

## Exceptional need and children of staff criteria application guidance

### Exceptional social and medical need

#### *Criterion*

b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent professional from Children's Services. The recommendation must explain why the Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.

#### *How to apply*

Exceptional need applications must be made on the exceptional need application form.

The form is available as an [online form](#), can be downloaded from the Admissions page of the academy's website, or requested via the contact details below.

The form should be accompanied by the recommendation stated in the criterion (above). The recommendation must be:

- Written by a person who is independent i.e. not a relative or friend.
- Explain why the child's needs can *only* be met by the Academy that is being applied for.
- Explain why *no other school* can provide the appropriate support for the child.

If families have any other documents to support their application, they should submit these in addition to the recommendation.

This application is required in addition to the submission of a completed local authority application form. If the application is for a year 7 place at Dixons City or Dixons Kings academies, a [supplementary form](#) will also be required (deadline 3.30pm on 30 September 2025).

For applications at the point of entry (Reception and Year 7), the exceptional need application should be submitted by:

- Year 7 - 31 October 2025
- Reception – 15 January 2026

For applications in-year, it should be submitted at the same time the in-year application is made.

### Children of staff

#### *Criterion*

Children of staff employed at the Academy, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage.

The number of children prioritised under this criterion varies; please refer to the Admissions & Appeals policy for the Academy for the specific number.

A skill shortage for teachers is a subject / area with a recognised national shortage, and for associate staff a post which has been unstaffed over a prolonged period resulting in multiple advertisements.

#### *How to apply*

Children of staff applications must be made on the children of staff application form.

The form is available as an [online form](#), can be downloaded from the Admissions page of the academy's website, or requested via the contact details below.

This application is required in addition to the submission of a completed local authority application form. If the application is for a year 7 place at Dixons City or Dixons Kings academies, a [supplementary form](#) will also be required (deadline 3.30pm on 30 September 2025).

For applications at the point of entry (Reception and Year 7), the children of staff application should be submitted by:

- Year 7 – 31 October 2025
- Reception – 15 January 2026

For applications in-year, it should be submitted at the same time the in-year application is made.

#### Contact details

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

Telephone: 01274 089780 – option 7