



Admissions & Appeals policy for the academic year 2026-27

Responsibility for review: School and College Trust Leader

Date of next review: October 2025

Last consultation period: 14 November 2022 – 23 December 2022

Determined by: Board of Trustees – 23 January 2025

Amendment to wording made 14/07/25



Admissions

Statement of Policy

The Academy is committed to:

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

The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents / carers 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 Reception entry

The admission arrangements are:

- a) There are 60 places in Reception.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Bradford local authority's [website](#) and in the authority's "A guide for parents about admission arrangements for Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.
- d) If applying for a music specialist place, you must also complete and submit a Music Place supplementary information form (SIF). The SIF can be 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 musical workshop. There is a strict deadline for return of the SIF; forms received by the deadline are considered first.
- e) If applying for a place under eligibility for pupil premium, you must submit proof of eligibility by the deadline for local authority applications (15 January).

Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 60 or fewer apply.

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

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.
- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation must explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of February. See note 2 for how to apply.

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



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

- d) Up to 2 children of staff employed at the Academy, 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. 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. See note 3 for further details and how to apply.

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

- e) Children whose siblings live at the same address, who currently attend the Academy, and who will still be attending the Academy on the date of admission (see note 5 for a definition of sibling).
- f) Children eligible for the early years' pupil premium, the pupil premium, and the service premium (see note 6).
- g) All other children based on proximity 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 e), f) or g), places will be decided based upon the distance (proximity) of the home address (see note 7) to the Academy, with those who live closest receiving priority for the place / s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

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

Notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, child arrangements order or a special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England¹ and ceased to be so because of being adopted.

2. Exceptional need applications must be submitted directly to the Academy via the form provided on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

The exceptional need application is required in addition to the submission of a local authority application form.

3. Children of staff applications must be submitted directly to the Academy via the form provided on the Admissions page of the Academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

An application under children of staff criterion is required in addition to the submission of a local authority application form.

4. All applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom.

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

5. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house.

6. Proof of eligibility should be sent in writing to the Admissions Office for the Academy. Proof of eligibility can be one of the following:

- in the form of a letter from your child's nursery / current school confirming they are receiving early years pupil premium, the pupil premium, or the service premium for your child.
- in the case of early years pupil premium or pupil premium, in the form of documents confirming you get 15 hours free childcare, and you are also receiving one of the following:
 - Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - support under part six of the Immigration and Asylum Act 1999
 - the guaranteed element of State Pension Credit

¹ 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.



- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
 - Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get.
- in the case of service premium in the form of documents confirming one of the following:
 - one of their parents is serving in the regular armed forces (including children with a parent who is on full commitment as part of the full-time reserve)
 - one of their parents died whilst serving in the armed forces and the child receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
 - they have been registered as a 'service child' on the January school census at any point since 2016.
7. 'Home address' refers to the child's permanent address where they usually live with their parent or carer (the address of the person who holds parental responsibility for the child), at the time of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.

Deferred entry

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

Parents who are unsure if their child is ready for full-time education, are advised to speak to the principal about whether starting their schooling on a part-time basis or deferring the start until their child reaches compulsory school age, would be beneficial to their child.

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

Requests to offset

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

Where parents feel that their summer born child's needs are such that they would benefit from starting school later, we advise they speak to the Academy first to find out what is available to meet the needs of the youngest children.

Parents can choose not to send their child to school until the September following their fifth birthday i.e. to start in year 1 rather than Reception. However, if parents wish to apply for off-setting to commence school in Reception rather than year 1, they should use the 'Request to start school out of the chronological year group form' which is available at the end of this document. Parents will still need to apply to the local authority by the deadline for a place in the child's normal age group in case the request is not successful.

Music specialist places

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

To apply for a music place, parents must complete the Dixons Music Primary supplementary form (SIF) and return it to the Academy. All children whose applications are received for these places will be required to attend a musical workshop to be considered for one of these places. There is a strict deadline for return of the SIF; forms received by the deadline are considered first.

Children will be given a score based on their performance in each element of the workshop. Children will be ranked in the order of their total combined scores, with those children who score the highest being ranked from 1 to 6. A reserve list of up to 2 children will then operate should any of those ranked in the top 6 not require a place. If there are insufficient children who demonstrate the required aptitude to qualify for a music place, then fewer than 6 places will be offered. Scores of 24 and above out of a maximum of 40 are considered as demonstrating the required level of musical aptitude (with an average of 6 out of 10 for each activity) to qualify for a music place.

Children who are not offered a music place will still be considered for one of the remaining places, along with all other children.

Calendar for admission

November 2025

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

November 2025 – December 2025

- Mid-November – open event; for details of this, please see the Academy website.
- Late November – deadline for Dixons Music place supplementary information form (SIF); deadline date is as stated on the SIF.



- Early December – Musical workshop assessment date / s

Early January 2026

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

15 January 2026

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF)
- applications under exceptional need criterion
- applications under children of staff criterion
- proof of eligibility for applications under pupil premium criterion
- request to start school out of the chronological year group form and any documentation relating to the request.

16 April 2026

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. Where applications are received after the deadline, this may affect your chances of being offered a place at the Academy as the application will be considered after those that were received on time.

When SIFs are submitted after the deadline, the details will be added to a waiting list. The Academy usually receives more applications than there are places available, however, should we be unable to fill the 6 places, then an additional round of musical workshops 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 420 places across the year groups Reception to year 6

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.

For applications at the point of entry (Reception), the request should be submitted before the deadline for applications. For applications in-year, the request should be submitted at the same time the in-year application is made.

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

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

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

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

Waiting lists and appeals

Waiting lists

If your child is not offered a place for Reception, 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 academic 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.

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

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

If you have any questions about the appeals process, please contact the Appeals Coordinator.

Tel: 01274 089780 – option 7

E-mail: appeals@dixonsacademies.com



REQUEST TO START SCHOOL OUT OF THE CHRONOLOGICAL YEAR GROUP

This form should only be used by those parents / carers requesting their child starts school in Reception, a full year behind their chronological age group. You should read the on the webpage '[Summer Born Children Starting School: Advice for parents](#)'.

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

Parents should be aware that:

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

PART 1

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

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

Please turn over



PART 2

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

Large empty space for providing reasons for the request.

Who is supporting the request (tick any that apply)?

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

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

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

e-mail to: admissions@dixonsta.com

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