

# Applying for a place at the Dixons Academies



## ***Guidance for parents/carers of Year 6 children seeking to start Year 7 at Dixons Academies in September 2020***

---

### ***The admission arrangements for the 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, Kings and McMillan Academies use fair-banded assessments as part of their admissions process. Consequently, a Dixons Supplementary 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 23<sup>rd</sup> September 2019** for submission of a completed Supplementary Form.
- For Dixons Allerton, Cottingley and Trinity Academies, a supplementary form is not required because these academies do not admit by fair-banding.
- 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, which needs to be submitted by 31<sup>st</sup> October 2019.

### ***Dixons Supplementary Form***

The form is available as follows:

- Online at: <http://admissions.dixonsacademies.com>
- To download from the Admissions area on the following websites:

Dixons City Academy	<a href="http://www.dixonsca.com">www.dixonsca.com</a>
Dixons Kings Academy	<a href="http://www.dixonska.com">www.dixonska.com</a>
Dixons McMillan Academy	<a href="http://www.dixonsma.com">www.dixonsma.com</a>
- As a paper form from the Reception desks at the above academies.

### ***Calendar for admission***

#### ***Friday 19th July 2019 onwards***

Dixons' supplementary form available.

#### ***September/October 2019***

Open events to be held. Dates for each of the Academies can be found overleaf.

#### ***3.30pm on Monday 23<sup>rd</sup> September 2019***

Deadline for submission of the completed supplementary form (required for City, Kings and McMillan academies only).

#### ***Wednesday 9<sup>th</sup> & Thursday 10<sup>th</sup> October 2019***

Dates for performing arts assessments for children who apply for a Performing Arts place at Dixons City. The date and time to attend will be advised to parents by letter by Friday 27<sup>th</sup> September 2019.

#### ***Saturday 12<sup>th</sup> October 2019***

Non-verbal reasoning assessment for all children whose supplementary forms (SIFs) were received by the deadline. The time to attend for assessment will be advised to parents by letter during w/c 30<sup>th</sup> September 2019.

#### ***Thursday 31st October 2019***

Deadline for submission of the local authorities' Common Application Form (CAF).

Deadline for receipt of any documentation in relation to applications under the oversubscription criteria for exceptional social or medical need, or children of staff.

*Continued overleaf*

## December 2019

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.

## Monday 2<sup>nd</sup> March 2020

Local authorities inform parents/carers of the school allocated for their child.

### **Open Evenings**

#### Dixons City Academy

Tuesday 10<sup>th</sup> September. Please arrive between 4.15pm and 6.00pm. Presentations will take place at 4.30pm, 5.15pm and 6.00pm; each will be followed by a tour of the Academy.

#### Dixons Kings Academy

Wednesday 11<sup>th</sup> September. Please arrive between 4.15pm and 6.00pm. Presentations will take place at 4.30pm, 5.30pm and 6.00pm; each will be followed by a tour of the Academy.

#### Dixons McMillan Academy

Thursday 12<sup>th</sup> September at 5.30pm and 7.00pm. Parents should arrive promptly at either time. Each session will start with a presentation, followed by a tour of the Academy.

#### Dixons Allerton Academy

Tuesday 17<sup>th</sup> September, 5.00pm to 6.00pm and 6.00pm to 7.00pm. Presentations will take place at 5.15pm and 6.15pm; both will be followed by a tour of the Academy.

#### Dixons Cottingley Academy

Wednesday 18<sup>th</sup> September at 5.30pm and 7.00pm. Parents should arrive promptly at either time. Each session will start with a presentation, followed by a tour of the Academy.

#### Dixons Trinity Academy

Wednesday 2<sup>nd</sup> October. Presentations will take place at 5.30pm and 7.00pm; parents should arrive promptly at either time.

### **Admitting students of all abilities (City, Kings and McMillan 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 applying. 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, therefore, not a traditional entrance exam which students either pass or fail. It is done to ensure that we take a fair number of students 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 2019 this was:

<u>Academy</u>	<u>Number of places</u>	<u>Number who completed SIF (where applicable)</u>	<u>Number who named the Academy as a preference</u>
Allerton	245	436	780
City	165	1165	1575
Cottingley	180	n/a	253
Kings	160	993	1257
McMillan	112	1079	1291
Trinity	112	n/a	1527

*Continued overleaf*

The local authority operates an equal preference system for all schools in Bradford. 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 Form 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 reasonably expect to get. For example, a school you live in the catchment area for. 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.

### ***Oversubscription criteria***

There are specific oversubscription criteria for each Academy which can be found in the pages overleaf. Please take time to read these as they explain the different criteria applicable at each Academy.

### ***Exceptional need applications***

Parents who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criteria, will need to submit a separate e-mail or letter to the Dixons Admissions Office before **31<sup>st</sup> October 2019**.

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 McMillan Academy, Trinity Road, Bradford, BD5 0JD

Parents/carers will be informed if the application can or cannot be prioritised by 31<sup>st</sup> December 2019. 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 criteria, will need to submit a separate e-mail or letter to the Dixons Admissions office before **31<sup>st</sup> October 2019**.

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

- Their name, post and length of service or 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 McMillan Academy, Trinity Road, Bradford, BD5 0JD

### ***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 2020.

In January 2021 you can ask for your child to be placed onto a new 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.

*Continued overleaf*

## ***Dixons Allerton Academy***

The Academy will admit up to 245 children in the relevant age group each year if sufficient applications are received. Because the Academy is an all-through Academy, 60 of these places are automatically available to children already attending the Academy in Year 6. Once those Year 6 children who require them are allocated a place, any remaining places will be allocated to other children applying. All applicants will be admitted if 245 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health & 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 overleaf:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.
- b) Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.  
Consideration under this criteria will be decided based on the information received and parents will be informed if the application meets this criteria before the end of December. See note 2 for how to apply.
- c) Up to four 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 continue to do so on the date of admission (see note 5 for a definition of sibling). If demand exceeds places at this point, places will be decided based upon proximity to the Academy as detailed at point e).
- e) Admission of children on the basis of proximity to the Academy using straight line measurement taken from the Ordnance Survey reference point for the home address (see note 6) to the main entrance of the school. Where the offer of places to applicants with equi-distant 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).

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 and ceased to be so as a result of being adopted.

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

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

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

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

4. 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.

*Continued overleaf*

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. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
7. Where twins and 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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer at the Open Evening on Tuesday 17<sup>th</sup> September or via:

E-mail: [admissions@dixonsaa.com](mailto:admissions@dixonsaa.com)

Telephone: 01274 770230

*Continued overleaf*

## **Dixons City Academy**

The Academy will admit up to 180 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who 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 criteria will be decided based on the information received and parents will be informed if the application meets this criteria 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 at the time of application are within Years 7 to 10 at the Academy and who live at the same address (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.

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 and ceased to be so as a result of being adopted.

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

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

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

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

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

*Continued overleaf*

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.

#### *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 Supplementary Form, including the Performing Arts page, and return it to the Academy by the deadline.

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

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 Team at the Open Evening on Tuesday 10<sup>th</sup> September or via:

E-mail: [admissions@dixonsca.com](mailto:admissions@dixonsca.com)

Telephone: 01274 776777

*Continued overleaf*

## ***Dixons Cottingley Academy***

The Academy will admit up to 180 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health & Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked after. See note 1 for a definition of these terms.
- b) Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

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

- c) 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. 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 in the Academy's priority admission area (see appendix 1) who have a sibling attending from the same address, who is in Years 7 to 10 at the Academy at the time of application. (See note 6 for a definition of sibling).
- e) Other children whose home address (see note 5) is in the school's priority admission area (see appendix 1).
- f) Children whose home address (see note 5) is outside the Academy's priority admission area who have a sibling attending from the same address, who is in Years 7 to 10 at the Academy at the time of application (see note 6 for a definition of sibling).
- g) Other children whose home address (see note 5) is outside the Academy's priority admission area.

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).

If demand exceeds places at points d), e), f) or g), places will be decided based upon the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building; those living nearest being given the available place. Where the offer of places to applicants with equi-distant 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).

### ***Notes***

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

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

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

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

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

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

*Continued overleaf*

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. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
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. 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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer at the Open Evening on Wednesday 18<sup>th</sup> September or via:

E-mail: [info@dixonsco.com](mailto:info@dixonsco.com)

Telephone: 01274 567281

*Continued overleaf*

## ***Dixons Kings Academy***

The Academy will admit up to 160 children in the relevant age group each year if sufficient applications are received. All applicants 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 a Statement of Special Educational Needs or an Education, Health & 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 criteria will be decided based on the information received and parents will be informed if the application meets this criteria before the end of December. See note 2 for how to apply.

- c) 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.
- d) Children whose siblings at the time of application are within Years 7 to 10 at the Academy and who live at the same address (see note 4 for a definition of sibling).
- e) All other children. Places will be decided by using a computerised random number generator programme (see note 5).
- f) 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.

If demand exceeds places at points c) and d), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 5).

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 6).

### ***Notes***

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

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

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

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

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

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

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

*Continued overleaf*

5. 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.

6. 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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer at the Open Evening on Wednesday 11<sup>th</sup> September or via:

E-mail: [admissions@dixonska.com](mailto:admissions@dixonska.com)

Telephone: 01274 449706

*Continued overleaf*

## ***Dixons McMillan Academy***

The Academy will admit up to 134 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 134 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who 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 criteria will be decided based on the information received and parents will be informed if the application meets this criteria before the end of December. See note 2 for how to apply.

- c) 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.
- d) Children whose siblings at the time of application will be within Years 7 to 10 at the Academy and who live at the same address (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. 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.

If demand exceeds places at points c), d) and e), 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 and ceased to be so as a result of being adopted.

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

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

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

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

4. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house. 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.

*Continued overleaf*

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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Team at the Open Evening on Thursday 12<sup>th</sup> September or via:

E-mail: [admissions@dixonsma.com](mailto:admissions@dixonsma.com)

Telephone: 01274 424350

*Continued overleaf*

## ***Dixons Trinity Academy***

The Academy will admit up to 134 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 134 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.
- b) Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

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

- c) 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.
- d) Children whose siblings at the time of application will be within Years 7 to 10 at the Academy and who live at the same address (see note 4 for a definition of sibling).
- e) Children who are currently on roll at Dixons Music Primary (see note 5).
- f) Children on the basis of proximity to the Academy using straight line measurement taken from the Ordnance Survey reference point for the home address (see note 6) to the main entrance of the school. Where the offer of places to applicants with equi-distant 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 7).

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 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 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, a child arrangements order or special guardianship order, or a child who has been in state care outside of England and ceased to be so as a result of being adopted.

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

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

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

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

4. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house.

5. 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. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.

*Continued overleaf*

7. 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.

8. Where twins and 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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Team at the Open Evening on Wednesday 2<sup>nd</sup> October or via:

E-mail: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)

Telephone: 01274 424350

END