

## Applying for a place at Dixons City Academy

### The admission arrangements for years 7 to 11 are as follows:

- There are 180 places in each of years 7 & 8.
- There are 165 places in each of years 9, 10, & 11.

Vacancies rarely occur, 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. Wherever possible, places are also filled on a like-for-like basis (as determined by the non-verbal reasoning assessment) based upon the ability band of the child who is leaving.

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 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 school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.  
  
Consideration under this criterion 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 criteria, prior to the local authorities CAF deadline.
- d) Up to three 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 (see note 5).
- g) All other children. Places will be decided by using a computerised random number generator programme (see note 6).
- h) 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) and f), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

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 7).

#### Notes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangements order or special guardianship order, or a child who has been in state care outside of England<sup>1</sup> and ceased to be so as a result of being adopted.

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<sup>1</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.



2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

3. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, stating the name, post, and length of service of the member of staff and the child's name and date of birth.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

4. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.

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. 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.

7. Where twins and 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 within the ability band/s for a place. Where only one place remains, a place/s will be offered to the other sibling/s above admission number.

## Admitting children of all abilities

Our intake is representative of the full ability range.

To achieve this, when vacancies occur, applicants are invited to take a non-verbal reasoning assessment to divide them into 9 bands or "stanines", from Band 1 at the bottom up to Band 9 at the top. We then match the person leaving with someone from the waiting list who is in the same ability band.

## 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 the [Appeals](#) page of our website.

## Contacts

e-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)      telephone:      01274 089780 – Option 7

