

Applying for a place at Dixons Music Primary Academy

The admission arrangements are as follows:

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 (below). 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 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.

Oversubscription criteria

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.

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) 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 criterion, 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 England¹ 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.

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.

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 one sibling gains a place, the other sibling/s will be promoted for a place. Where only one place remains, a place/s will be offered to the other sibling/s above admission number.

Deferred entry – applicable to Reception places only

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 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.

Waiting lists and appeals

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 (ICAF) 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.

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.

Before you can make an appeal, you must first have completed an ICAF and received notification from the local authority that a place has been refused.

If you are considering an appeal, there is further information available on our website:
<https://www.dixonsmp.com/admissions/appeals>

Contacts

e-mail: appeals@dixonsacademies.com telephone: 01274 089780 - option 7

