

Applying for a Reception place at Dixons Allerton Academy



Guidance for parents of children seeking to start Reception in September 2021

The admission arrangements are:

- There are 60 places available.
- Applications for places at the Academy 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 Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the stated deadline.
- Children attending the Academy's nursery are not guaranteed a place in the reception class and parents must complete the Common Application Form (see above) to apply for a place.

Calendar for admission

Open events

Dates and format to be confirmed – please check the Academy website in November for further information.

15th January 2021

Deadline for submission of the local authorities' CAF.

16th April 2021

Local authorities write with offers made to parents for all schools in their schemes.

Applications to the Academy

Last year, there were 212 applications for the 60 places available. Places were allocated in order of the oversubscription criteria (listed 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 further away from your home address.

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 complete with any supporting documentation to the Dixons Admissions Office before **15th January 2021**.

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 28th February 2021. 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 **15th January 2021**.

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

Oversubscription criteria

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

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

- a) Looked-after children or children who were previously looked after. See note 1 for a definition of these terms.
- b) Children who have *exceptional* social or medical need, supported by a written recommendation from 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 March. See note 2 for how to apply.

- c) Up to two 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 decided 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.

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' 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. 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.

Deferred entry

Parents will be offered a full-time place in the September of the school year in which their child's fifth birthday falls. Parents can request for their child to start their schooling on a part-time basis or to defer the start until their child reaches compulsory school age; these requests should be addressed to the Principal. In such instances children will commence schooling at the beginning of a term.

Where entry is deferred, the school will hold the place and not offer it to another child during the remainder of the school year for which the application was made. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which they applied.

Requests to offset

Where parents feel that their summer born child's needs are such that they would benefit from starting school a year later, they may request this using the local authority's 'Request to Offset' form. Further information on this is available in the School Admissions section of the authority's website.

If your child is not offered a place

If your child is not offered a place at the academy, your child's details will automatically remain on the waiting list until the end of December 2021.

In January 2022 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.