

Waiting lists and appeals – Reception entry – September 2023

Dixons Allerton Academy

General information

The Academy received 187 applications via the local authorities' common application / preference forms.

All places were offered via the co-ordinated admission scheme, operated by the local authorities, and allocated in accordance with the oversubscription criteria (listed below).

Late forms

Where a Common Application Form (CAF) was submitted late, these children were considered after those for whom the form had been submitted by the deadline.

Application of the oversubscription criteria

Places were allocated based upon application of the oversubscription criteria, which includes a distance rule.

No places were allocated based on the nursery / childminder a child attends, their gender, their ethnicity, or their background. If a child was not successful in gaining a place at the Academy, this was solely because they did not qualify as high as other children on the list. For example, they live further away than other children on the list or do not have a sibling (brother / sister) at the Academy.

Places were filled in line with the oversubscription criteria stated in the Admissions and Appeals Policy (a copy of which can be found on the Academy's website). Below is a table showing the number of applications there were and how many places were allocated in each criterion:

Number who named the Academy as a preference:	187
Number of places available	60
Number who remained on the preference list after the last place was allocated (for national offer day)	119
<i>Number of places allocated to each oversubscription criterion in order of priority</i>	
Children with an EHCP on which the Academy was named	3
Looked-after & former looked-after children	1
Children with exceptional medical or social need (applications agreed)	0
Children of staff (up to 2)	0
Siblings* of children at Dixons Allerton	42
Distance criterion (furthest place allocated under distance criterion was 0.226 miles)	14
Twins / triplets / siblings of children in same admission year allocated under random allocation	0
Total places allocated	60

* Siblings include children with brothers / sisters who are currently attending the Academy in Reception up to year 12 and who will still be attending the Academy in September, and who live at the same address.

Waiting lists

Anyone who is not offered a place will automatically have their details kept on a reserve / waiting list until the end of December 2023. It is not necessary to contact the Academy to ask to remain on the waiting list, but you should complete and return the local authority (Council) waiting list form (available to download from the [website](#)) so that they are also aware of your wish to remain on the waiting list for the Academy and any other schools you applied for.

If you wish to keep your child's details on the waiting list after December, please ensure you contact the Admissions Office at the Academy in January 2024.

Should you wish to make a specific enquiry about the waiting list, please contact the Admissions Office at the Academy.

Appeals – Frequently asked questions and statistics

If you are dissatisfied with the admission decision, you have the right to make a representation to the Appeals Panel, which is independent of the Academies. You may find the following information helpful in respect of appeals.

Infant class size

The DfE states that admission authorities must provide parents with the following information which outlines the limited circumstances in which an infant class size appeal can be upheld; this is so that parents can make an informed decision about whether to submit an appeal.

The Government has set a limit on the size of infant classes (Reception, Year 1 and Year 2), as described below. Appeals are very rarely upheld for infant classes because of this.

2.15 Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or an Education, Health and Care Plan specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Should I appeal?

Before any appeal takes place, the year group will be full. No places are 'reserved' for children whose appeals are upheld.

As well as considering the reasons a parent gives why the child should be admitted, the panel also consider if the application was made correctly and on time, if the admission arrangements complied with the mandatory requirements of the School Admissions Code, whether those arrangements were correctly and impartially applied to that application, and the Academy's case for why it cannot admit any more children.

As any upheld appeal will result in the year group being over the admission number, which could have health and safety implications and / or a harmful effect on the teaching and learning of all or some of the pupils in the year group, only those appeals with **strong** reasons are likely to be upheld. Appeals solely on the grounds of distance from, or convenience of transport to, the Academy are unlikely to be upheld.

The figures on the next page show the number of appeals received for the last three years, both for entry at the start of Reception and for in-year appeals.

Dixons Allerton Academy *	Lodged	Upheld	Rejected
2020 – Reception entry	4	0	4
2021 – Reception entry	1	0	1
2022 – Reception entry	7	0	7
In-Year 2020-21	6	0	6
In-Year 2021-22	6	0	6
In-Year 2022-23 (to date)	8	0	8

Key:

Lodged: number of appeals made

Upheld: appeals found in favour of the appellant

Rejected: appeals found in favour of the Academy

* Appeals for infant classes / Key Stage 1 (Reception, Year 1, and Year 2) are subject to the infant class size rule (outlined above) where classes must not contain more than 30 pupils with a single schoolteacher. For this reason, appeals are very rarely upheld for those year groups.

Appeal forms

The appeal form can be downloaded from the Academy [website](#).

Alternatively, you can request an appeal form to be e-mailed or posted to you by contacting the Dixons Trust Admissions & Appeals office:

E-mail: appeals@dixonsacademies.com

Telephone: 01274 089780 – option 7

When should I appeal by?

The deadline for appealing is Tuesday 16 May 2023. The hearings for appeal forms received by this deadline will take place in July. Forms received after the deadline will be heard later.

What should I put in my appeal?

It is important to put on the form *all* your reasons for wanting a place. It is *your* responsibility to provide any supporting documentation, such as letters from a hospital consultant / paediatrician or social services, and these should be sent with your appeal form.

If you cannot submit all your documents with your appeal form, you must make sure you submit these at least 5 days before your appeal. If you submit additional documents after this or on the day itself, the panel may be unable to consider them, or they may defer your appeal to another date. The panel cannot consider documents submitted after the appeal hearing.

If my appeal is refused, can I appeal again?

If you are unsuccessful in your appeal, a second appeal will only be considered for the same academic year if there has been a significant change in your circumstances, because of which a new application has been accepted.

Please note:

You cannot appeal for an academy if you did not apply to it or list it on your local authority's application form.

If you are appealing for more than one Dixons academy, a separate appeal form must be completed for each of the academies you are appealing for, stating your reasons for wanting a place at that academy.

EDUCATION ACT 2002

You have the right to appeal to an Independent Panel who has the power to direct the governors to make places available at the school.

These notes tell you how to appeal and what happens if you do.

1 ALL APPEALS MUST BE IN WRITING

If you wish to appeal against the Academy's decision you must fill in an appeal form and send it by e-mail or post to the address stated on the form.

2 WHAT TO PUT IN YOUR APPEAL

It is important to put on the form **all** your reasons for wanting a place at the Academy. It is *your* responsibility to provide any documentation in support of your appeal, and these should be sent with your appeal form.

If you are unable to submit all your documents with your appeal form, you must make sure you submit these at least **five** days before your appeal. If you submit additional documents after this or on the day of your appeal, the panel may be unable to consider them, or they may defer your appeal to another date. The panel cannot consider documents submitted after the appeal has been heard.

3 WHAT HAPPENS NEXT

Your appeal form will be acknowledged within 7 days and will be forwarded to the Clerk to the Independent Appeals Panel who, for applications in the normal admissions round, will arrange your appeal within 40 school days of the deadline for appeal forms.

For applications outside the normal admissions round, the Clerk will arrange your appeal within 30 school days of the appeal form being received. The Clerk will send you a letter giving you the date, time, and place of the appeal hearing. You will be notified of this at least 14 calendar days (or 10 school days) before the hearing to give you time to prepare your case.

You will also receive a statement from the Academy at least one week before your appeal hearing which will give the reasons why your child was not allocated a place at that Academy.

4 ATTENDING THE HEARING

You should try to attend the hearing if possible. The Appeals Panel will get a better idea of your case if they can ask you questions. Alternatively, you may send someone to represent you if you are unable to attend.

You may wish to ask someone to attend the hearing to help you or speak for you. This can be a friend or adviser, such as a Choice Adviser, a locally elected politician, or an employee of the local education authority such as an educational social worker, SEN advisor, or learning mentor. You **must** notify the clerk if you intend to be represented or accompanied at the hearing.

If you choose not to attend the hearing, the Appeals Panel will make a decision on the basis of:

- a) the written evidence you have provided.
- b) a written statement and an oral statement given at the hearing by the Presenting Officer for the Academy, giving the reasons why your child was not allocated to the school of your preference.

5 GIVING YOUR EVIDENCE

The Appeal hearing follows a set procedure. You may feel the meeting is very structured, as the Chair will be strict on who can speak and when questions can be asked. The Chair will conduct the meeting and guide you through it. You will be given the opportunity to say everything you wish, ask any questions, and sum up your case. All the people at the Appeal hearing will treat your appeal in the strictest confidence.

The following people will be present:

- a) The Panel of 3 or 4 people which will be made up of people who are either:
 - lay persons, that is people without personal experience in the management of any school (other than as a governor or in a voluntary capacity) or
 - people with educational experience, such as teachers or parents

These people are acting independently of the Local Authority or school governors (admission authority) and have no connection with the Academy for which you are appealing or the school that your child has been allocated. These are the people who will make the decision about your appeal.

- b) The Clerk is independent of the Academy and is there to advise the Panel, the Academy, and the parents on the procedure, and to take notes of the proceedings.
- c) A representative (known as the Presenting Officer) for the Academy will explain why a place has not been allocated to your child.

The Presenting Officer will start first and present the reasons for not allocating a place for your child. You may then ask questions and you may challenge any statement made. You will then be asked to give the reasons for wanting your child to go to your preferred school and you may be asked questions about these reasons.

It is important to give all your reasons why you want a place for your child at the Academy. The panel cannot consider any reasons or evidence submitted after the appeal hearing.

6 THE PANEL'S DECISION

No decisions are made by the Panel until all cases in that round have been heard. The Panel meets in private, which means no parents or Academy representatives will be present. The Clerk will be present purely to assist the Panel on matters of evidence or procedure and to record the decision but is not involved in the decision-making process.

In making their decision the Panel follows a two-stage process.

(a) First Stage

The Panel must assess whether admitting any additional children would cause prejudice to the Academy and whether each child would have been offered a place had the admission arrangements been properly implemented. The Panel must then consider two separate issues as follows:

- (i) If the Panel decides that all the children who are the subject of the appeals could be admitted without prejudice to the Academy, it must uphold all the appeals.
- (ii) Where the Academy can satisfy the appeal panel that there would be prejudice, the panel must move to the second stage of the appeal to decide whether any of the individual appellant cases outweigh the prejudice.

(b) Second Stage

- (i) If the panel decides that admission of additional children could result in prejudice it must consider for each individual case whether the appellant's grounds for admission to the Academy outweigh such prejudice. This involves no comparison between individual cases. In other words, is your case stronger than the Academy's case.
- (ii) If there are several cases which outweigh the prejudice to the Academy and merit admission, but the panel determines that the Academy could not cope with that number of successful appeals, the panel must then compare all cases and decide which of them to uphold.

7 FINDING OUT ABOUT THE DECISION

The Clerk will write to you to let you know the results of your appeal within 7 calendar days (or 5 school days) after all the hearings have finished. No information will be given over the telephone or to callers at the Academy.