

## ***Consultation on Admissions Policy***

The Academy is consulting on the following proposed changes to its admissions policy from September 2020.

### **Removal of fair-banded assessment**

This change will mean that the places offered are no longer required to be proportionate to the spread of ability of those who are applying. Consequently, parents will no longer need to complete a separate supplementary form in order to be considered first for a place.

Instead, any applications made via the local authorities Common Application Form (CAF), will be considered purely in line with the published oversubscription criteria (see policy).

### **Additional criteria**

Reception entry - 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. This will be introduced at point c) in the oversubscription criteria (see policy overleaf).

Year 7 entry - 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. This will be introduced at point c) in the oversubscription criteria (see policy overleaf).

### **Amendments to existing policy**

Because the Academy is an all-through school, the published admissions number (PAN) for each year group are now included within a single policy. Reference to the Year 6 children who will have an automatic right of entry into Year 7 has also been added.

The number of places in Year 12 and the Year 12 published admissions number (PAN) for external applicants have also been added in order for the Policy to be compliant with the School Admissions Code.

The ruling regarding Twins or Triplets, has also been revised to include brothers and sisters born within the same admission year, alongside those from twin and triplet births.

### **Consultation period and comments**

The consultation lasts until Friday 25<sup>th</sup> January 2019 and we invite comments both from existing parents and other interested parties.

To view the proposed Policy, please visit the following webpage:

<https://www.dixonsaa.com/admissions>

Those who do not have access to the internet can collect a paper copy from the Academy's Reception or request a copy to be sent to them by post.

Comments on the proposed policy should be made in writing by **Friday 25<sup>th</sup> January 2019** and should be addressed to Sir Nick Weller, CEO

Comments can be sent by:

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

post: Admissions, c/o Dixons McMillan Academy, Trinity Road, Bradford, BD5 0JD

*For proposed policy please see following page*



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2020-21**

**Responsibility for review: Executive Principal**  
**Date of next review: October 2019**  
**Consultation period: December 2018 – January 2019**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities;
- resolving a situation where there are many more applications than places available;
- providing a consistency of approach in a potentially extremely emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with Special Needs and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with Central Bradford Schools to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol.

## The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that prospective parents/students are aware of the admissions procedures;
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span;
- to demonstrate that our procedures comply with the School Admissions Code;
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications.

## Procedures for Reception entry

### The admission arrangements are:

- a) There are 60 places available.
- b) 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.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the stated deadline.
- d) Children attending the Academy's nursery are not guaranteed a place in the reception class and a separate application must be made.

## 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 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 e.g. because they were adopted or became subject to a child arrangement or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- 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.

Allocation of a place will be decided based on the information received and the outcome will be advised to parents 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.
- 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 4 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 5) to the main entrance of the school. Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be decided by using a random number generator programme.

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 in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. Applications must be in the form of a letter to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above.
3. Applications must be in the form of a letter to the Governing Body of the Academy, stating the name, post, and length of service of the member of staff and the child's name and date of birth.
4. In addition to brothers and sisters, the term sibling includes legally adopted or fostered children, and step- and half-brothers or sisters *living at the same address*. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
5. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
6. 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.

## **Calendar for admission**

### *Late November 2019*

Local authority booklet and common application form (CAF) is made available.

### *December 2019*

An Open Event will be held.

### *15<sup>th</sup> January 2020*

Deadline for submission of the local authorities' CAF.

Deadline for receipt of any documentation in relation to applications under exceptional social or medical need.

### *16<sup>th</sup> April 2020*

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

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

## **Procedures for Year 7 entry**

### **The admission arrangements are:**

- a) There are 245 places available.
- b) Pupils in Year 6 at the Academy will have an automatic right to transfer into Year 7 but parents must still complete the form specified at point d) below by the stated deadline.
- c) 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 Secondary

Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.

- d) Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the stated deadline.

### **Oversubscription criteria**

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 e.g. because they were adopted or became subject to a child arrangement or special guardianship order. (See note 1 for a definition of the term looked-after child.)
- 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.

Allocation of a place will be decided based on the information received and the outcome will be advised to parents 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.
- 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 4 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 3).
- 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 5) to the main entrance of the school. Where the offer of places to applicants with equidistant addresses would lead to oversubscription, the decision of who will be offered the place will be made by using a random number generator programme.

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 in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).

2. Applications must be in the form of a letter to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above.
3. Applications must be in the form of a letter to the Governing Body of the Academy, stating the name, post, and length of service of the member of staff and the child's name and date of birth.
4. In addition to brothers and sisters, the term sibling includes legally adopted or fostered children, and step- and half-brothers or sisters *living at the same address*. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
5. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
6. 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.

### **Calendar for admission**

#### *September 2019*

Local authority booklet and common application form (CAF) is made available.

#### *October 2019*

An Open Evening will be held.

#### *31<sup>st</sup> October 2019*

Deadline for submission of the local authorities' CAF.

Deadline for receipt of any documentation in relation to applications under exceptional social or medical need.

#### *1st March 2020*

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

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

### **Procedures for Post-16 entry**

There are a total of 240 places in Post 16 (years 12 & 13); with 120 places specifically for Year 12. All applicants who meet the entry criteria will be admitted if 120, or fewer, apply.

The Academy's Year 11 pupils have the opportunity to progress automatically into Year 12. The PAN for external applications is 10. If fewer of the Academy's Year 11 pupils progress to Post 16, additional external applicants will be admitted up to the overall Year 12 capacity.

Full details of the minimum and/or specific course entry requirements will be published in the Post-16 (sixth form) prospectus that is available annually. Students not currently on roll who wish to join Post-16 must complete a Post-16 application form and return it to the Academy by the advertised deadline date in the prospectus.

# Waiting lists and appeals

## In-year admissions

- In the primary phase (Reception to Year 6) there are 60 places in each year group.
- In the secondary phase (Years 7 to 11) there are 245 places in each year group.

Where vacancies occur, places are not offered based on the length of time names have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies higher within the criteria than children already on the list.

Applications should be made on the 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.

## Waiting lists

If your child is not offered a place at the Academy for Reception or Year 7, your child's details will automatically remain on the waiting list until the end of December i.e. one term after the start of the year. You will need to contact the Academy in January to ask for your child's details to be transferred to the new waiting list.

For in-year applications, the details will remain on the waiting list until the end the academic year (July). You will need to contact the Academy when the waiting list ends to ask for your child's details to be transferred to the new waiting list.

Because we work in coordination with the local authority, you will also need contact them each term to remain on their waiting list.

When places become available they will be filled as described above.

## Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

## Appeals

If you are dissatisfied with the admission decision, you will have the right of appeal. The Appeals Panel is independent of the Academy. The Panel's decision is final and binding on the Academy. If you are considering an appeal, please contact the Appeals Coordinator for further information.

Tel: 01274 424350 – please ask for the Appeals Coordinator

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)