



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2020-21**

**Responsibility for review: Executive Principal**  
**Date of next review: October 2019**  
**Last consultation period: October 2015 - November 2015**  
**Determined by: Trust Board – 18 February 2019**

# 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 and disabilities, and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with all schools within the Bradford 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 all prospective 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 available.
- b) Applications for places at the Academy will be made in accordance with the local authorities coordinated admission arrangements, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities.
- d) If applying for a music specialist place, you must also complete the Dixons Music Primary supplementary form which can be obtained directly from the Academy or from Bradford Local Authority's website. There will be a strict deadline for return of the supplementary form; forms received by this deadline will be considered first.

## Oversubscription criteria

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or 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 school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

Consideration under this criteria will be decided based on the information received and parents will be informed if the application meets this criteria before the end of March. See note 2 for how to apply.

- c) Six 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 criteria, prior to the local authorities CAF deadline.
- d) Up to two 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, currently attend the Academy, and 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 (brothers or sisters) 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, a child arrangements order or special guardianship order, or a child who has been in state care outside of England and ceased to be so as a result of being adopted.

2. 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. 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 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 or 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*

Parents will be offered a full-time place in the September of the school year in which their child's fifth birthday falls. 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 school 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 beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which they applied.

#### *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 local authority's 'Request to Offset' form. Further information on this is available in the School Admissions section of the authority's website.

#### **Music specialist places**

There are six places (10% of our intake) available each year for children who demonstrate a particular aptitude for music.

To apply for one of these places, parents must complete the Supplementary Form and return it to the Academy by the deadline.

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

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**

### *September 2019*

Dixons' supplementary form available for those who wish to apply for a music specialist place.

### *November 2019*

An Open Evening will be held.

### *Mid-November 2019*

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

### *3.30pm on Friday 22<sup>nd</sup> November 2019*

Deadline for receipt of the supplementary form.

### *Early December 2019*

Specialist music workshops for all Music applicants who apply by the deadline. Parents will be advised of the date and time to attend by letter.

Where possible, parents will be informed if their child's application is being prioritised under this criteria, prior to the local authorities CAF deadline.

### *January 2020*

An Open Evening will be held.

### *15<sup>th</sup> January 2020*

Deadline for receipt of:

- local authorities' common application forms.
- Letters or e-mails and any documentation in relation to applications under exceptional need.
- Letters or e-mails in relation to applications under children of staff oversubscription criteria.

### *16<sup>th</sup> April 2020*

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**

- There are 60 places in each of the year groups.

Vacancies rarely occur in-year, but where they do, places are not offered based on the length of time names have been on the list. They 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 school 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 needs to be returned directly to the local authority. On receipt of an ICAF the

authority will send a copy of this to the Academy, and then respond to advise you 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 the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account 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 to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this 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; and
- 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 and 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 Reception. You will need to contact the Academy in January to ask for your child's details to remain on the new waiting list.

For in-year applications, the details will remain on the waiting list until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year.

When places become available they will be filled as described above.

## **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.

If you are considering an appeal, please contact the Appeals Coordinator for further information.

Tel: 01274 424350 – please ask for the Appeals Coordinator

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)