

## Notes for completion of the supplementary form for Dixons City & Dixons Kings academies

### 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 Dixons supplementary form by **3.30pm on Monday 30 September 2024** to enter their child for the assessment.

Those who wish to apply for a place at Dixons Allerton, Dixons Cottingley, Dixons McMillan, or Dixons Trinity academies do not need to complete this form because those academies do not admit children by fair banding and children do not need to sit an assessment.

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

Parent / carers who wish to apply for a place at any of the Dixons Academies under the 'Exceptional medical or social need' or 'Children of staff' oversubscription criteria, should follow the instructions in the Admissions Guidance document.

**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](mailto:admissions@dixonsca.com) or telephone: 01274 089780 – option 7

The easiest way to complete the form is to complete it online at: [apply.dixonsacademies.com](https://apply.dixonsacademies.com)

If you wish to return the form in any other way, please note the following:

1. Before submitting the form, please:

- check that you have signed and dated the form on page 3.
- allow sufficient time for the form to reach us by the deadline of **3.30pm on Monday 30 September 2024**. Applications received by the deadline will be considered first.

2. To return this form you can:

- Send this form as a Word or PDF attachment by e-mail to: [admissions@dixonsca.com](mailto:admissions@dixonsca.com)
- Return it in person by either:
  - bringing it to the open evenings at the academies: Dixons City Academy, Thursday 19 September 4.15pm – 7.00pm  
Dixons Kings Academy, Wednesday 25 September 4.15pm – 7.00pm
  - contacting the Admissions & Appeals office to arrange a time: 01274 089780 – option 7
- Post\* the form to:

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

\* If you are posting the form, this should be sent to the address given above and 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 parents / carers post forms using the standard service and some of them 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:

<https://www.royalmail.com/track-your-item>



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*For academy use only*

Receipt no:

Staff initials:

Date:

Time:

## SUPPLEMENTARY INFORMATION FORM FOR DIXONS CITY & DIXONS KINGS ACADEMIES

**DEADLINE: 3.30pm on Monday 30 September 2024**

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., 30/01/2014	
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 also 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 of these 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	<input type="checkbox"/>
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Dixons Kings	<input type="checkbox"/>
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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 need to submit a separate e-mail or letter to the Dixons Admissions office before **31 October 2024**. Details of what to include in that e-mail / letter can be found in the Admissions Guidance document (provided with this form).

### Children of Dixons staff

Members of staff who wish to apply for a place under the 'Children of staff' oversubscription criterion, need to submit a separate e-mail or letter to the Dixons Admissions office before **31 October 2024**. Details of what to include in that e-mail / letter can be found in the Admissions Guidance document (provided with this form).

**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 a specific ability band. Please read the oversubscription criteria in the Admissions Guidance document (provided with this form) carefully as this explains which children count 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 12 October 2024**.

For children unable to attend on the main assessment date, an additional date will be offered. This will either be during the academy holidays, or after school (Monday to Friday only). If your child is not available on Saturday 12 October 2024, please write in the space below the dates between 21/10/2024 and 08/11/2024 when your child will not be available. Your child will then be invited to sit the assessment on a date when they are available. Only complete this box if your child is not available on Saturday 12 October 2024.

<i>Dates unavailable:</i>
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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	<input type="checkbox"/>
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Dixons Kings	<input type="checkbox"/>
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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:	
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:	

**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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## Performing Arts (Optional)

### Performing Arts places – applications for Dixons City Academy only

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).

The performing arts assessment will comprise of two workshops (one in drama and one in music) and an optional audition in *either* drama or music. Attendance will be for half a day and the date and time to arrive will be advised to you by e-mail / letter in early October.

All children whose applications are received for these places will be required to attend workshops and, if they opt to apply for a chosen specialism, an audition, on either **Thursday 17 or Friday 18 October 2024** to be considered for one of these places.

If your child will not be available on these dates (for example, due to a school trip or a medical appointment), please write the dates they are unavailable from and until e.g. 14/10/24 to 18/10/24 in the box below. Wherever possible, we will arrange for an alternative date for them to attend for an audition only, prior to these dates.

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Children will be given a score based on their performance in each element of the workshops and audition (if opted for). Children will be ranked in the order of their total combined scores, with those children who score the highest being ranked from 1 to 18. A reserve list of up to 8 children (who meet the required standard) will then operate should any of those ranked in the top 18 not require a place.

Successful applicants will be offered a Performing Arts place at the Academy either for exceptional aptitude in one area or for showing strong aptitude across both areas.

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

Drama audition	
Music audition	
Workshops only	

**Continued overleaf**



## Monitoring Form

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	<input type="checkbox"/>
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Female	<input type="checkbox"/>
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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	<input type="checkbox"/>
Indian	<input type="checkbox"/>

Pakistani	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

### Black or Black British

Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>

Any other Black background	<input type="checkbox"/>
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Chinese	<input type="checkbox"/>
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### Mixed / dual background

White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>

White and Black Caribbean	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

### White background

White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>

White British Gypsy / Roma	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

Traveller of Irish heritage	<input type="checkbox"/>
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Any other ethnic group	<input type="checkbox"/>
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### Current school:

Name of primary school:	
Area or postcode:	

Continued overleaf



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

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

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

**If you wish to return the form in person, please either:**

- bring it to the open evening at the academy:      Dixons City Academy, Thursday 19 September 4.15pm – 7.00pm  
                                                                                 Dixons Kings Academy, Wednesday 25 September 4.15pm – 7.00pm
- contact the Admissions & Appeals office to arrange a time on: 01274 089780 – option 7



## Applying for a place at the Dixons Academies

### Guidance for parents / carers of Year 6 children seeking to start Year 7 in September 2025

#### The admission arrangements for this year are:

- Applications for places at the Academies will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Secondary Schools". Where an academy receives more applications than places available, the oversubscription criteria for admission will apply.
- Dixons City and Dixons Kings academies use fair-banded assessments as part of their admissions process. Consequently, a Dixons Supplementary Information Form (SIF) must be completed to enter a child for the assessment. There is a strict deadline of **3.30pm on Monday 30 September 2024** for return of the SIF.
- For Dixons Allerton, Dixons Cottingley, Dixons McMillan, and Dixons Trinity Academies, a supplementary form is not required because these academies do not admit children by fair-banding and children do not need to sit an assessment.
- Parents who wish to apply for any of the Dixons Academies need to list the academies as preferences on their local authority's Common Application / Preference Form (CAF / CPF), which needs to be submitted by 31 October 2024.

#### Dixons Supplementary Form (SIF) – required for Dixons City and Dixons Kings academies only

The form is available as follows:

- Online at: [apply.dixonsacademies.com](https://apply.dixonsacademies.com)
- To download from the Admissions page of the following websites:
  - Dixons City Academy <https://www.dixonsca.com/admissions/admission-policy>
  - Dixons Kings Academy <https://www.dixonska.com/admissions/admission-policy>
- As a paper form sent by post. Please contact Admissions via e-mail: [admissions@dixonsca.com](mailto:admissions@dixonsca.com) or by telephone: 01274 089780 – option 7.

#### Calendar for admission

Date	Description
Mid-July 2024	Dixons SIF is available
September / October 2024	Open events are held. Dates for each of the Dixons' academies can be found overleaf.
3.30pm on Monday 30 September 2024	Deadline for submission of the completed SIF (for Dixons City and Dixons Kings only).
Saturday 12 October 2024	Non-verbal reasoning assessment for all children whose SIFs were received by the deadline.
Thursday 17 & Friday 18 October 2024	Performing arts assessments for children applying for a performing arts place at Dixons City Academy.
Thursday 31 October 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 for applications under the exceptional need criterion</li> <li>➤ letters or e-mails for applications under the children of staff oversubscription criterion</li> </ul>
Early December 2024	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 2024	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 2025	Local authorities exchange data with each other about applications and confirm place allocations.
Monday 3 March 2025	Local authorities inform parents / carers of the school allocated to their child.

### Open Events

Open events are planned to take place as follows:

Date	Academy	Opening and closing times	Additional information
Thursday 12 September	Dixons Cottingley	4.15pm - 7.00pm	Presentations at 4.30pm, 5.30pm and 6.00pm.
Thursday 19 September	Dixons City	4.15pm - 7.00pm	Presentations at 4.30pm, 5.15pm and 6.00pm.
Thursday 19 September	Dixons Allerton	4.00pm - 6.00pm	Presentations at 4.15pm and 5.15pm.
Wednesday 25 September	Dixons Kings	4.15pm - 7.00pm	Presentations at 4.45pm, 5.15pm, 5.45pm and 6.15pm.
Thursday 26 September	Dixons McMillan	4.00pm - 7.00pm	Presentations at 4.15pm, 5.15pm, and 6.15pm.
Thursday 3 October	Dixons Trinity	4.30pm - 7.00pm	Please arrive at either 4.30pm or 6.00pm.

### Applications to the academies

Every year, there are many more applications than we have places for. For places in September 2024 this was:

Academy	Number who completed the SIF & sat the assessment	Number who listed the Academy as a preference	Number of places
Dixons City	876	1339	180
Dixons Kings	803	1226	160

Academy	Number who listed the academy as a preference	Number of places
Dixons Allerton	698	245
Dixons Cottingley	376	180
Dixons McMillan	1078	134
Dixons Trinity	1245	134

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, an application is unlikely to qualify on distance for both Dixons Trinity / Dixons McMillan and Dixons Allerton / Dixons Cottingley.

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 or information provided 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 Dixons academy which can be found overleaf. Please take time to read these as they explain which 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 submit a separate e-mail or letter complete with any supporting documentation to the Dixons Admissions Office **before 31 October 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.

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

Letters should be sent to: Chair of the Local academy board, c/o Admissions, 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 December 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 criterion, will need to submit a separate e-mail or letter to the Dixons Admissions office **before 31 October 2024**.

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

- The academy being applied for
- The member of staff's name, post and length of service or their 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 Local academy board, c/o Admissions, Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

Please note that prioritisation is not a guarantee of a place.

### **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 2025. If you are dissatisfied with the admission decision, you will also have the right of appeal.

In January 2026 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.

*Please turn over*



## Dixons Allerton Academy

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>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, 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.

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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.



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.

*Furthest distances under criterion f)*

Each year the last child admitted under criterion f), proximity to the Academy, can vary as this is dependent upon factors such as the number of children applying that year, the number who qualify under the higher criteria (a to e), and how far away those applying live. As a guide for parents who are considering applying to the Academy, the furthest distance in previous years has been as follows:

<b>Year</b>	<b>Furthest distance</b>
2024	1.227 miles
2023	1.162 miles
2022	1.219 miles
2021	0.879 miles

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

E-mail: [admissions@dixonsaa.com](mailto:admissions@dixonsaa.com)

Telephone: 01274 089890 – option 2

*Please turn over*



## Dixons City Academy

The Academy has an agreed admissions number of 180 children for entry in Year 7. The Academy will accordingly admit up to 180 children in the relevant age group each year 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 assessment<sup>2</sup> 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, 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.
- 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 a 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 (see note 6).

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

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).

### 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 local academy board) to have been in state care outside of England<sup>3</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.

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<sup>2</sup> 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).

<sup>3</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.





4. 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.
5. 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.
6. All applications directly to the Academy 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 supplementary form, 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.
7. 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 students of all abilities**

Our intakes are representative of the full ability range and exactly match the ability profile of the children applying to each academy.

To achieve this, all children whose applications are received by the SIF deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or “stanines”, from Band 1 at the bottom up to Band 9 at the top. We will admit the required number from each band based on the spread of ability of those who attend the assessment.

The assessment is externally set by a well-respected educational assessment agency and the papers are collected by the agency to be marked. The Academy is then 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 nine bands, and we are instructed how many children to take from each band e.g., if 20% of those applying are identified in band 5, then 20% of our intake has to be from this band. This ensures that the places we offer reflect the ability range of the children who completed the assessment.

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. The likelihood of being offered a place at the Academy is similar in every band.

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, or after school (Monday to Friday only). 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.

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.

### **Performing Arts places**

Up to eighteen places (10% of our intake) are available each year 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.

All children whose applications are received for these places will be required to attend workshops and, if they opt to apply for a chosen specialism, an audition, to be considered for one of these places.

Children will be given a score based on their performance in each element of the workshops and / or audition. Children will be ranked in the order of their total combined scores, with those children who score the 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 all other children.

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

E-mail: [admissions@dixonsca.com](mailto:admissions@dixonsca.com) Telephone: 01274 089780 – option 7



## Dixons Cottingley Academy

The Academy has an agreed admissions number of 180 children for entry in Year 7. The Academy will accordingly admit up to 180 children in the relevant age group each year 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 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 3 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 home address (see note 5) is within the Academy's priority admission area (see Appendix 1) who have a sibling who lives at the same address who currently attends the Academy, and who will still be attending the Academy on the date of admission (see note 6 for a definition of sibling).
- e) Other children whose home address (see note 5) is within the Academy's priority admission area (see Appendix 1).
- f) Children whose home address (see note 5) is outside the Academy's priority admission area (see Appendix 1) who have a sibling who lives at the same address who currently attends the Academy, and who will still be attending the Academy on the date of admission (see note 6 for a definition of sibling).
- g) Up to 24 children who are currently on roll at either Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 7).
- h) Other children whose home address (see note 5) is outside the Academy's priority admission area (see Appendix 1).

If demand exceeds places at points d), e), f), g) or h), places will be decided based upon the distance (proximity) of the home address (see note 5) to the Academy, with those who live closest receiving priority for the place/s. Distance will be calculated using straight line measurement taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. 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 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).

### 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 local academy board) to have been in state care outside of England<sup>4</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.

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<sup>4</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.





4. The 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 of the list to the biggest number at the bottom.

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

5. '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.
6. 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.
7. 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.

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

E-mail: [info@dixonsco.com](mailto:info@dixonsco.com)

Telephone: 01274 889900



## Dixons Kings Academy

The Academy has an agreed admissions number of 160 children for entry in Year 7. The Academy will accordingly admit up to 160 children in the relevant age group each year 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 will include all 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 will include all 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 assessment<sup>5</sup> 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, 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 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 a supplementary form by the advertised deadline or who did not attend the assessment but named the Academy on the CAF, in the order set out above (see note 7).

If demand exceeds places at points 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).

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).

### 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 local academy board) to have been in state care outside of England<sup>6</sup> and ceased to be so because of being adopted.

3. 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.

4. 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.

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<sup>5</sup> 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).

<sup>6</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.



The e-mail or letter is required in addition to the submission of a completed 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 applications directly to the Academy 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 supplementary form, 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 students of all abilities**

Our intakes are representative of the full ability range and exactly match the ability profile of the children applying to each academy.

To achieve this, all children whose applications are received by the SIF deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or “stanines”, from Band 1 at the bottom up to Band 9 at the top. We will admit the required number from each band based on the spread of ability of those who attend the assessment.

The assessment is externally set by a well-respected educational assessment agency and the papers are collected by the agency to be marked. The Academy is then 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 nine bands, and we are instructed how many children to take from each band e.g., if 20% of those applying are identified in band 5, then 20% of our intake has to be from this band. This ensures that the places we offer reflect the ability range of the children who completed the assessment.

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. The likelihood of being offered a place at the Academy is similar in every band.

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, or after school (Monday to Friday only). 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.

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.

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

E-mail: [admissions@dixonska.com](mailto:admissions@dixonska.com)

Telephone: 01274 089910 – option 2



## Dixons McMillan

The Academy has an agreed admissions number of 134 children for entry in Year 7. The Academy will accordingly admit up to 134 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 134 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 December. See note 2 for how to apply.

- c) Up to 3 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) Children who are currently on roll at Dixons Music Primary in Year 6 (see note 6).
- f) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 6).
- g) All other children based on proximity to the Academy using straight line measurement from the school 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), 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 special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England<sup>7</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 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 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. The 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 of the list to the biggest number at the bottom.

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

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<sup>7</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.



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.

#### **Change to admissions from September 2024**

The Academy previously admitted children using fair banding assessments and random allocation. Following a consultation on a change to its admissions arrangements, the Academy is now using distance as part of its oversubscription criteria for admissions from September 2024.

The last child admitted under criterion g), proximity to the Academy, can vary as this is dependent upon factors such as the number of children applying that year and the number who qualify under the higher criteria (a to f), and how far away those applying live. As a guide for parents who are considering applying to the Academy, the last place allocated under the distance criterion was:

<b>Year</b>	<b>Furthest distance</b>
2024	0.607 miles

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

E-mail: [admissions@dixonsma.com](mailto:admissions@dixonsma.com)

Telephone: 01274 089780 – option 7



## Dixons Trinity Academy

The Academy has an agreed admissions number of 134 children for entry in Year 7. The Academy will accordingly admit up to 134 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 134 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 December. See note 2 for how to apply.

- c) Up to 3 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) Children who are currently on roll at Dixons Music Primary (see note 6).
- f) All other children based on proximity to the Academy using straight line measurement from the school 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) e), or f), 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 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 special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England<sup>8</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. The 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 of the list 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.

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<sup>8</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.



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.

*Furthest distances under criterion f)*

Each year the last child admitted under criterion f), proximity to the Academy, can vary as this is dependent upon factors such as the number of children applying that year, the number who qualify under the higher criteria (a to e), and how far away those applying live. As a guide for parents who are considering applying to the Academy, the last distance in previous years has been as follows:

<b>Year</b>	<b>Furthest distance</b>
2024	0.602 miles
2023	0.396 miles
2022	0.39 miles
2021	0.398 miles

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

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

Telephone: 01274 089780 – option 7

