

Notes for completion of the assessment supplementary information form (SIF) for Dixons City & Dixons Kings academies only

Important Information

Parents / carers who wish to apply for a place for their child at Dixons City or Dixons Kings academies need to complete and submit the SIF by **3.30pm on Wednesday 30 September 2026** to enter their child for the assessment.

Before submitting the SIF, please take time to read the Admissions Guidance document (provided with this form), as this explains the admissions process and the oversubscription criteria for these academies.

Parent / carers who wish to apply for a place under the '[Exceptional medical or social need](#)' or '[Children of staff](#)' oversubscription criteria, should also complete an additional form. These forms can be found on the Admissions page of the academies' websites.

dixonsca.com/admissions

dixonska.com/admissions

Note: If you wish to apply for a place at Dixons Allerton, Dixons Cottingley, Dixons McMillan, or Dixons Trinity academies you do not need to complete this form. Please refer to the academies' websites for information on the admissions process for those academies.

How to apply

Please submit only one form (either online or as an e-mail / paper copy). To avoid errors occurring, please do not submit a second form. If you cannot remember if you submitted a form, or if you wish to amend the form, please e-mail: admissions@dixonsca.com or telephone: 01274 089780 – option 7

1. This form is available to complete online at: apply.dixonsacademies.com

If you submit the form online, you will receive an automatic acknowledgement and a copy of your entries by e-mail. You do not need to complete the attached form as well as completing the online form.

2. If you prefer not to complete the form online, you can complete and return the attached form by:

- sending it as a Word or PDF attachment by e-mail to: admissions@dixonsca.com
- returning it in person by either:
 - bringing it to the open evening: Dixons City – Thursday 17 September 2026
Dixons Kings – Wednesday 23 September 2026
 - contacting the Admissions & Appeals office to arrange a time to deliver it in person: 01274 089780 – option 7
- posting* the form to:
Admissions & Appeals, Lewis Building
c/o Dixons City Academy
Ripley Street
Bradford
BD5 7RR

* If you are posting the form, we recommend using the '**Signed For**' service at the Post Office to ensure delivery, as we cannot be held responsible for forms that are lost or delayed.

By using the 'Signed For' service, you can check if your form has been received by entering the reference or tracking number at the webpage: <https://www.royalmail.com/track-your-item>

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For academy use only

Receipt no:

Staff initials:

Date:

Time:

ASSESSMENT SUPPLEMENTARY INFORMATION FORM (SIF) FOR DIXONS CITY & DIXONS KINGS ACADEMIES ONLY

DEADLINE: 3.30pm on Wednesday 30 September 2026

Please complete the form in **CAPITAL LETTERS**. Please see the last page of the form for details of how to return it.

Child's details

First name:	
Surname:	
Date of birth; please enter as DD/MM/YYYY e.g., 30/01/2015	
Home address:	
Postcode:	

If your child is a twin, a triplet, or has a sibling (brother or sister) in the same year group, please write their full name & date of birth below:
<i>Note: You will need to make a separate application for each twin, triplet, or sibling.</i>

Dixons Academies

You only need to complete this form once because the same assessment is used for both academies. You will need to list each academy separately on the Common Application / Preference Form (CAF / CPF) provided by your local authority. The CAF / CPF can be found via your local authority's (council's) website in September.

Please indicate below which of these academies you wish to apply for; if both, please tick (/) both boxes:

Dixons City		Dixons Kings	
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Exceptional social or medical need

Parents / carers who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criterion, will also need to complete the [Exceptional medical or social need](#) form before **31 October 2026**. A link to the form and details of the supporting information required can be found on the Admissions page of the academy's website.

Children of Dixons staff

Members of staff at Dixons who wish to apply for a place for their child at the Academy where they work ('Children of staff' oversubscription criterion), will also need to complete the [Children of staff](#) form before **31 October 2026**. Details of eligibility and a link to the form can be found on the Admissions page of the academy's website.

Continued overleaf



Siblings

The local authority administers our admissions as local authorities do for all schools nationally. However, to ensure no mistakes are made with siblings, please indicate if your child has a brother or sister who currently attends the academy you are applying for and who will still be attending the academy on the date of admission.

Full name of sibling	Date of birth of sibling	School attending (Dixons City or Dixons Kings only)

Please note that having a brother / sister in the academy does **not** guarantee a place will be offered as this may depend upon the number of places available in an ability band. Please also read the oversubscription criteria in the Guidance document (provided with this form) carefully as this explains which children are eligible under the sibling rule.

Assessment

For all applications received by the deadline, children will be invited to attend for a non-verbal reasoning assessment on **Saturday 10 October 2026**.

If your child is unable to attend on this date e.g. due to another assessment or event, then an additional date will be offered. This will either be during the school holidays, or after school (Monday to Friday only). Please write in the space below any dates between 19/10/2026 and 13/11/2026 when your child will not be available.

Only complete this box if your child is <u>not</u> available on Saturday 10 October 2026. <i>Dates unavailable:</i>

Please tick (/) **one** of the boxes below to indicate your preferred assessment location, and we will try to accommodate your request. If capacity runs out at one of the locations, some children may be allocated an assessment space at the other academy site.

Dixons City	
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Dixons Kings	
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Support during the assessment

If your child has educational, medical, or social needs, please write in the space below details of their needs and how this may affect them being able to complete the assessment. A member of staff from the Academy may then contact you or your child's primary school for further information. If you are unsure whether this applies to your child, please ask the teacher at your child's primary school.

If this is not applicable to your child, please leave the box blank.

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Continued overleaf



Additionally, for safety purposes, please advise us of any medical conditions (e.g., asthma, epilepsy) that could occur during the assessment.

If this is not applicable to your child, please leave the box blank.

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Parent's / Carer's contact details

If an e-mail address is provided, an acknowledgement of this application will be sent to that address. If there are any queries regarding the application, we will use this e-mail address to contact you.

Parent / Carer 1

Salutation	Mr / Mrs / Miss / Ms (please delete as necessary). If other, please state:
First name:	
Surname:	
Your relationship to the child e.g., father, mother, carer	
Daytime contact number:	
E-mail address:	

Parent / Carer 2 (optional)

Salutation	Mr / Mrs / Miss / Ms (please delete as necessary). If other, please state:
First name:	
Surname:	
Your relationship to the child e.g., father, mother, carer	
Daytime contact number:	
E-mail address:	

Please sign and date below

I have read and understood the Admissions Guidance document (provided with this form) for the school/s I am applying for, and the information given on this form.

I understand that failure to disclose any information, or provision of false information, may result in a place being withdrawn should it be offered.

Please sign and date in the boxes below:

Parent's / carer's name / signature:		Date:	
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Continued overleaf



Performing Arts (Optional) – please only complete this section if your child wishes to apply for a drama or music place at Dixons City Academy

Up to eighteen of the places at Dixons City Academy can be allocated to children who show a potential for performing arts (drama or music).

Children can choose to attend for a solo audition in either drama or music, or a workshop only session which will include group workshops in both drama and music but no solo audition.

All children whose applications are received for these places will be required to attend either an audition or the workshop only session to be considered for a place. These will take place on either **Wednesday 14 or Thursday 15 October 2026**, and correspondence will be sent in early October to advise the date and time to attend.

If your child will not be available on these dates (for example, due to a school trip or an appointment / event), please write the dates they are unavailable from and until e.g. 12/10/26 to 14/10/26 in the box below. Wherever possible, we will arrange for an alternative date for them to attend; this will take place prior to the above dates.

Only complete this box if your child is not available on either Wednesday 14 or Thursday 15 October. *Dates unavailable:*

Children will be given a score based on their performance in either the audition or the workshops. Children will be ranked in the order of their total score, with those children who score highest being ranked from 1 to 18. A reserve list of up to 8 children will then operate should any of those ranked in the top 18 not require a place. If there are insufficient children who demonstrate the required aptitude to qualify for a performing arts place, then fewer than 18 places will be offered. Children who are not offered a performing arts place will still be considered for one of the remaining places, along with all other children.

Scores of 9 and above (out of a maximum of 15) in the solo audition or scores of 20 or above (out of a maximum of 34) in the workshops, are considered as demonstrating the minimum required level of aptitude.

If your child is interested in drama and / or music and would like to apply for a performing arts place, please complete the sections below.

If they do not wish to apply, please leave these boxes blank and turn over to the next page.

My child is interested in music and / or drama and wishes to apply for a performing arts place. Please tick (/).

Please indicate their preferred option by ticking (/) **one** of the boxes below.

Drama audition	
Music audition	
Workshops only	

Continued overleaf



Monitoring Form (optional)

This optional form is for the monitoring of applications only and is not used for the purpose of selection.

Child's gender – please tick (/)

Male

Female

Child's ethnic background. Please tick the box that best describes your child's ethnic background. Please tick (/) one box only.

Asian or Asian British

Bangladeshi	
Indian	

Pakistani	
Any other Asian background	

Black or Black British

Black African	
Black Caribbean	

Any other Black background	
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Chinese	
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Mixed / dual background

White and Asian	
White and Black African	

White and Black Caribbean	
Any other mixed background	

White background

White British	
White Irish	

White British Gypsy / Roma	
Any other white background	

Traveller of Irish heritage	
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Any other ethnic group	
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Current school:

Name of primary school:	
Area or postcode:	

Continued overleaf



Returning the form

You can complete and return the attached form by:

- sending it as a Word or PDF attachment by e-mail to: admissions@dixonsca.com
- returning it in person by either:
 - bringing it to the open evening: Dixons City – Thursday 17 September 2026
 Dixons Kings – Wednesday 23 September 2026
 - contacting the Admissions & Appeals office to arrange a time to deliver it in person: 01274 089780 – option 7
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Applying for a place at Dixons City or Dixons Kings academies

Guidance for parents / carers of Year 6 children seeking to start Year 7 in September 2027

The admission arrangements for this year are:

- Dixons City and Dixons Kings academies use fair-banded assessments as part of their admissions process. Consequently, an assessment supplementary information form (SIF) must be completed to enter a child for the assessment. There is a strict deadline of **3.30pm on Wednesday 30 September 2026** for return of the assessment SIF.
- Parent / carers who wish to apply for a place under the '[Exceptional medical or social need](#)' or '[Children of staff](#)' oversubscription criteria, should also complete an additional form as well as the SIF. These forms can be found on the Admissions page of the academies' websites.
- The academy / ies will also need to be listed as a preference / s on your local authority's Common Application / Preference Form (CAF / CPF), which needs to be submitted by 31 October 2026.

Note: If you wish to apply for a place at Dixons Allerton, Dixons Cottingley, Dixons McMillan, or Dixons Trinity academies you do not need to complete the assessment SIF. Please refer to the academies' websites for information on the admissions process for those academies.

Assessment supplementary information form (SIF)

The form is available as follows:

- Online at: apply.dixonsacademies.com
- To download from the Admissions page of the following websites:
 - Dixons City Academy www.dixonsca.com/admissions/admissions
 - Dixons Kings Academy www.dixonska.com/admissions/admissions
- As a paper form sent by e-mail or post. Please contact Admissions via e-mail: admissions@dixonsca.com or by telephone: 01274 089780 – option 7 to request a form.

Calendar for admission

Date	Description
Mid-July 2026	Assessment supplementary information form (SIF) is available
September / October 2026	Dixons City Academy – Thursday 17 September 2026, 4.15pm until 7.00pm Dixons Kings Academy – Wednesday 23 September 2026, 4.00pm until 7.00pm
3.30pm on Wednesday 30 September 2026	Deadline for submission of the completed assessment SIF
Saturday 10 October 2026	Non-verbal reasoning assessment for all children whose SIFs were received by the deadline.
Wednesday 14 & Friday 15 October 2026	Performing arts assessments for children applying for a performing arts place at Dixons City Academy.
31 October 2026	Deadline for receipt of: ➤ local authorities' common application / preference form (CAF / CPF) ➤ applications under the exceptional need criterion ➤ applications under the children of staff oversubscription criterion
Early December 2026	Local authorities send lists to all schools containing the details of <u>all</u> applications who have named that school as a preference.

Late December 2026	Schools rank these lists in the order of the oversubscription criteria and return the lists to the local authorities for allocations to be made according to preference.
January / February 2027	Local authorities exchange data with each other about applications and confirm place allocations.
Monday 1 March 2027	Local authorities inform parents / carers of the school allocated to their child.

Applications to the academies

Every year, there are many more applications than we have places for. For places in September 2026 this was:

Academy	Number who completed the SIF & sat the assessment	Number of places	Number on list after last place allocated	Total number who listed the Academy as a preference
Dixons City	889	180	590	1360
Dixons Kings	836	160	517	1271

The local authority operates an equal preference system for all schools in Bradford and schools do not see what preference number parents have listed the school.

You are advised to list more than one preference as there is no guarantee that your child will be allocated your preferred choice of school, even if they qualify highly within the oversubscription criteria. Listing the same preference 5 times does not count as 5 chances. You should also list your preferences in your genuine preferred order.

Parents should not list only Dixons schools as preferences as they are unlikely to qualify for them all due to the oversubscription criterion. For example, you may live close enough to qualify on distance for Dixons Allerton / Dixons Cottingley, but too far away to qualify on distance for Dixons Trinity / Dixons McMillan.

Both Dixons and the local authority recommend that you use at least one preference for a school which you could expect to get. For example, a school you live close to that admits children using distance criterion. If you do not use one of your preferences in this way and your child does not qualify for any of the schools listed (because they have more applications than places), there is a chance your child will be allocated a place at a school you have not listed, which may be far away from your home address.

Parents should check the criteria by which children are prioritised, as not all schools use the same criteria. Some schools use a distance criterion, whereas other schools use fair banding assessments or a faith criterion. Those that use fair banding assessments or faith criterion will have a separate supplementary form that parents need to complete. Applications can only be ranked according to the published oversubscription criteria. Schools cannot consider other reasons when ranking applications.

Late applications

Late CAF / CPF applications will be administered in accordance with the relevant local authority's coordinated scheme.

When SIFs are submitted after the deadline, the details will be added to a waiting list. The academies usually receive many more applications than there are places available, however, should we be unable to fill all the places, then an additional round of assessments will be arranged for those who apply after the deadline.

Where exceptional circumstances apply which prevented a parent / carer from submitting a SIF by the deadline, a late SIF may be considered with those received on time upon receipt of supporting documentation verifying why the application could not be made at the relevant time. As an example, exceptional circumstances could be where a family moved to the area, or where the child or parent was in hospital close to the deadline date. Each application will be considered based on the supporting documentation received. Where no supporting documentation is provided a late application cannot be considered with those received on time.

Oversubscription criteria

There are specific oversubscription criteria for each of the academies which can be found overleaf. Please take time to read these as they explain the order the criteria will be applied to rank the applications.

Exceptional need applications

Parents who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criterion, will need to complete the [Exceptional need application form](#) in addition to the assessment SIF. The form can be found on the Admissions page of the academy's website. Applications must be submitted by 31 October 2026 to ensure they can be considered prior to the ranking of applications.



The supporting documentation should be in the form of a written recommendation from the child's paediatrician / consultant or a professional from Children's Services and must explain why that academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support.

Parents / carers will be informed if the application is or is not being prioritised by 31 December 2026. Please note that prioritisation is not a guarantee of a place.

If you are unable to complete the form, please contact the Admissions Office on 01274 089780 – option 7 or e-mail: admissions@dixonsta.com.

Children of staff

Members of staff who wish to apply for a place for their child at the Academy they work at under the 'Children of Staff' oversubscription criterion, will need to complete the [Children of staff application form](#) in addition to the assessment SIF. The form can be found on the Admissions page of the academy's website. Applications must be submitted by 31 October 2026 to ensure they can be considered prior to the ranking of applications. Please note that prioritisation is not a guarantee of a place.

If you are unable to complete the form, please contact the Admissions Office on 01274 089780 – option 7 or e-mail: admissions@dixonsta.com.

If your child is not offered a place

If your child is not offered a place at the academy / ies you have applied for, your child's details will automatically remain on the waiting list until the end of December 2027. If you are dissatisfied with the admission decision, you will also have the right of appeal.

In January 2028 you will need to make a fresh application to join the waiting list. Where places become vacant, they will be allocated in accordance with the oversubscription criteria.

Continued overleaf



Dixons City Academy

Oversubscription criteria

The Academy has a published admissions number (PAN) of 180 children for entry in Year 7. The Academy will admit up to 180 children if sufficient applications are received. All children will be admitted if 180 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who sit the assessment¹ and who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.
- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation must explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 2 for how to apply.

- c) Eighteen places will be awarded to children who show a particular aptitude for Performing Arts. Further details can be found in the section below called 'Performing Arts places'.

Where possible, parents will be informed if their child's application is being prioritised under this criterion before the local authorities CAF / CPF deadline.

- d) Up to 3 children of staff employed at the Academy who have been in post for at least two years at the time at which the application is made, or to staff recently appointed to a post for which there is a demonstrable skill shortage. A skill shortage for teachers is a subject / area with a recognised national shortage, and for associate staff a post which has been unstaffed over a prolonged period resulting in multiple advertisements. See note 3 for further details and how to apply.
- e) Children whose siblings live at the same address, who currently attend the Academy, and who will still be attending the Academy on the date of admission (see note 4 for a definition of sibling).
- f) Children who are currently on roll at Dixons Music Primary in Year 6 (see note 5).
- g) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 5).
- h) All other children who sat the assessment.
- i) Children whose parents did not return / complete an assessment supplementary form by the advertised deadline or who did not attend the assessment but named the Academy on the CAF / CPF, in the order set out above.

Where a child is allocated a place and they have a sibling / s (brother / s or sister / s) applying for the same year group, the sibling / s will also be offered a place / s (see note 7).

Tie break

If demand exceeds places at points b), d), e), f), g), h) and i) the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

Notes

1. A looked-after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order and includes those who appear (to the board of trustees) to have been in state care outside of England² and ceased to be so because of being adopted.

If you are applying for a previously looked-after child, please complete the [Previously looked-after child application form](#) which is also available on the Admissions page of the Academy website.

2. Exceptional need applications must be submitted via the [Exceptional social or medical need application form](#) which is also available on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

The exceptional need application is required in addition to the submission of a local authority application form.

¹ If a looked-after or previously looked-after child has not taken the banding test, they will still have priority above all other children (except those with an EHCP which names the Academy).

² 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.



- Children of staff applications must be submitted via the [Children of staff application form](#) which is also available on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

An application under children of staff criterion is required in addition to the submission of a local authority application form.

- In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every child.
- Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every child.
- All SIF applications by the deadline will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom. The applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.

Late applications on the SIF, children who did not sit the assessment, and preferences made on the CAF form only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

- Where twins, triplets, or siblings (brothers or sisters), are applying for the same year group and one sibling gains a place, the other sibling / s will be promoted within the ability band / s for a place. Where only one place remains, a place / s will be offered to the other sibling / s above admission number.

Admitting children of all abilities

Our intake is representative of the full ability range and exactly matches the ability profile of the children applying.

To achieve this, all children whose applications are received by the SIF deadline are invited to take a non-verbal reasoning assessment. The assessment is externally set by a well-respected educational assessment agency.

The assessment takes place on a Saturday. For children unable to attend on the main assessment date, an additional date will be offered. This will either be during the academy holidays (Monday to Friday only), or after school. Parents can indicate on the SIF if their child is not available and provide any other dates when their child will not be available (within a specified range of dates). The child will then be invited to sit the assessment on a date when they are available.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range. If a child has educational, medical, or social needs, that may affect them being able to complete the assessment, details of their needs should be provided on the SIF. A member of staff from the Academy may then contact the parent / carer or the child's primary school if further information is required. Adjustments will then be made to enable them to complete the assessment, or teacher assessed banding may be used in lieu of an assessment score.

Once the papers have been marked, the Academy is provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into 9 ability bands or "stanines", from Band 1 at the bottom up to Band 9 at the top. The number admitted from each band reflects the number applying in that band e.g., if 20% of those applying are identified in band 5, then 20% of the places are allocated from this band. This ensures that the places we offer reflect the ability range of the children who completed the assessment.

Performing Arts places

There are eighteen places (10% of our intake) available for children who demonstrate an aptitude for performing arts.

To apply for one of these places, parents must complete the SIF, including the Performing Arts page, and submit it to the Academy by the deadline stated on the form.

Children can choose to attend for a solo audition in either drama or music, or a workshop only session (which will include group workshops in both drama and music but no solo audition).

All children who apply for these places will be required to attend either an audition or the workshop only session to be considered for a place.

Children will be given a score based on their performance in either the audition or the workshops. Children will be ranked in the order of their total score, with those children who score highest being ranked from 1 to 18. A reserve list of up to 8 children will then operate should any of those ranked in the top 18 not require a place. If there are insufficient children who demonstrate the required aptitude to qualify for a performing arts place, then fewer than 18 places will be offered. Scores of 9 and above (out of a maximum of 15) in the solo audition or scores of 20 or above (out of a maximum of 34) in the workshops, are considered as demonstrating the minimum required level of aptitude.



Children who are not offered a performing arts place will still be considered for one of the remaining places, along with any other children applying.

If you have any questions about the admissions process for this Academy, please do not hesitate to contact the Admissions Office via:

E-mail: admissions@dixonsca.com

Telephone: 01274 089780 – option 7

Continued overleaf



Dixons Kings Academy

Oversubscription criteria

The Academy has a published admissions number (PAN) of 160 children for entry in Year 7. The Academy will admit up to 160 children if sufficient applications are received. All children will be admitted if 160 or fewer apply.

55% of places from the whole cohort will be offered to an inner catchment area, which includes children whose home addresses (see note 1) are in post code zone BD7.

The remaining 45% of places will be offered to an outer catchment area, which includes children whose home addresses (see note 1) are in the post code zones BD1-6, 8, 9, 11, 12, 13, 14, 15 and 18.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who sit the assessment³ and who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked-after. See note 2 for a definition of these terms.
- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation must explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 3 for how to apply.
- c) Up to 3 children of staff employed at the Academy who have been in post for at least two years at the time at which the application is made, or to staff recently appointed to a post for which there is a demonstrable skill shortage. A skill shortage for teachers is a subject / area with a recognised national shortage, and for associate staff a post which has been unstaffed over a prolonged period resulting in multiple advertisements. See note 4 for further details and how to apply.
- d) Children whose siblings live at the same address, who currently attend the Academy, and who will continue to attend the Academy on the date of admission (see note 5 for a definition of sibling).
- e) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 6).
- f) All other children who sat the assessment.
- g) Children whose parents did not return / complete an assessment supplementary form (SIF) by the advertised deadline or who did not attend the assessment but named the Academy on the CAF, in the order set out above.

Where a child is allocated a place and they have a sibling / s (brother / s or sister / s) applying for the same year group, the sibling / s will also be offered a place / s (see note 8).

Tie break

If demand exceeds places at points b), c), d), e), f), or g), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 7).

Notes

1. Home address refers to the child's permanent address where they usually live with their parent or carer (the address of the person who holds parental responsibility for the child), at the time 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 school. Proof of residency may be required at any time during or after the allocation process.
2. A looked-after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order and includes those who appear (to the board of trustees) to have been in state care outside of England⁴ and ceased to be so because of being adopted.

If you are applying for a previously looked-after child, please complete the [Previously looked-after child application form](#) which is also available on the Admissions page of the Academy website.

³ If a looked-after or previously looked-after child has not taken the banding test, they will still have priority above all other children (except those with an EHCP which names the Academy).

⁴ 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.



3. Exceptional need applications must be submitted via the [Exceptional social or medical need application form](#) which is also available on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

The exceptional need application is required in addition to the submission of a local authority application form.

4. Children of staff applications must be submitted via the [Children of staff application form](#) which is also available on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

An application under children of staff criterion is required in addition to the submission of a local authority application form.

5. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every child.

6. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every child.

7. All SIF applications by the deadline will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom. The applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.

Late applications on the SIF, children who did not sit the assessment, and preferences made on the CAF only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

8. Where twins, triplets, or siblings (brothers or sisters), are applying for the same year group and one sibling gains a place, the other sibling / s will be promoted within the ability band / s for a place. Where only one place remains, a place / s will be offered to the other sibling / s above admission number.

Admitting children of all abilities

Our intake is representative of the full ability range and exactly matches the ability profile of the children applying.

To achieve this, all children whose applications are received by the SIF deadline are invited to take a non-verbal reasoning assessment. The assessment is externally set by a well-respected educational assessment agency.

The assessment takes place on a Saturday. For children unable to attend on the main assessment date, an additional date will be offered. This will either be during the academy holidays (Monday to Friday only), or after school. Parents can indicate on the SIF if their child is not available and provide any other dates when their child will not be available (within a specified range of dates). The child will then be invited to sit the assessment on a date when they are available.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range. If a child has educational, medical, or social needs, that may affect them being able to complete the assessment, details of their needs should be provided on the SIF. A member of staff from the Academy may then contact the parent / carer or the child's primary school if further information is required. Adjustments will then be made to enable them to complete the assessment, or teacher assessed banding may be used in lieu of an assessment score.

Once the papers have been marked, the Academy is provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into 9 ability bands or "stanines", from Band 1 at the bottom up to Band 9 at the top. The number admitted from each band reflects the number applying in that band e.g., if 20% of those applying are identified in band 5, then 20% of the places are allocated from this band. This ensures that the places we offer reflect the ability range of the children who completed the assessment.

If you have any questions about the admissions process for this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: admissions@dixonska.com

Telephone: 01274 089910 – option 2

