tests to be taken at other locations.

Except at 13+ (Year 9), pupils failing to gain entry in any year may be eligible to take the appropriate examinations the following year.

Entry to the Sixth Form at 16+ (Year 12) is conditional upon achievement of GCSE grade 7 or higher in the subjects that the candidate wishes to study for A Level and at least GCSE grade 6 in Mathematics and English Language. Candidates who wish to study A Level subjects that they have not studied at GCSE are expected to achieve GCSE grades in line with these requirements. Occasionally, candidates who have just missed these requirements may be admitted.

Admission at any age will depend on a satisfactory report being received from a pupil's existing school.

Enquiries in relation to applications that fall outside of these criteria should be made to the Head of Admissions.

Where pupils apply to join the School part way through the year, perhaps because of a change in home circumstances, tests and interviews can be arranged at a mutually convenient time. Successful pupils will be able to join the School as soon as all the necessary arrangements have been made.

Advice about the entrance examination procedure and copies of past papers are available on request from the Head of Admissions. Before making a decision to apply for entry to the School, it is strongly recommended that families come to one of the School's open events. Families are very welcome to make an appointment to meet the Headmaster and to have an individual tour of the School.

Assisted Places are awarded on a means-tested basis, each case being reviewed annually. The award depends on parental circumstances, the amount of capital available at the time of the examination and the academic ability of the candidate.

The means-tested Assisted Places scheme exists to give financial help with School fees to some Year 7 pupils with recognised potential who could not otherwise attend the School. Full details are available from the Head of Admissions.

11+ (Year 7) candidates for the Assisted Places scheme will be invited to sit an Assisted Places Assessment in early December before their year of entry. This Assisted Places Assessment will consist of an examination in Mathematics and English. On the basis of their results in this examination, Assisted Places candidates who perform strongly and who are likely to receive an Award will be informed and asked to attend the Entrance Assessment Day (as above). Candidates whose performance indicates that they will not receive an Assisted Places Award will be informed; they will be invited to attend the Entrance Assessment Day (as above) for a full fee-paying place.

For entry into Year 12 (the Sixth Form), candidates looking for Assisted Places support will need to gain a minimum of 6 GCSE subjects at grades 8 or 9.

Successful applicants will receive written confirmation of the offer of a place at the School together with the School acceptance form (contract). To formally accept the place, parents must then complete and return the acceptance form along with a non-refundable deposit and a copy of the child's passport; parents who are unable to provide a copy of the pupil's passport must provide a copy of the child's birth certificate. Prior to the pupil starting at the School, a welcome pack will be forwarded to parents.

A small number of needs blind academic scholarships (Headmaster's Scholarships and Charter Scholarships) are awarded to candidates who perform particularly strongly in the School's entrance procedures. The monetary value of the Headmaster's Scholarships for top performing candidates in the entrance test is 20% of the annual fee. Charter Scholarships are modest, £100 per year; their value is in recognising outstanding academic performance. These scholarships are tenable for the duration of the candidate's time at the School. Typically, 5 Headmaster's and 12 Charter Scholarships are awarded, with 1 Headmaster's and 2 Charter Scholarships reserved for Junior School pupils.

3. Non-standard pupil transfers between schools

The School follows the guidelines set down in Bradford Council's document *Children Missing Education – Guidance for Schools* regarding pupils who transfer schools.

Any pupil who moves school during a school year and any pupil who moves school at the end of any school year, apart from the end of Year 6 or the end of Year 11, is undertaking a non-standard pupil transfer.

When pupils leave the School to join another school in a non-standard manner, Common Transfer Files (CTFs) are sent to their new school; the School also telephones their new school to ensure the pupil is on roll at their new school. If pupils leave the School to be home-schooled, or if their whereabouts is unknown, Bradford Education Authority is informed via Bradford Schools Online (BSO).

4. Children in Need of International Protection

- 4.1 The School recognises the part it can play in responding to humanitarian crises by offering children in need of international protection (Appendix 1) school places where the School is satisfied that it can meet their needs. This not only benefits this particular group of children but further demonstrates the School's commitment to build an inclusive and supportive school community and to make a positive contribution to the local community.
- 4.2 The Headmaster has discretion, after consultation with the Chairman of Governors, to offer a free school place ("Protected School Place") to children who have fled conflict in their home country. The offer of a Protected School Place will not mean there is a reduction in the number of places offered under the school's standard admissions policy.
- 4.3 Under UK law, asylum-seeking and/or refugee children of compulsory school age have the same entitlement to full-time education as other UK children. It is the responsibility of the Local Authority to provide suitable full-time education for all children of compulsory school age resident in their area.
- 4.4 Therefore, for the purposes of admitting children under this policy, the process is as follows:
- a. The School will contact the Local Authority and confirm the number of available places and provide a copy of this policy;
 - b. Applications for places may be received directly from families or from the Local Authority on behalf of the child applicant;
 - c. The School and Local Authority will consult on the application and consider whether BGS is the right environment for the child, bearing in mind their needs and circumstances and the School's ability to meet those needs;
 - d. An in-person visit by the child (and their next of kin where possible) is an essential part of the application process;
 - e. The child will be required to sit the Entrance Examination as described in section 1 above and will only be offered a place if the academic standards are met;
 - f. The Protected School Places will be allocated at the discretion of the Headmaster and Chairman of Governors working with the Local Authority, considering the results of the Entrance Examination and having met the child and, where possible, next of kin;
 - g. The Local Authority will be asked to confirm the known details of the child (including their legal name and date of birth) and other details such as any known disabilities or special educational needs;
 - h. The parents or guardians will be asked to sign the school's usual parent contract. Where it is not possible for a parent or guardian to sign the contract (for example, because they cannot be identified), the Local Authority will be asked to sign;
 - i. The School will be responsible for an appropriate orientation and induction process for the child on admission.
- 4.5 The School will follow this procedure for admissions under this policy on a case-by-case basis but may, at the discretion of the Headmaster, amend the procedure if appropriate (acting fairly and rationally in each case).

Appendix 1

Under this policy a 'child in need of international protection' is any of the following:

- **Asylum-seeker:** this is a person who is in the UK and has made an application for international protection (which covers both refugee status and humanitarian protection). Most child asylum-seekers will be dependants of their parents. However, an unaccompanied child can claim asylum in their own right. Children who are asylum-seekers are vulnerable to be moved to different parts of the country and do not have a stable status in the UK.
- **Refugee:** this is a child who has been granted refugee status by the Home Office. Refugees are normally granted 5 years' leave to remain as a refugee after which they can apply for indefinite leave to remain. Children accompanying a successful main asylum applicant will normally be granted leave in line with their parents.
- **Humanitarian protection:** A person who does not qualify for refugee status may be given protection on the basis that if returned to their country they would face a real risk of suffering serious harm. These individuals may be granted 5 years' leave to remain by the Home Office after which they can then apply for indefinite leave to remain.
- **Ukraine Scheme:** This is divided into three sub-schemes:
 - The Ukraine Family Scheme (for people with family already residing in the UK);
 - The Homes for Ukraine Sponsorship Scheme (for people matched with UK residents offering sponsorship to reside with them)
 - The Ukraine Extension Scheme (for people who were already lawfully in the UK when the war started but whose visas have already expired or will expire)

Successful applicants under the Ukraine Scheme are granted 36 months' permission to stay in the UK. Children can benefit from the Scheme either as dependants of their parents or in their own right (e.g. if they are not accompanied by their parents).

Statutory guidance for England states that an education placement should be secured for all looked after children (including unaccompanied and asylum-seeking children) within 20 school days of coming into care. Being undocumented or having a 'no recourse to public funds' condition on a visa does not prevent a child from accessing education (education is not a 'public fund' as set out in the immigration rules).

Policy reviewed by:	Mr G Woods, Assistant Head Curriculum
Last policy review date:	March 2026
Next policy review date:	March 2027