

## **Admissions & Appeals policy for the admission year 2025-26**

Responsibility for review: Executive Principal

Date of next review: October 2024

Last consultation period: 26 November 2021 – 9 January 2022

Determined by: Board of Trustees – 8 February 2024



## Admissions

### Statement of Policy

The Academy is committed to:

- admitting an intake reflective of the local community
- resolving a situation where there are many more applications than places available
- providing a consistency of approach in a potentially emotive area
- demonstrating that we are applying our oversubscription criteria equally and fairly
- ensuring that children with special educational needs, disabilities, and vulnerable children are not treated less favourably than other children
- working collaboratively with all schools within the local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol

### The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents / carers / prospective students are aware of the admissions procedures
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- to demonstrate that our procedures comply with the School Admissions Code
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their application which complies with the School Admission Appeals Code

### Procedures for Reception entry

#### The admission arrangements are:

- a) There are 60 places in Reception.
- b) Applications for places at the Academy will be made in accordance with the local authority's 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.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.
- d) Children attending the Academy's nursery are not guaranteed a place in the reception class and parents must complete the CAF / CPF (as stated above) to apply for a place.

#### 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 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 March. See note 2 for how to apply.

- c) 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 further details and how to apply.

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



- d) 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 5 for a definition of sibling).
- e) All other children based on proximity to the Academy using straight line measurement from the Academy to the home address (see note 6). Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy.

If demand exceeds places at points d) or e), places will be decided based upon the distance (proximity) of the home address (see note 6) 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 or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining 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 local academy board) 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 local academy board of the Academy, sent via the Admissions Officer, and accompanied by the supporting information 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 local academy board 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.

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.

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. '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.

#### Deferred entry

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

Parents who are unsure if 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 the 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.

#### Requests to offset

Information on off-setting can be found in the School Admissions section of Bradford local authority's [website](#) and on the webpage '[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.

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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.



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 at the end of this document. 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.

### **Calendar for admission (primary)**

*November 2024*

Local authority booklet and common application / preference form (CAF / CPF) is made available.

*November 2024 – January 2025*

Open event – for details of this, please see the Academy website.

*15 January 2025*

Deadline for submission of:

- local authorities' common application / preference form (CAF / CPF)
- letters or e-mails and any supporting documentation in relation to applications under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria
- request to start school out of the chronological year group forms and any documentation relating to the request.

*16 April 2025*

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

### **Late applications**

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

## **Procedures for Year 7 entry**

**The admission arrangements are:**

- a) There are 245 places in Year 7.
- b) Students in Year 6 at the Academy will have an automatic right to transfer into Year 7. Parents should still complete the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline and list the Academy as a preference, along with any other schools they would like to apply to.
- c) Applications for places at the Academy will be made in accordance with the local authority's Coordinated Admission Scheme, on Bradford local authority's [website](#) and in the authority's "A guide for parents about admission arrangements for Secondary Schools". Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- d) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

### **Oversubscription criteria**

The Academy has places for 245 children in Year 7. Because the Academy is an all-through Academy, 60 of these places are automatically available to children already attending the Academy in Year 6. Consequently, the published admission number for the Academy is 185.

The Academy will accordingly admit up to 185 children if sufficient applications are received. All children will be admitted if 185 or fewer apply. If any of the Year 6 children do not require a place, those places will be allocated to other children applying.

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 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) Up to 4 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 further details and how to apply.

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

- d) 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 5 for a definition of sibling).
- e) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank Academy in Year 6 (see note 6).
- f) All other children based on proximity to the Academy using straight line measurement from the Academy to the home address (see note 7). Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy.

If demand exceeds places at points d) or e), 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 or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining 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 local academy board) to have been in state care outside of England<sup>2</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 local academy board, sent via the Admissions Officer, and accompanied by the supporting information 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 local academy board, 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.

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.

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. 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. '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.

### Calendar for admission (secondary)

#### August / September 2024

Local authority information and common application / preference form (CAF / CPF) is made available.

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<sup>2</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.



September - October 2024

Open event – for details of this, please see the Academy website.

31 October 2024

Deadline for submission of:

- local authorities' common application / preference form (CAF / CPF)
- letters or e-mails and any supporting documentation in relation to applications under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria

3 March 2025

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

### Late applications

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

### Procedures for Post-16 (sixth form) entry

There are a total of 240 places in post-16 (years 12 & 13); with 120 places specifically for Year 12. Because the Academy is an all-through Academy, the Academy's Year 11 students who meet the required entry criteria, can progress automatically into Year 12. The PAN for external applications is 10.

The Academy will accordingly admit up to 10 applicants if sufficient applications are received. If fewer of the Academy's Year 11 students' progress to Post 16, additional external applicants who meet the required entry criteria will be admitted up to the overall Year 12 capacity.

Full details of the minimum and / or specific course entry requirements will be published in the post-16 information that is available annually. Students not currently on roll at the Academy who wish to join post-16 must complete and submit a post-16 application form (available [here](#)).

Where there are more applications than places available and those applicants meet the entry criteria, applications will be ranked in accordance with the oversubscription criteria listed above.

All applications received after the published deadline will be considered late applications. These will be considered after those received on time unless exceptional circumstances apply (for example, hospitalisation / serious illness of the student) that prevented the application from being made on time. Students applying late will be given places on courses with available space where they meet the entry criteria. If places are not available on those courses, they will need to choose an alternative subject and will be placed on a waiting list for the oversubscribed course.

### In-year admissions

The funding agreement for the Academy dictates how many students it will be funded for in total. The Academy plans its operations such as staffing, timetabling, and provision of resources based on the funding received; this equates to the following provision:

- In the primary phase (Reception to Year 6) there are 60 places in each year group
- In the secondary phase (Years 7 to 11) there are 245 places in each year group
- In the sixth form (Years 12 and 13) there are 120 places in each year group

If a child is refused a place, this is because admission of another child would prejudice the provision of efficient education or the efficient use of resources.

Where vacancies occur, places are not offered based on the length of time children have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria. Looked-after children, previously looked-after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.





### *Primary and secondary phases*

Applications should be made on Bradford local authority's 'In Year Common Application Form' (ICAF) which is available from the [website](#). Once completed, the form needs to be returned directly to the local authority. On receipt of an ICAF the local authority will send a copy of this to the Academy, and then respond to advise if a place is available or not.

### *Sixth form*

In-year applications can be made at any time during the two-year programme. However, since the introduction of linear A Levels it is more difficult for students to transfer after the start of teaching.

Applications for the sixth form should be made directly to the Academy.

Space may not be available in all the subjects chosen, so students who apply for a place in the Sixth Form may have to choose an alternative course.

### **Fair access protocol**

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for instance, where a child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the local academy board will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the local academy board, via the Admissions Officer, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- information about the child's academic, social, and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- for key stage 1, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The local academy board will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the local academy board refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

## **Waiting lists and appeals**

### **Waiting lists**

If your child is not offered a place at the Academy for Reception or Year 7, your child's details will automatically remain on the waiting list until the end of December i.e., one term after the start of the year. You will need to make a fresh application in January for your child's details to remain on the waiting list (see In Year Admissions section for how to apply).

For Post 16, applicants without a conditional offer who meet the entry requirements, can ask to be placed onto the waiting list for their chosen subject/s. If a subject they have chosen is full, they may choose an alternative course (subject to availability and entry requirements) and be placed on a waiting list for the oversubscribed subject, continuing with the alternative programme of study until such a place becomes available.

For in-year applications, the details will remain on the waiting list until the end of the academic year in which you apply (July). You will need to make a new application if you wish to apply for a place for the next academic year.

Where places become available, they will be filled in accordance with the oversubscription criteria.

### **Appeals**

#### *Primary and secondary phase*



All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

The Government has set a limit on the size of infant classes, and this means that no Key Stage 1 (Reception, Year 1, or Year 2) class can have more than 30 children with one teacher. Because of this law very few appeals are successful for Key Stage 1.

*Post 16*

Any student refused a place will have a right of appeal.

Please note that admission is based on a student meeting the entry requirements and prioritisation of the application within the oversubscription criteria.

To avoid a delay to learning, we advise that appeals are submitted within two weeks of a place being refused. We will endeavour to hear an appeal within one month of the date it is lodged.

Further information about the appeals process can be found on the Academy's [website](#).

If you are considering an appeal, please contact the Appeals Coordinator.

Tel: 01274 089780 – option 7

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)





## 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 information on the webpage [‘Summer Born Children – Starting School: Advice for parents.’](#)

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 any supporting documents they wish to submit are received by the time of the primary school application deadline (15 January).
- The child may only be offset with the agreement of the local academy board (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 local academy board. 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

Child’s details	
Forename/s:	
Surname:	
Date of birth:	

Parent’s / Carer’s details			
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.

Large empty rectangular box for providing reasons for the request.

**Who is supporting the request (tick any 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@dixonsaa.com](mailto:admissions@dixonsaa.com)

post to: Admissions Officer, Dixons Allerton Academy, Rhodesway, Bradford, BD8 0DH

