



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2017/18**

**Responsibility for Review: Executive Principal**  
**Date of Last Review: 01/09/201**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities and the whole range of ability;
- resolving a situation where there may be more applications than places available;
- ensuring 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 Leeds Local Authority 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 all prospective parents are aware of the admissions procedures;
- to guarantee that all 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 which complies with the School Admission Appeals Code.

## Procedures for entry

**For entry in September 2017 only, the admission arrangements are:**

- a) In its first year, applications for places at the Academy will be made separately from the Local Authority's Co-ordinated Admission Scheme.
- b) There are the following places available;
  - Year 7 – 112 places
  - Reception – 30 places

Dixons Trinity Chapeltown will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at Dixons Trinity Chapeltown to all those who have applied.

- c) Applications should be made on a Dixons Academies' application form. Application forms are available from Dixons Trinity Academy, Trinity Road, Bradford, BD5 0BE or from the website [www.dixonstc.com](http://www.dixonstc.com).

Forms submitted by the deadlines below will be considered first.

- Year 7 – 31<sup>st</sup> October 2016
- Reception – 15<sup>th</sup> January 2017

- d) Where the school receives more applications than places available, children will be awarded a place in accordance with the oversubscription criteria set out below.

Offers will be made directly by the Academy. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement. The dates when offers will be made are as follows:

- Year 7 – 1<sup>st</sup> March 2017
- Reception - 16<sup>th</sup> April 2017

### **Oversubscription criteria**

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 arrangements order or special guardianship order. (See note 1 for a definition of the term 'looked-after child'.)
- b) Pupils with special medical or social reasons for admission where they are deemed essential by an independent professional recommendation e.g. from the child's/parent's paediatrician/consultant or a social worker (see note 2).  
For primary applications only, we will also consider a parents access needs, where they are deemed essential as described above (see note 2).
- c) Up to two children of staff who have been appointed to a post for which there is a demonstrable skill shortage.
- 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 3 for a definition of the term sibling.)
- e) Admission of children on the basis of proximity to the Academy using straight-line measurement from the main entrance of the Academy to the main entrance to the child's home (see note 4).

#### *Tie-break*

If in categories b) to d) above, a tie-break is necessary to determine which child is admitted, places will be decided based upon proximity to the Academy using straight-line measurements from the main entrance of the Academy to the main entrance of the child's home.

Where two or more children in criterion b) to e) above, live equidistant from the Academy, these places will be allocated using random allocation undertaken by an independent body unconnected with the Academy Trust.

#### *Twins or triplets*

Where a family of twins or triplets request admission and only one of the children can be offered a place, the remaining sibling(s) will also be offered a place/(s) above the admission number.

#### *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. Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.
3. In addition to brothers and sisters, the term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. Please note that if we are heavily oversubscribed, we cannot guarantee to offer a place to every sibling.

4. 'Home address' is identified as where the child lives for the majority of the week. Where parents have shared responsibility for a child and the child lives part of the week with each parent, the address where the child is registered for his or her GP will take precedence.

#### *Admission of children outside their normal year group*

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

On the application form, parents should tick the box to request that the child is admitted to another year group and a letter should be enclosed with the application form stating the reasons for that request.

Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

#### *Deferred entry for infants*

Parents will be offered a full-time place in the September following their child's fourth birthday. Parents do, however, have a right for their child to attend on a part-time basis or to defer the start until their child reaches compulsory school age. Parents should notify the Principal if they wish to exercise these rights. 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 of the school year for which they applied.

Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Calendar for admission**

### Year 7 applications

*September 2016*

Year 7 open event to be held and Dixons' application form available.

*31<sup>st</sup> October 2016*

Deadline for receipt of the application form.

*1<sup>st</sup> March 2017*

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

The Academy will write to parents on the same date offering places at the Academy. If we have not entered in to a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

### Reception

*September 2016*

Dixons' application form available.

*November 2016*

Open event to be held.

*15<sup>th</sup> January 2017*

Deadline for receipt of the application form.

*16<sup>th</sup> April 2017*

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

The Academy will write to parents on the same date offering places at the Academy. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

## **Late applications**

All applications received by the Academy after the deadline, will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applications the school is oversubscribed, parents may request that the child is placed on the school's waiting list.

## **Waiting lists and appeals**

### **In-year admissions from September 2017**

- There are 112 places in Year 7 and 30 places in Reception
- Applications should be made on a Dixons Academies' application form. Application forms are available from the Academy.

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more application for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where place become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered when anyone is added to or leaves the waiting list.

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 and advice.

Telephone: 01274 424350- please ask for the Appeals Co-ordinator

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

Information on the timetable for the appeals process is on our website available at:

<http://www.dixonsta.com/index.php/expression-of-interest>