

Applying for a Reception place at Dixons Music Primary

Guidance for parents of children seeking to start Reception in September 2026

The admission arrangements are:

- There are 60 places in Reception.
- 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.
- Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.
- If applying for a music specialist place, you must also complete and submit the Dixons Music Primary [supplementary information form \(SIF\)](#) by the deadline of 3.30pm on Friday 5 December 2025. Forms received by the deadline are considered first.
- If applying for a place under any of the following criterion, you must also submit the relevant form in addition to the CAF / CPF form by 15 January 2026.
 - exceptional medical or social need criterion; [exceptional need application form](#)
 - children of staff criterion; [children of staff form](#)
 - pupil premium criterion; [pupil premium application form](#)

All forms are available online via the Admissions page of the Academy's website. Copies of these forms can also be found in the Downloads section of the same page. If you require a paper form, please contact Admissions via e-mail: admissions@dixonsta.com or by telephone: 01274 089780 – option 7.

Calendar for admission

Date	Description
Mid-August onwards	Dixons supplementary information form (SIF) available
Thursday 27 November 2025	Open event – tour starts at 3.30pm and finishes at 4.00pm.
3.30pm on Friday 5 December 2025	Deadline for SIF for Music places
Morning of Friday 12 December 2025	Workshops for Music places
Thursday 8 January 2026	Open event – tour starts at 4.15pm and finishes at 4.45pm
Thursday 15 January 2026	Deadline for receipt of: <ul style="list-style-type: none"> • local authorities' common application / preference form (CAF / CPF) • applications under exceptional need criterion • applications under children of staff criterion • applications under pupil premium criterion <p>We recommend that any requests to start school out of the chronological year group are submitted by this date, to avoid any delay with considering the requests prior to allocation of places.</p>
February 2026	Local authorities send lists to all schools containing the details of applicants who have named those schools as a preference. Schools rank these lists and return them to the local authorities for allocations to be made according to preference.
March 2026	Local authorities exchange data with each other about applications and confirm place allocations.
Thursday 16 April 2026	Local authorities write to parents with offers for all schools in their schemes.

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.

Applications to the Academy

Last year, there were 174 applications for the 60 places available. Places are allocated in order of the oversubscription criteria (as listed below).

The local authority operates an equal preference system for all schools in Bradford and schools do not see what preference number parents have listed the school.

You are advised to list more than one preference as there is no guarantee that your child will be allocated your preferred choice of school, even if they qualify highly within the oversubscription criteria. Listing the same preference 5 times does not count as 5 chances. You should also list your preferences in your genuine preferred order.

Both Dixons and the local authority recommend that you use at least one preference for a school which you could expect to get. For example, a school you live close to that admits children using distance criterion. If you do not use one of your preferences in this way and your child does not qualify for any of the schools listed (because they have more applications than places), there is a chance your child will be allocated a place at a school you have not listed, which may be further away from your home address.

Parents should check the criteria by which children are prioritised, as not all schools use the same criteria. Some schools use a distance criterion, whereas other schools use a faith criterion. Those that use a faith criterion will have a separate supplementary form that parents need to complete. Applications can only be ranked according to the published oversubscription criteria. Schools cannot consider other reasons or information provided when ranking applications.

Late applications

Late CAF / CPF applications will be administered in accordance with the relevant local authority's coordinated scheme.

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.

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, should 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, they should first discuss with the Academy what is available in school to meet the needs of the youngest children.

If parents wish to apply for off-setting at this Academy, they should use the 'Request to start school out of the chronological year group form' which is available at the end of this document or can be downloaded from the Academy website. 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.

Exceptional need applications

Parents who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criterion, will need to complete the [exceptional need application form](#) on the Admissions page of the academy's website. These applications must be submitted by 15 January 2026 to ensure they can be considered prior to the ranking of applications.

The supporting documentation should be in the form of a written recommendation from the child's paediatrician / consultant or a professional from Children's Services and must explain why that academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support.

Parents / carers will be informed if the application is or is not being prioritised by 28 February 2026. Please note that prioritisation is not a guarantee of a place.

A copy of the form can also be downloaded from the Admissions page of the Academy website. If you require a paper form, please contact the Admissions Office on 01274 089780 – option 7 or e-mail: admissions@dixonsta.com.

Children of staff

Members of staff who wish to apply for a place under the 'Children of Staff' oversubscription criterion, will need to complete the [children of staff form](#) on the Admissions page of the academy's website. These applications must be submitted by 15 January 2026 to ensure they can be considered prior to the ranking of applications.

A copy of the form can also be downloaded from the Admissions page of the Academy website. If you require a paper form, please contact the Admissions Office on 01274 089780 – option 7 or e-mail: admissions@dixonsta.com

Please note that prioritisation is not a guarantee of a place.

Priority under Early Years Pupil Premium, Pupil Premium or Service Premium

Parents / carers who wish to apply for a place under the pupil premia oversubscription criteria, will need to complete the [pupil premia application form](#) on the Admissions page of the academy's website. These applications must be submitted by 15 January 2026 to ensure they can be considered prior to the ranking of applications.

The supporting documentation required can be found in note 6 of the oversubscription criteria (listed below).

A copy of the form can also be downloaded from the Admissions page of the Academy website. If you require a paper form, please contact the Admissions Office on 01274 089780 – option 7 or e-mail: admissions@dixonsta.com

Please note that prioritisation is not a guarantee of a place.

If your child is not offered a place

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December 2026.

In January 2027 you will need to make a fresh application to join the waiting list. Where places become vacant, they will be allocated in accordance with the oversubscription criteria.

If you are dissatisfied with the admission decision, you will also have the right of appeal.



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 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.

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.



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
 - 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.



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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

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.

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

post to: Admissions Office, Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

