

Notes for completion of the supplementary form for Dixons Academies

Important Information

Parents / carers who wish to apply for a place for their child at Dixons City or Dixons Kings academies need to complete and submit this form by **3.30pm on Monday 25 September 2023** to enter their child for the assessment.

Those who wish to apply for a place at Dixons Allerton, Dixons Cottingley, Dixons McMillan, or Dixons Trinity academies do not need to complete this form because those academies do not allocate places using fair banding and children do not need to sit an assessment.

Before submitting this form, please take time to read the [Admissions Guidance](#) document (provided with this form), as this explains the admissions process and the oversubscription criteria for each of the academies.

Parent / carers who wish to apply for a place at any of the Dixons Academies under the 'Exceptional medical or social need' or 'Children of staff' oversubscription criteria, should follow the instructions in the Admissions Guidance document.

Please submit only one form (either online or as an e-mail / paper copy). To avoid errors occurring, please do not submit a second form. If you cannot remember if you submitted a form, or if you wish to amend the form, please e-mail: admissions@dixonsca.com or telephone: 01274 089780 – option 7

The easiest way to complete the form is to complete it online at: apply.dixonsacademies.com

If you wish to return the form in any other way, please note the following:

1. Before submitting the form, please:
 - check that you have signed and dated the form on page 3.
 - allow sufficient time for the form to reach us by the deadline of 3.30pm on Monday 25 September 2023. Forms received by the deadline will be considered before those received after the deadline.

2. To return this form you can:
 - Send this form as a Word or PDF attachment by e-mail to: admissions@dixonsca.com
 - Return it in person by either:
 - Bringing it to the open evenings at the academies: Dixons City Academy, Thursday 14 September 4.15pm – 7.00pm
Dixons Kings Academy, Wednesday 20 September 4.15pm – 7.00pm
 - Contacting the Admissions & Appeals office to arrange a time: 01274 089780 – option 7
 - Post* the form to:

Admissions, Lewis Building
c/o Dixons City Academy
Ripley Street
Bradford
BD5 7RR

* If you are posting the form, this should be sent to the address given above and we strongly recommend using the 'Signed For' service at the Post Office to ensure delivery, as we cannot be held responsible for forms that are lost or delayed.

Every year parents / carers post forms using the standard service and some of them go missing in the post. This means that those parents miss the deadline for applying. By using the 'Signed For' service, you can check if your form has been received by entering the reference or tracking number at the webpage:

<https://www.royalmail.com/track-your-item>



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SUPPLEMENTARY INFORMATION FORM

DEADLINE: 3.30pm on Monday 25 September 2023

Please complete the form in CAPITAL LETTERS

Child's details

First name:	
Surname:	
Date of birth; please enter as DD/MM/YYYY e.g., 30/01/2013	
Home address:	
Postcode:	

If your child is a twin, a triplet, or has a (sibling) brother or sister in the same year group, please write their full name & date of birth below:
<i>Note: You will also need to make a separate application for each twin, triplet, or sibling.</i>

Dixons Academies

You only need to complete this form once because the same assessment is used for both of these academies. You will need to list each academy separately on the Common Application / Preference Form (CAF / CPF) provided by your local authority. The CAF / CPF can be found via your local authority's (council's) website in September.

Please indicate below which of these academies you wish to apply for; if both, please tick (/) both boxes:

Dixons City	<input type="checkbox"/>
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Dixons Kings	<input type="checkbox"/>
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Exceptional social or medical need

Parents / carers who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criterion, will need to submit a separate e-mail or letter to the Dixons Admissions office before **31 October 2023**. Details of what to include in that e-mail / letter can be found in the Admissions Guidance document (provided with this form).

Children of Dixons staff

Members of staff who wish to apply for a place under the 'Children of staff' oversubscription criterion, need to submit a separate e-mail or letter to the Dixons Admissions office before **31 October 2023**. Details of what to include in that e-mail / letter can be found in the Admissions Guidance document (provided with this form).

Continued overleaf



Siblings

The local authority administers our admissions as local authorities do for all schools nationally. However, to ensure no mistakes are made with siblings, please indicate if your child has a brother or sister who currently attends the academy you are applying for and who will still be attending the academy on the date of admission.

Full name of sibling	Date of birth of sibling	School attending (Dixons City or Dixons Kings only)

Please note that having a brother/sister in the academy does **not** guarantee a place will be offered. Please read the oversubscription criteria in the Admissions Guidance document (provided with this form) carefully as this explains which children count under the sibling rule.

Assessment

For all applications received by the deadline, children will be invited to attend for a non-verbal reasoning assessment on **Saturday 14 October 2023**. If your child is unable to attend on this date, please write this date in the space below.

For children unable to attend, an additional date will be offered. This will either be during the school holidays (Monday to Friday only), or after school. If your child is not available on Saturday 14 October 2023, please write in the space below the dates between 23/10/2023 and 10/11/2023 when your child will not be available. If this is not applicable to your child, please leave the box blank.

<i>Dates unavailable:</i>

Please tick (/) **one** of the boxes below to indicate your preferred assessment location, and we will try to accommodate your request. If capacity runs out at one of the locations, some children may be allocated an assessment space at the other academy site.

Dixons City	<input type="checkbox"/>
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Dixons Kings	<input type="checkbox"/>
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Support during the assessment

If your child has educational needs and may require support during the assessment, please write in the space below the type of support needed. If you are unsure whether this applies to your child, please ask the teacher at your child's primary school.

If this is not applicable to your child, please leave the box blank.

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Continued overleaf

Additionally, for safety purposes, please advise us of any medical conditions (e.g., asthma, epilepsy) that could occur during the assessment.

If this is not applicable to your child, please leave the box blank.

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Parent's / Carer's contact details

If an e-mail address is provided, an acknowledgement of this application will be sent to that address. If there are any queries regarding the application, we will use this e-mail address to contact you.

Parent / Carer 1

Salutation	Mr / Mrs / Miss / Ms (please delete as necessary). If other, please state:
First name:	
Surname:	
Relationship to child e.g., father, mother, carer	
Daytime contact number:	
E-mail address:	

Parent / Carer 2 (optional)

Salutation	Mr / Mrs / Miss / Ms (please delete as necessary). If other, please state:
First name:	
Surname:	
Relationship to child e.g., father, mother, carer	
Daytime contact number:	
E-mail address:	

Please sign and date below

I have read and understood the Admissions Guidance document (provided with this form) for the school/s I am applying for, and the information given on this form. I understand that failure to disclose any information, or provision of false information, may result in a place being withdrawn should it be offered.

Please sign and date in the boxes below:

Parent's / carer's name / signature:		Date:	
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Performing Arts (Optional)

Performing Arts places – applications for Dixons City Academy only

Eighteen of the places at Dixons City Academy can be allocated to children who show a potential for performing arts (drama or music).

Applicants for these places are required to complete this additional assessment on either **Thursday 19 or Friday 20 October 2023**.

The assessment will comprise of two workshops (*one in drama and one in music) and an optional audition in *either* drama or music. Attendance will be for half a day and the date and time to arrive will be advised to you by e-mail / letter in late September.

Children will be given a score based on their performance in each element of the workshops and audition (if opted for). Children will be ranked in the order of their total combined scores, with those children who score the highest being ranked from 1 to 18. A reserve list of up to 8 children (who meet the required standard) will then operate should any of those ranked in the top 18 not require a place.

Successful applicants will be offered a performing arts place either for exceptional aptitude in one area or for showing strong aptitude across both areas.

If your child is interested in drama and / or music and would like to apply for a performing arts place, please complete the sections below. If they do not wish to apply for a performing arts place, please turn over to the next page.

My child is interested in music and / or drama and wishes to apply for a performing arts place. Please tick (/).	<input type="checkbox"/>
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Please indicate their preferred option by ticking (/) **one** of the boxes below.

Drama audition	<input type="checkbox"/>
Music audition	<input type="checkbox"/>
Workshops* only	<input type="checkbox"/>

Continued overleaf

Monitoring Form

This optional form is for the monitoring of applications only and is not used for the purpose of selection.

Child's gender – please tick (/)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Child's ethnic background. Please tick the box that best describes your child's ethnic background. Please tick (/) one box only.

Asian or Asian British

Bangladeshi	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>

Black or Black British

Black African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>		

Chinese	<input type="checkbox"/>
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Mixed / dual background

White and Asian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>

White background

White British	<input type="checkbox"/>	White British Gypsy / Roma	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Any other white background	<input type="checkbox"/>

Traveller of Irish heritage	<input type="checkbox"/>
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Any other ethnic group	<input type="checkbox"/>
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Current school:

Name of primary school:	
Area or postcode:	

Continued overleaf



If you are posting this form, please use the Post Office 'Signed for' service and send it to:

Admissions & Appeals, Lewis Building, c/o Dixons City Academy, Ripley Street, Bradford, BD5 7RR

If you wish to e-mail the form, please send it as a Word document or PDF to: admissions@dixonsca.com

If you wish to return the form in person, please either:

- Bring it to the open evening at the academy: Dixons City Academy, Thursday 14 September 4.15pm – 7.00pm
Dixons Kings Academy, Wednesday 20 September 4.15pm – 7.00pm
- Contact the Admissions & Appeals office to arrange a time on 01274 089780 – option 7

Applying for a place at the Dixons Academies

Guidance for parents / carers of Year 6 children seeking to start Year 7 in September 2024

The admission arrangements for this year are:

- Applications for places at the Academies will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Secondary Schools". Where an academy receives more applications than places available, the oversubscription criteria for admission will apply.
- Dixons City and Dixons Kings academies use fair-banded assessments as part of their admissions process. Consequently, a Dixons Supplementary Information Form (SIF) has to be completed in order for a child to be entered for the assessment. There is a strict deadline of **3.30pm on Monday 25 September 2023** for submission of a completed SIF. SIFs received by the deadline will be considered before those received after the deadline.
- For Dixons Allerton, Dixons Cottingley, Dixons McMillan, and Dixons Trinity Academies, a supplementary form is not required because these academies do not allocate places using fair-banding and children do not need to sit an assessment.
- Parents who wish to apply for any of the Dixons Academies need to list the academies as preferences on their local authority's Common Application / Preference Form (CAF / CPF), which needs to be submitted by 31 October 2023.

Dixons Supplementary Form (SIF) – required for Dixons City and Dixons Kings academies only

The form is available as follows:

- Online at: apply.dixonsacademies.com
- To download from the Admissions page of the following websites:
 - Dixons City Academy <https://www.dixonsca.com/admissions/admission-policy>
 - Dixons Kings Academy <https://www.dixonska.com/admissions/admission-policy>
- As a paper form by post. Please contact Admissions via e-mail: admissions@dixonsca.com or by telephone: 01274 089780 – option 7.

Calendar for admission

Date	Description
Mid-July 2023	Dixons SIF is available
September / October 2023	Open events are held. Dates for each of the Dixons' academies can be found overleaf.
3.30pm on Monday 25 September 2023	Deadline for submission of the completed SIF (for Dixons City and Dixons Kings only).
Saturday 14 October 2023	Non-verbal reasoning assessment for all children whose SIFs were received by the deadline.
Thursday 19 & Friday 20 October	Performing arts assessments for children applying for a performing arts place at Dixons City Academy.
Tuesday 31 October 2023	Deadline for receipt of: <ul style="list-style-type: none"> ➤ local authorities' common application / preference form (CAF / CPF) ➤ 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 criterion
Early December 2023	Local authorities send lists to all schools containing the details of <u>all</u> applications who have named that school as a preference.



Late December 2023	Schools rank these lists in the order of the oversubscription criteria and return the lists to the local authorities for allocations to be made according to preference.
January / February 2024	Local authorities exchange data with each other about applications and confirm place allocations.
Wednesday 1 March 2024	Local authorities inform parents / carers of the school allocated to their child.

Open Events

Open events are planned to take place as follows:

Date	Academy	Opening and closing times	Additional information
Wednesday 13 September	Dixons Cottingley	4.15pm - 7.00pm	Presentations at 4.30pm, 5.30pm and 6.00pm.
Thursday 14 September	Dixons City	4.15pm - 7.00pm	Presentations at 4.30pm, 5.15pm and 6.00pm.
Tuesday 19 September	Dixons Allerton	4.00pm - 6.00pm	Presentations at 4.15pm and 5.15pm.
Wednesday 20 September	Dixons Kings	4.15pm - 7.00pm	Presentations at 4.45pm, 5.15pm, 5.45pm and 6.15pm.
Thursday 28 September	Dixons McMillan	4.00pm - 7.00pm	Presentations at 4.15pm, 5.15pm, and 6.15pm.
Thursday 5 October	Dixons Trinity	4.30pm - 7.00pm	Please arrive at either 4.30pm or 6.00pm.

Admitting students of all abilities (Dixons City and Dixons Kings academies only)

Our intakes are representative of the full ability range and exactly match the ability profile of the children applying to each academy.

To achieve this, all applicants who apply by the deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or “stanines”, from band 1 at the bottom up to band 9 at the top. We will admit the required number from each band based on the spread of ability of those who attend the assessment. For example, if 20% of those applying score in band 5, then 20% of the total places has to be from this band.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range.

Applications to the academies

Every year, there are many more applications than we have places for. For places in September 2023 this was:

Academy	Number who completed the SIF & sat the assessment	Number who listed the Academy as a preference	Number of places	Number remaining on the stanine list on 1 March
Dixons City	985	1435	180	719
Dixons Kings	810	1133	160	514

Academy	Number who listed the academy as a preference	Number of places	Number remaining on the preference list on 1 March
Dixons Allerton	756	245	276
Dixons Cottingley	338	180	0
Dixons McMillan	1136	134	969
Dixons Trinity	1369	134	1152



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.

The best advice to parents is to put their favourite school first: if their child does not get a place, this will not damage their chances of getting into the other schools on their list. List your schools on your local authority's common application / preference form (CAF / CPF) in your *genuine* order of preference.

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 far 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 fair banding assessments or faith criteria. Those that use fair banding assessments or faith criteria 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.

Oversubscription criteria

There are specific oversubscription criteria for each Dixons academy which can be found overleaf. Please take time to read these as they explain which order the criteria will be applied to rank the applications.

Exceptional need applications

Parents who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criterion, will need to submit a separate e-mail or letter complete with any supporting documentation to the Dixons Admissions Office before 31 October 2023.

The e-mail / letter should state which academy the application is for. 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 particular 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.

E-mails should be sent to: admissions@dixonsta.com

Letters should be sent to: Chair of the Governing Body, c/o Admissions Team, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

Parents/carers will be informed if the application is or is not being prioritised by 31 December 2023. Please note that prioritisation is not a guarantee of a place.

Children of staff

Members of staff who wish to apply for a place under the 'Children of Staff' oversubscription criterion, will need to submit a separate e-mail or letter to the Dixons Admissions office before 31 October 2023.

The e-mail or letter should include the following information:

- The academy being applied for
- The member of staff's name, post and length of service or their recruitment to a hard-to-fill post (please state the post)
- The name and date of birth of their child

E-mails should be sent to: admissions@dixonsta.com

Letters should be sent to: Chair of the Governing Body, c/o Admissions Team, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

If your child is not offered a place

If your child is not offered a place at the academy / ies you have applied for, your child's details will automatically remain on the waiting list until the end of December 2024.

In January 2025 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.

Please turn over



Dixons Allerton Academy

The Academy has places for 245 children in Year 7. Because the Academy is an all-through Academy, 60 of these places are automatically available to children already attending the Academy in Year 6. Consequently, the published admission number for the Academy is 185.

The Academy will accordingly admit up to 185 children if sufficient applications are received. All applicants will be admitted if 185 or fewer apply. If any of the Year 6 children do not require a place, those places will be allocated to other children applying.

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 December. See note 2 for how to apply.

- c) Up to 4 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.

If demand exceeds places at this point, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

- d) 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 5 for a definition of sibling).
- e) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank Academy in Year 6 (see note 6).
- f) Admission of children based on proximity to the Academy using straight line measurement from the Academy to the home address (see note 7).

If demand exceeds places at points d) or e), 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 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.

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 England¹ 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. 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.

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.



6. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.
7. Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. 'Home address' refers to the child's permanent home 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.

Furthest distances under criterion f)

Each year the last child admitted under criterion f), proximity to the Academy, can vary as this is dependent upon factors such as the number of children applying that year, the number who qualify under the higher criteria (a to e), and the number of children who list the Academy as their 1st preference. As a guide for parents who are considering applying to the Academy, the furthest distance in previous years has been as follows:

Year	Furthest distance
2023	1.162 miles
2022	1.219 miles
2021	0.879 miles

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: admissions@dixonsaa.com

Telephone: 01274 089890 – option 2

Please turn over

Dixons City Academy

The Academy has an agreed admissions number of 180 children for entry in Year 7. The Academy will accordingly admit up to 180 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 180 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 sit the assessment and 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 December. See note 2 for how to apply.

- c) Eighteen places will be awarded to children who show a particular aptitude for Performing Arts.
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 3 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) Children who are currently on roll at Dixons Music Primary in Year 6 (see note 5).
- g) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 5).
- h) All other children. Places will be decided by using a computerised random number generator programme (see note 6).
- i) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above (see note 6).

If demand exceeds places at points d), e), f), g) and i) the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

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 special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England² 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. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.

5. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.

² 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.



6. All applications directly to the Academy 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 applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.

Late applications on the supplementary form and preferences made on the CAF form only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

Admitting children of all abilities

Our intake is representative of the full ability range and exactly matches the ability profile of the children applying.

To achieve this, all applicants by the SIF deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or “stanines”, from Band 1 at the bottom up to Band 9 at the top. We will admit the required number from each band based on the spread of ability of those who attend the assessment.

The assessment is externally set by a well-respected educational assessment agency and the papers are collected by the agency to be marked. The Academy is then provided with a list of each child’s assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into nine bands, and we are instructed how many children to take from each band e.g., if 20% of those applying are identified in band 5, then 20% of our intake has to be from this band. This ensures that the 180 places we offer reflect the ability range of the applicants.

The likelihood of being offered a place at the Academy is the same in every band.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range.

Performing Arts places

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

To apply for one of these places, parents must complete the SIF, including the Performing Arts page, and return it to the Academy by the deadline stated on the form.

All applicants for these places will be required to attend workshops and, if they opt to apply for a chosen specialism, an audition, to be considered for one of these places.

Children will be given a score based on their performance in each element of the workshops and / or audition. Children will be ranked in the order of their total combined scores, with those children who score the highest being ranked from 1 to 18. A reserve list of up to 8 children (who meet the required standard) will then operate should any of those ranked in the top 18 not require a place.

Children who are not offered a performing arts place will still be considered for one of the remaining places, along with all other applicants.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Office via:

E-mail: admissions@dixonsca.com

Telephone: 01274 089780 – option 7

Dixons Cottingley Academy

The Academy has an agreed admissions number of 180 children for entry in Year 7. The Academy will accordingly admit up to 180 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 180 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 December. See note 2 for how to apply.

- c) Up to 3 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.

If demand exceeds places at this point, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

- d) Children whose home address (see note 5) is within the Academy's priority admission area (see Appendix 1) who have a sibling who lives at the same address, who currently attends the Academy, and who will continue to do so on the date of admission (see note 6 for a definition of sibling).
- e) Other children whose home address (see note 5) is within the Academy's priority admission area (see Appendix 1).
- f) Children whose home address (see note 5) is outside the Academy's priority admission area (see Appendix 1) who have a sibling who lives at the same address, who currently attends the Academy, and who will continue to do so on the date of admission (see note 6 for a definition of sibling).
- g) Up to 24 children who are currently on roll at either Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 7).
- h) Other children whose home address (see note 5) is outside the Academy's priority admission area (see Appendix 1).

If demand exceeds places at points d), e), f), g) or h), places will be decided based upon the distance (proximity) of the home address (see note 5) 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 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 8).

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 special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England³ 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. The 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 of the list to the biggest number at the bottom.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

³ 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.



5. Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. 'Home address' refers to the child's permanent home 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.
6. 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.
7. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: info@dixonsco.com

Telephone: 01274 567281

Dixons Kings Academy

The Academy has an agreed admissions number of 160 children for entry in Year 7. The Academy will accordingly admit up to 160 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 160 or fewer apply.

55% of places from the whole cohort will be offered to an inner catchment area, which will include all addresses in post code zone BD7.

The remaining 45% of places will be offered to an outer catchment area, which will include all addresses in the post code zones BD1-6, 8, 9, 11, 12, 13, 14, 15 and 18.

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 sit the assessment and 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 December. See note 2 for how to apply.

- c) Up to 3 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.
- d) 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).
- e) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 5).
- f) All other children. Places will be decided by using a computerised random number generator programme (see note 6).
- g) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above (see note 6).

If demand exceeds places at points c), d), e), and g), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

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 special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England⁴ 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. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.

5. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.

⁴ 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.



6. All applications directly to the Academy 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 applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.

Late applications on the supplementary form and preferences made on the CAF only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

Admitting children of all abilities

Our intake is representative of the full ability range and exactly matches the ability profile of the children applying.

To achieve this, all applicants by the SIF deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or “stanines”, from Band 1 at the bottom up to Band 9 at the top. We will admit the required number from each band based on the spread of ability of those who attend the assessment.

The assessment is externally set by a well-respected educational assessment agency and the papers are collected by the agency to be marked. The Academy is then provided with a list of each child’s assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into nine bands, and we are instructed how many children to take from each band e.g. if 20% of those applying are identified in band 5, then 20% of our intake has to be from this band. This ensures that the 160 places we offer reflect the ability range of the applicants.

The likelihood of being offered a place at the Academy is the same in every band.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: admissions@dixonska.com

Telephone: 01274 449706 – option 2



Dixons McMillan

The Academy has an agreed admissions number of 134 children for entry in Year 7. The Academy will accordingly admit up to 134 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 134 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 December. See note 2 for how to apply.

- c) Up to 3 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.

If demand exceeds places at this point, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

- d) Children whose siblings live at the same address, currently attend the Academy, and will still be attending on the date of admission. See note 5 for a definition of sibling.
- e) Children who are currently on roll at Dixons Music Primary in Year 6 (see note 6).
- f) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 6).
- g) All other children based on proximity of the home address to the Academy (see note 7).

If demand exceeds places at points d), 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 special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England⁵ 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 recommendation 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. The 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 of the list 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.

⁵ 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.



6. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.
7. Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. 'Home address' refers to the child's permanent home 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.

Change to admissions from September 2024

The Academy previously admitted children using fair banding assessments and random allocation. Following a consultation on a change to its admissions arrangements, the Academy will be using distance as part of its oversubscription criteria for admissions from September 2024.

Because there has been no previous use of distance criterion at this Academy, it is not possible to provide a list of the furthest distances that children were admitted from.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Office via:

E-mail: admissions@dixonsma.com

Telephone: 01274 089780 – option 7

Dixons Trinity Academy

The Academy has an agreed admissions number of 134 children for entry in Year 7. The Academy will accordingly admit up to 134 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 134 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 December. See note 2 for how to apply.
- c) Up to 3 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.
- d) 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.
- e) Children who are currently on roll at Dixons Music Primary (see note 5).
- f) All other children based on proximity (distance) of the home address to the Academy (see note 6).

Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

If demand exceeds places at points c), 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 7).

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 special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England⁶ 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. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed, and we cannot always guarantee to offer a place to every applicant.

6. Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. 'Home address' refers to the child's permanent home 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.

7. The 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 of the list to the biggest number at the bottom.

⁶ 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.



The randomisation process will be supervised by an independent clerk of the independent appeals panel.

Furthest distances under criterion f)

Each year the last child admitted under criterion f), proximity to the Academy, can vary as this is dependent upon factors such as the number of children applying that year, the number who qualify under the higher criteria (a to e), and the number of children who list the Academy as their 1st preference. As a guide for parents who are considering applying to the Academy, the last distance in previous years has been as follows:

Year	Furthest distance
2023	0.396 miles
2022	0.39 miles
2021	0.398 miles

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Office via:

E-mail: admissions@dixonsta.com

Telephone: 01274 089780 – option 7