



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

Responsibility for review: Executive Principal

Date of next review: October 2024

Last consultation period: 28 November 2021 – 9 January 2022

Determined by: Board of Trustees – 8 February 2024

Admissions

Statement of Policy

The Academy is committed to:

- admitting a city-wide intake reflective of all communities and the whole range of ability
- 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 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 applications which complies with the School Admission Appeals Code

Procedures for Year 7 entry

The admission arrangements are:

- a) There are 160 places in Year 7.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Bradford local authority's [website](#) and in the authority's "A guide for parents about admission arrangements for Secondary Schools". Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on both the Common Application / Preference Form (CAF / CPF) provided by local authorities **and** the Dixons supplementary information form (SIF) which can be completed [online](#), obtained as a paper copy directly from the Academy, or downloaded from the Academy's [website](#) or Bradford Local Authority's [website](#).

The SIF must be submitted to register children for the banding assessment. There will be a strict deadline for return of the SIF; forms received by the deadline will be considered first.

Oversubscription criteria

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 includes children whose home addresses (see note 1) are in post code zone BD7.

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

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

- a) Looked-after children or children who were previously looked-after. See note 2 for a definition of these terms.

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



- 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 England² 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.

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.

² A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



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

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

Admitting children of all abilities

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

To achieve this, all children whose applications are received by the SIF deadline are invited to take a non-verbal reasoning assessment 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.

Calendar for admission (secondary)

July 2024

Supplementary information form (SIF) available for completion.

August / September 2024

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

September 2024

- Open event – Mid September.
- Deadline for supplementary information form (SIF) – Late September

October 2024

Early October – assessment date (as stated on the SIF)

31 October 2024

Deadline for receipt 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.

When SIFs are submitted after the deadline, the details will be added to a waiting list. The Academy usually receives 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 information is provided a late application cannot be considered with those received on time.

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:

- There are 160 places in each of years 7 to 11

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.

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.

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

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 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 other 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

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.

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 for further information.

Tel: 01274 089780 – option 7

E-mail: appeals@dixonsacademies.com

