



**Admissions & Appeals policy  
for the admission year 2023-24**

Responsibility for review: Executive Principal

Date of next review: October 2022

Last consultation period: 28 November 2021 – 9 January 2022

Determined by: Trust Board – 13 January 2022



# 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 applicants
- 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 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 134 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. There will be a strict deadline for return of the SIF; forms received by this deadline will be considered first.

## Oversubscription criteria

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 sit the assessment 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 the child's paediatrician / consultant or a professional from Children's Services. The recommendation must explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of 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 how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 4 for a definition of sibling).



- e) Children who are currently on roll at Dixons Music Primary (see note 5).
- f) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 5).
- g) All other children. Places will be decided by using a computerised random number generator programme (see note 6).
- h) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above (see note 6).

If demand exceeds places at points c), d), e), f) 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 Governing Body) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.

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

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

4. 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 sibling.

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 applicant.

6. 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.

Late applications on the supplementary form 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 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 applicants 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 134 places we offer reflect the ability range of the applicants.

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

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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.

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.

### **Calendar for admission (secondary)**

*July 2022*

Supplementary information form (SIF) available for completion

*August / September 2022*

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

*September 2022*

- Open event – for details of this, please see the Academy website
- Deadline for supplementary information form (SIF) – deadline date is as stated on the SIF.

*October 2022*

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

*31 October 2022*

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

*1 March 2023*

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.

### **In-year admissions**

From September 2023 there will be:

- 134 places in years 7, 8, 9 and 10
- 112 places in year 11

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 Governing Body 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 Governing Body, 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
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the Governing Body 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 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 in July 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](mailto:appeals@dixonsacademies.com)

