



## **Admissions & Appeals policy for the academic year 2023-24**

Responsibility for review: Executive Principal

Date of next review: October 2022

Last consultation period: October 2015 – November 2015

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
- 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 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 the Dixons Music Primary supplementary information form (SIF) which can be 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 the deadline will be considered first.

#### Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will accordingly 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 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 March. See note 2 for how to apply.

- c) 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, prior to the local authorities CAF / CPF deadline.



- d) Up to 2 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.
- e) Children whose siblings live at the same address, who currently attend the Academy, and who will continue to do so on the date of admission (see note 4 for a definition of sibling).
- f) All other children. Places will be decided by using a computerised random number generator programme (see note 5).

If demand exceeds places at points d) or e) the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 5).

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 6).

### 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 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.

5. 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.

6. 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.

### Deferred entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can request for their child to start their schooling on a part-time basis or to defer the start, until their child reaches compulsory school age; these requests should be addressed to the Principal. In such instances children will commence schooling at the beginning of a term.

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

Where parents feel that their summer born child's needs are such that they would benefit from starting school a year later, they may request this using the Request to start school out of the chronological year group form which is available at the end of this document. Further information on off-setting is available in the School Admissions section of Bradford local authority's [website](#) and in the document '[Summer Born Children – Starting School: Advice for parents](#)'.

### Music specialist places

There are 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 in order to be considered for a place.

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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.

To apply for a music place, parents must complete the Dixons Music Primary supplementary form (SIF) and return it to the Academy by the deadline stated on the form.

All applicants for these places will be required to attend a workshop to be considered for one of these places.

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.

Children who are unsuccessful in gaining a music specialist place will still be considered for one of the remaining places, along with all other applicants.

### **Calendar for admission (primary)**

*November 2022*

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

*November 2022 – December 2022*

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

*Early January 2023*

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

*15 January 2023*

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
- request to start school out of the chronological year group form and any documentation relating to the request

*17 April 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 that year.

### **In-year admissions**

There are 60 places in each of the year groups (Reception to Year 6).

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 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 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 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)



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## 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 document [‘Summer Born Children – Starting School: Advice for parents’](#) before submitting this request.

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 the supporting documents are received by the time of the primary school application deadline (15 January).
- The child may only be offset with the agreement of the Governing Body (the admission authority) for this Academy. You 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 you 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 Governing Body. 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 offset 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 your child qualifying for a place following application of the oversubscription criteria.

### PART 1

<b>Child’s details</b>	
Forename/s:	
Surname:	
Date of birth:	

<b>Parent’s / Carer’s details</b>			
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 all 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 the 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](mailto:admissions@dixonsta.com)

post to: Admissions Officer, Dixons Music Primary, Trinity Road, Bradford, BD5 0BE