



Tauheedul  
Education Trust

This guidance is in line with the Mission Statement of the Trust

***To create outstanding organisations that promote educational excellence,  
character development and service to communities.***

## **YEAR 7 ADMISSION ARRANGEMENTS**



## Admission Arrangements for Year 6 to Year 7 Transfer

Tong Leadership Academy is part of the Tauheedul Education Trust. As an 11-16 progressive and inclusive community school, the Governing Body will consider all applications equally.

### General information

Before applying for admission, parents are advised to find out more information about the school and the admission arrangements that will be followed. You can do this by:

- attending the Open Evening at Tong Leadership Academy;
- visiting our website at [www.tongschool.co.uk](http://www.tongschool.co.uk)
- reading Bradford Council's (BC's) 'Guide for Parents about Admission Arrangements to Secondary Schools'

### Application procedure

1. You must complete your home Local Authority's common application form by 31<sup>st</sup> October. If you are resident in the area administered by BC, then you can either apply on-line at [www.bradford.gov.uk/admissions](http://www.bradford.gov.uk/admissions) or complete the paper form, which is available from BC.
2. Unless there are exceptional reasons for the late completion and submission of the common application form, late applications will not be considered at the same time as applications received by the closing date.
3. You are allowed to name 3 different schools on the application form in preference order. You are advised not to name the same school more than once or to only name 1 school, as by doing so, you may limit the chances of gaining admission into one of your preferred schools.
4. If you want your child to gain admission into Tong Leadership Academy, then it is important that you put Tong Leadership Academy as your 1<sup>st</sup> preference school on the application form.

## **Allocation process**

1. The admission process is co-ordinated by BC in accordance with their secondary co-ordinated admission scheme.
2. After the closing date for receipt of applications, BC will provide details of all applications received to Tong Leadership Academy. BC will not provide Tong Leadership Academy with details of the rank order of preference of the applications. This is because, by law, all admission authorities must consider all preferences equally.
3. If the school receives fewer applications than the published admission number, then the Governing Body (GB) will advise BC that all applicants can be offered admission into Tong Leadership Academy.
4. If the school receives more applications than the published admission number, then the GB are legally required to consider all the applications against the school's published admission policy, which can be found at [www.tongschool.co.uk](http://www.tongschool.co.uk)
5. After applying the admission policy for the school, the GB will produce a list of children who have the highest priority for admission. This list of children who can be offered admission will be sent to BC. Along with the list of children provided by Tong Leadership Academy, BC will have similar information for all the schools in Bradford and from other Councils.
6. In the initial allocation process, it is possible that children can be offered admission at more than one school. As the law requires that no children must be offered admission at more than one preferred school, BC acting on behalf of all schools will ensure, that the single offer of a school place is made at the highest ranked preferred school on the application form. For example, if a school place can be offered at the 1<sup>st</sup> and 2<sup>nd</sup> preference school, a place will only be offered at the 1<sup>st</sup> preference school.
7. In the event that your child can be offered admission at more than one preferred school and In order to avoid missing out on gaining admission into Tong Leadership Academy, you are advised to consider putting Tong Leadership Academy as your 1<sup>st</sup> preference school on the application form.

## **Offer of a place**

1. When the allocation process is finally complete, BC will ensure that on – line applicants will be sent an email on or as soon as possible after 1<sup>st</sup> March informing you of the school at which a place will be offered. Primary schools will distribute to parents the allocation letters.
2. If a place is offered at Tong Leadership Academy it is important that you advise BC, if you wish to accept or decline the place offered. Where a place is not required, it will allow BC, on behalf of Tong Leadership Academy to offer the place to a child who could not initially be offered admission.

3. As Tong Leadership Academy can only offer admission up to the published admission number, unfortunately, not all children will be offered admission. The letter from BC will provide the reasons why a place could not be offered and the details of the alternative school offered.
4. Details of children who could not be offered admission at Tong Leadership Academy will automatically be included on the school's waiting list, where Tong Leadership Academy is a higher preference than the school at which a place is offered. The waiting list will be maintained by the school, in accordance with the school's oversubscription criteria, until 31<sup>st</sup> December in the academic year of Year 7 admission. Parents are advised to contact the school, if they want their child's details to be kept on the waiting list, from the spring term onwards.
5. The BC decision letter will advise you of your right of appeal to an independent appeal panel against the decision of the GB of Tong Leadership Academy not to offer your child admission. Further advice / guidance about the appeals process can be found at [www.tongschool.co.uk](http://www.tongschool.co.uk) and [www.bradford.gov.uk](http://www.bradford.gov.uk)