Children of staff application form

This form is for members of staff who are applying for a place for their child under the Children of staff criterion.

As well as completing this form, you must also list the Academy as a preference on your local authority / council application form.

**Note**: For applications to Dixons City or Dixons Kings academies, a supplementary form must also have been submitted. The deadline for the supplementary form is 3.30pm on Tuesday 30 September 2025. Forms can be completed at: [apply.dixonsacademies.com](https://apply.dixonsacademies.com/welcome)

The school admissions code states the following in respect of this criterion:

**Children of staff at the school**

1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or

b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

We define category b) as the following:  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.  Please read the Admissions & Appeals Policy for the Academy you are applying for, in respect of the number of places available at that Academy and how places are decided if we receive more applications than places under this criterion.

* For applications to start **year 7** in September 2026, the deadline is **31 October 2025**.
* For applications for start **Reception** in September 2026, the deadline is **15 January 2026**.
* Applications for any other year groups can be submitted at any time.

|  |  |
| --- | --- |
| **1. Child’s full name** | |
|  | |
| **2. Child’s date of birth (e.g. 16/01/2015)** | |
|  | |
| **3. Address** | |
|  | |
| **4. Name of member of staff** | |
|  | |
| **5. Which Academy are you applying for?**  Please enter the name of one Academy only. The only exception to this is if, for example, you have part time roles at two different sites, or your role requires you to work at more than one site on a regular basis i.e. for at least one day a week. | |
|  | |
| **6. Please state your Dixons e-mail address** | |
|  | |
| **7. Please specify which of the following applies by ticking either a) or b) and then completing the box on the right** | |
| 1. **I have worked at the Academy for 2 years or more** | **Please specify your start date** |
| 1. **I was recruited to a post for which there is a demonstrable skill shortage** | **Please specify which post you were recruited to** |

Please return this form either by e-mail to: [admissions@dixonsta.com](mailto:admissions@dixonsta.com) or by post to: Admissions & Appeals, Lewis Building, c/o Dixons City Academy, Ripley Street, Bradford, BD5 7RR