

## Notes for completion of the supplementary form for Dixons Music Primary Academy

**Only complete this form if you are applying for one of the 6 music places.** Applicants for a music place will be required to attend a workshop on the morning of either Tuesday 5 or Wednesday 6 December 2023.

1. Before submitting the form, please:

- take time to read the Admissions Guidance document (provided with this form) as this explains the admissions process and the oversubscription criteria used for the Academy.
- check that you have signed and dated the form on page 2.
- allow sufficient time for the form to reach us by the deadline stated on the front of the form. Forms received by the deadline will be considered first.

2. To return the form you can:

- Send the form as a Word or PDF attachment by e-mail to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)
- Return the form in person by either:
  - Bringing it to the open evening on Tuesday 21 November. Tour starts at 4.15pm and finishes at 4.45pm.
  - Contacting the Admissions & Appeals office to arrange a time: 01274 089780 – option 7

- Post\* the form to:

Admissions Team  
Lewis Building  
c/o Dixons City Academy  
Ripley Street  
Bradford  
BD5 7RR

\* If you are posting the form, we strongly 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.

Every year several parents / carers post forms using the standard service and sometimes these forms go missing in the post. This means that those parents miss the deadline for applying. 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 address: [royalmail.com/track-your-item](https://royalmail.com/track-your-item)

3. In addition to completing this form, you will also need to make sure you list the Academy as a preference on the Common Application Form. This will be provided by your local authority or can be found on your local authority's (council's) website in November.

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## SUPPLEMENTARY INFORMATION FORM

**DEADLINE: 3.30pm on Friday 24 November 2023**

Please complete the form in CAPITAL LETTERS

### Child's details

First name:	
Surname:	
Date of birth; please enter as DD/MM/YYYY e.g., 01/01/2019	
Home address:	
Postcode:	

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

### Music Specialist Places

There are 6 places (10% of our intake) available each year. These places are aimed at children who demonstrate a gifted musical aptitude and children will be required to actively participate in the musical workshop to be considered for a place.

To apply for a music place, parents must complete this form and return it to the Admissions Office by the deadline stated above. All applicants for these places will be required to attend a workshop to be considered for one of these places.

Children will be given a score based on their performance in each element of the workshop. Children will be ranked in the order of their total combined scores, with those children who score the highest being ranked from 1 to 6. A reserve list of up to 2 children will then operate should any of those ranked in the top 6 not require a place. If there are insufficient applicants who demonstrate the required aptitude, then fewer than 6 places will be offered.

Children who are unsuccessful in gaining a music specialist place will still be considered for one of the remaining places, along with all other applicants.

Instructions concerning the workshop will be e-mailed to you within 3 days of the deadline date. If you have not received these by Thursday 30 November 2023, please ensure that you contact us immediately.

*Please turn over*



**Parent's / Carer's contact details***Parent / Carer 1*

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

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.

**Please sign and date below**

I have read and understood the Admissions Guidance document (provided with this form), 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.

Parent's / carer's name / signature:		Date:	
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*Please turn over*



## Monitoring Form

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

Child's gender – please tick ( / )	<b>Male</b>		<b>Female</b>	
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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		Pakistani	
Indian		Any other Asian background	

### *Black or Black British*

Black African		Any other Black background	
Black Caribbean			

Chinese	
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### *Mixed / dual background*

White and Asian		White and Black Caribbean	
White and Black African		Any other mixed background	

### *White background*

White British		White British Gypsy / Roma	
White Irish		Any other white background	

Traveller of Irish heritage			
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Any other ethnic group	
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### **Current nursery or childminder (if any):**

Name of nursery or childminder:	
Area or postcode:	

**If you are posting this form, please use the Post Office 'Signed for' service and address it to:**

Admissions Team, Lewis Building, c/o Dixons City Academy, Ripley Street, Bradford, BD5 7RR

**Or send the form as a Word or PDF attachment by e-mail to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)**



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## Applying for a Reception place at Dixons Music Primary

### Guidance for parents of children seeking to start Reception in September 2024

#### The admission arrangements are:

- There are 60 places in Reception.
- Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Bradford local authority's website and in the authority's "A guide for parents about admission arrangements for Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.
- If applying for a music specialist place, you must also complete the Dixons Music Primary supplementary information form (SIF) which can be requested from the Admissions Office or downloaded from the Academy's website or Bradford Local Authority's website. There is a strict deadline for return of the SIF (see below); forms received by the deadline will be considered first.

#### Calendar for admission

Date	Description
Mid September onwards	Dixons supplementary information form (SIF) available
Tuesday 21 November 2023	Open event – tour starts at 4.15pm and finishes at 4.45pm
3.30pm on Friday 24 November 2023	Deadline for SIF for Music places
Mornings of Tuesday 6 & Wednesday 7 December 2023	Workshops for Music places
Tuesday 9 January 2024	Open event – tour starts at 4.15pm and finishes at 4.45pm
Monday 15 January 2024	Deadline for receipt of: <ul style="list-style-type: none"> <li>• local authorities' common application/preference form (CAF/CPF)</li> <li>• letters or e-mails and any documentation in relation to applications under exceptional need</li> <li>• letters or e-mails in relation to applications under children of staff oversubscription criterion</li> <li>• documents in relation to applications under pupil premia</li> <li>• request to offset forms and any documentation relating to the request</li> </ul>
Late February 2024	Local authorities send lists to all schools containing the details of applicants who have named those schools as a preference. Schools rank these lists and return them to the local authorities for allocations to be made according to preference.
March 2024	Local authorities exchange data with each other about applications and confirm place allocations.
Tuesday 16 April 2024	Local authorities write to parents with offers for all schools in their schemes.

#### Music specialist places

There are 6 places (10% of our intake) available each year. These places are aimed at children who demonstrate a gifted musical aptitude and children will be required to actively participate in the musical workshop in order to be considered for a place.

To apply for a music place, parents must complete the Dixons Music Primary supplementary form (SIF) and return it to the Admissions Office by the deadline stated on the form. All applicants for these places will be required to attend a workshop to be considered for one of these places.

Children will be given a score based on their performance in each element of the workshop. Children will be ranked in the order of their total combined scores, with those children who score the highest being ranked from 1 to 6. A reserve list of up to 2 children will then operate should any of those ranked in the top 6 not require a place. If there are insufficient applicants who demonstrate the required aptitude, then fewer than 6 places will be offered.



Children who are unsuccessful in gaining a music specialist place will still be considered for one of the remaining places, along with all other applicants.

## Applications to the Academy

Last year, there were 253 applications for the 60 places available.

Places are allocated in order of the oversubscription criteria (listed below).

The Local Authority operates an equal preference system for all schools in Bradford. Schools do not see what preference number parents have listed the school. The best advice to parents is to put their favourite school first: if their child does not get a place, this will not damage their chances of getting into the other schools on their list. List your schools on your local authority's Common Application/Preference Form (CAF/CPF) in your genuine order of preference.

Both Dixons and the local authority recommend that you use at least one preference for a school which you could reasonably expect to get. For example, a school you live in the catchment area for or one that you live close to that admits children using a 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.

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 may use a faith criterion. Those that use a 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 or information provided when ranking applications.

## Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will accordingly admit up to 60 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 60 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 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 the child's paediatrician / consultant or a 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 March. See note 2 for how to apply.

- c) Up to 6 places will be awarded to children who show a particular aptitude for Music.

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

- d) Up to 2 children of staff, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 3 for how to apply.

If demand exceeds places, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

- e) Children whose siblings live at the same address, who currently attend the Academy, and will still be attending on the date of admission. See note 5 for a definition of sibling.

- f) Children eligible for the early years' pupil premium, the pupil premium, and the service premium (see note 6).

- g) All other children based on proximity of the home address to the Academy (see note 7).

If demand exceeds places at points e), f) or g), places will be decided based upon the distance (proximity) of the home address (see note 7) to the Academy, with those who live closest receiving priority for the place/s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

Where twins, triplets, or siblings (brothers or sisters) are applying for the same year group, and only one place is available the sibling/s will also be offered a place/s above the admission number.

## 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 a special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.

2. Exceptional need applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the recommendation described above.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

3. Children of staff applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer stating the name, post, and length of service of the member of staff, the name of the Academy, and the child's name and date of birth.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

4. All applications 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 randomisation process will be supervised by an independent clerk of the independent appeals panel.

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.

6. Proof of eligibility should be sent in writing via the Admissions Office for the Academy. Proof of eligibility can be either:

- in the form of a letter from your child's nursery / current school confirming they are receiving early years pupil premium, the pupil premium or the service premium for your child.
- in the case of early years pupil premium or pupil premium, in the form of documents confirming you get 15 hours free childcare, and you are also receiving one of the following:
  - Income Support
  - income-based Jobseeker's Allowance
  - income-related Employment and Support Allowance
  - support under part six of the Immigration and Asylum Act 1999
  - the guaranteed element of State Pension Credit
  - Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
  - Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get.
- in the case of service premium in the form of documents confirming one of the following:
  - one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve)
  - one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
  - they have been registered as a 'service child' on the January school census at any point since 2016.

7. Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. 'Home address' refers to the child's permanent home 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.

## Deferred entry

Children are entitled to a full-time place in the September following their fourth birthday.

Parents who do not feel that their child is ready for full-time education, should speak to the Principal about whether starting their schooling on a part-time basis, or deferring their start until their child reaches compulsory school age, would be beneficial to their child.

Where entry is deferred, the Academy will hold the place and not offer it to another child during the remainder of the school year for which the application was made. Parents cannot defer entry beyond the point at which the child reaches their fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which a place was offered.

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<sup>1</sup> 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.



## Requests to offset

Information on off-setting can be found in the School Admissions section of Bradford local authority's [website](#) and in the document '[Summer Born Children – Starting School: Advice for parents](#)'.

Where parents feel that their summer born child's needs are such that they would benefit from starting school later, they should first discuss with the Academy what is available in school to meet the needs of the youngest children.

If parents wish to apply for off-setting at this Academy, they should use the 'Request to start school out of the chronological year group form' which is available in the Admissions & Appeals policy. Parents will still need to apply to the local authority by the deadline for a place in the child's normal age group in case the request is not successful.

## Exceptional need applications

Parents / carers who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criteria, will need to submit a separate e-mail or letter complete with any supporting documentation to the Dixons Admissions Office on or before **15 January 2024**.

The e-mail/letter should state which Academy the application is for. 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 particular school is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

E-mails should be sent to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)

Letters should be sent to:

Chair of the Governing Body, c/o Admissions Team, Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR.

Parents / carers will be informed if the application is or is not being prioritised by 31 March 2024. Please note that prioritisation is not a guarantee of a place.

## Children of staff

Members of staff who wish to apply for a place under the 'Children of Staff' oversubscription criteria, will need to submit a separate e-mail or letter to the Dixons Admissions office on or before **15 January 2024**.

The e-mail or letter should include the following information;

- Their name, post and length of service or recruitment to a hard-to-fill post (please state the post).
- The name and date of birth of their child.

E-mails should be sent to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)

Letters should be sent to:

Chair of the Governing Body, c/o Admissions Team, Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR.

## Priority under Early Years Pupil Premium, Pupil Premium or Service Premium

Parents / carers who wish to apply for a place under the 'Children ... eligible for early year's pupil premium' oversubscription criteria, will need to submit their supporting documentation to the Dixons Admissions Office on or before **15 January 2024**.

The documentation required is specified in the Notes section above.

Information by e-mail should be sent to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)

Information by post should be sent to:

Chair of the Governing Body, c/o Admissions Team, Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR.

## If your child is not offered a place

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December 2024.

In January 2025 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.

If you are dissatisfied with the admission decision, you will also have the right of appeal.



## REQUEST TO START SCHOOL OUT OF THE CHRONOLOGICAL YEAR GROUP

This form should only be used by those parents / carers requesting their child starts school in Reception, a full year behind their chronological age group. You should read the document [‘Summer Born Children – Starting School: Advice for parents’](#) before submitting this request.

Those applying for deferred entry or an in-year admission outside the normal year group should follow the process outlined in the Admissions & Appeals Policy.

Parents should be aware that:

- Consideration of the request may be delayed unless this request and the supporting documents are received by the time of the primary school application deadline (15 January).
- The child may only be offset with the agreement of the Governing Body (the admission authority) for this Academy. You will also need to make applications to the local authority (for schools for whom they are the admission authority) and / or the admission authorities for any other schools you are applying to.
- If agreed, the child will usually remain offset throughout their educational career and the transfer to secondary school will take place a year later, however, you may need to make an application in Year 5 to a local authority or the admissions authority of a different school, as they may not agree with the decision made by the Governing Body. The same will apply if you move house mid-way through your child’s education and you apply to other local authorities or admission authorities.
- Should agreement not be given, and you still choose to offset entry, you will need to apply for a place in Year 1; this application will need to be made in June (i.e., prior to the start of the academic year in late August). Allocation will be dependent upon a place being available at the time of application and your child qualifying for a place following application of the oversubscription criteria.

### PART 1

<b>Child’s details</b>	
Forename/s:	
Surname:	
Date of birth:	

<b>Parent’s / Carer’s details</b>			
Mr / Mrs / Ms / Miss / Other (please state or delete as appropriate)			
Forename:		Surname:	
Child’s address:		Your address (if different to the child’s):	
Postcode:		Postcode:	
Contact number:			
E-mail address:			

*Please turn over*



**PART 2**

Reasons for request. Please state these as fully as possible in the space below and attach separate sheets if necessary.

**Who is supporting the request (tick all that apply)?**

Paediatrician	
Educational Psychologist	
Specialist Teacher	
Speech therapist	
Head Teacher / nursery teacher	
Other - please specify the occupation or relationship to the child:	

**Please list below the supporting documents you are including with this application:**


Please post/return the completed request and supporting documents by either:

e-mail to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)

post to: Admissions Officer, Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

