

Applying for a place at the Dixons Academies



Guidance for parents/carers of Year 6 children seeking to start Year 7 at Dixons Academies in September 2021

The admission arrangements for this year are:

- Applications for places at the Academies 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 an Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- Dixons City, Kings and McMillan Academies use fair-banded assessments as part of their admissions process. Consequently, a Dixons Supplementary Form (SIF) has to be completed in order for a child to be entered for the assessment. There is a strict deadline of **3.30pm on Monday 21st September 2020** for submission of a completed Supplementary Form.
- For Dixons Allerton, Cottingley and Trinity Academies, a supplementary form is not required because these academies do not admit by fair-banding.
- Parents who wish to apply for any of the Dixons Academies need to list the academies as preferences on their local authority's Common Application/Preference Form, which needs to be submitted by 31st October 2020.

Dixons Supplementary Form

The form is available as follows:

- Online at: admissions.dixonsacademies.com
- To download from the Admissions area on the following websites:

Dixons City Academy	www.dixonsca.com
Dixons Kings Academy	www.dixonska.com
Dixons McMillan Academy	www.dixonsma.com
- As a paper form by contacting Admissions via e-mail: admissions@dixonsca.com or by telephoning: 01274 424134 or 01274 423127.

Calendar for admission

Friday 7th August 2020 onwards

Dixons' supplementary form available.

September/October 2020

Due to the closure of schools to non-essential visitors, open evening information will appear on the Academy websites instead.

3.30pm on Monday 21st September 2020

Deadline for submission of the completed supplementary form (required for City, Kings and McMillan academies only).

Between Saturday 3rd October and Friday 16th October

Performing arts assessments for children who apply for a Performing Arts place at Dixons City. The date and time will be advised to parents by e-mail/letter on 28th September 2020.

Between Saturday 3rd October and Friday 6th November

Non-verbal reasoning assessment for all children whose supplementary forms (SIFs) were received by the deadline. The date and time will be advised to parents by e-mail/letter on 30th September 2020.

Saturday 31st October 2020

Deadline for submission of the local authorities' Common Application Form (CAF).

Deadline for receipt of any documentation in relation to applications under the oversubscription criteria for exceptional social or medical need, or children of staff.

Continued overleaf

December 2020

Local authorities send lists to all schools containing the details of applicants who have named those schools as a preference.

Schools rank these lists and return them to the local authorities for allocations to be made according to preference.

Monday 1st March 2021

Local authorities inform parents/carers of the school allocated to their child.

Open Evenings

Due to the closure of schools to non-essential visitors, open evening information will appear on the Academy websites instead.

Admitting students of all abilities (City, Kings and McMillan academies only)

Our intakes are representative of the full ability range and exactly match the ability profile of the children applying to each Academy.

To achieve this, all applicants who apply by the deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or “stanines”, from band 1 at the bottom up to band 9 at the top. We will admit the required number from each band based on the spread of ability of those applying. For example, if 20% of those applying score in band 5, then 20% of the total places has to be from this band.

The assessment is, therefore, not a traditional entrance exam which students either pass or fail. It is done to ensure that we take a fair number of students across the whole ability range.

Applications to the Academies

Every year, there are many more applications than we have places for. For places in September 2020 this was:

<u>Academy</u>	<u>Number of places</u>	<u>Number who completed SIF (where applicable)</u>	<u>Number who named the Academy as a preference</u>
Allerton	245	n/a	940
City	180	1237	1697
Cottingley	180	n/a	335
Kings	160	1035	1362
McMillan	134	1153	1374
Trinity	134	n/a	1603

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 far away from your home address.

Continued overleaf

Oversubscription criteria

There are specific oversubscription criteria for each Academy which can be found in the pages overleaf. Please take time to read these as they explain the different criteria applicable at each Academy.

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 **31st October 2020**.

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 31st December 2020. 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 **31st October 2020**.

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

If your child is not offered a place

If your child is not offered a place at the academy/ies you have applied for, 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.

Continued overleaf

Dixons Allerton Academy

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 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. 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 criterion will be decided based on the information received and parents will be informed if the application meets this criteria 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. 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 made 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.

Continued overleaf

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 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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: admissions@dixonsaa.com

Telephone: 01274 770230

Continued overleaf

Dixons City Academy

The Academy will admit up to 180 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 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 sit the assessment and 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 criterion will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 2 for how to apply.
- c) Eighteen places will be awarded to children who show a particular aptitude for Performing Arts.

Where possible, parents will be informed if their child's application is being prioritised under this criteria, prior to the local authorities CAF deadline.
- d) Up to three 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.
- e) 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).
- f) Children who are currently on roll at Dixons Music Primary (see note 5).
- g) All other children. Places will be decided by using a computerised random number generator programme (see note 6).
- h) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above (see note 6).

If demand exceeds places at points d), e) and f), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

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. 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. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.

Continued overleaf

5. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every applicant.
6. All applications directly to the Academy 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 applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.
Late applications on the supplementary form and preferences made on the CAF form only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.
The randomisation process will be supervised by an independent clerk of the independent appeals panel.
7. Where twins and triplets or siblings (brothers or sisters), are applying for the same year group and one sibling gains a place, the other sibling/s will be promoted within the ability band/s for a place. Where only one place remains, a place/s will be offered to the other sibling/s above admission number.

Performing Arts places

There are eighteen places (10% of our intake) available each year for children who demonstrate a particular aptitude for performing arts.

To apply for one of these places parents must complete the Supplementary Form, including the Performing Arts page, and return it to the Academy by the deadline.

Children who are not offered a performing arts place will still be considered for one of the remaining places, along with all other applicants.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Team via:

E-mail: admissions@dixonsca.com

Telephone: 01274 776777

Continued overleaf

Dixons Cottingley Academy

The Academy will admit up to 180 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

If the Academy is oversubscribed, after the admission of children with 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 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 December. See note 2 for how to apply.

- c) Up to three 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 home address (see note 5) is in the Academy's priority admission area (see appendix 1) who have a sibling who lives at the same address and currently attends the Academy, and who will continue to do so on the date of admission (see note 6 for a definition of sibling).
- e) Other children whose home address (see note 5) is in the school's priority admission area (see appendix 1).
- f) Children whose home address (see note 5) is outside the Academy's priority admission area who have a sibling who lives at the same address and currently attends the Academy, and who will continue to do so on the date of admission (see note 6 for a definition of sibling).
- g) Other children whose home address (see note 5) is outside the Academy's priority admission area.

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).

If demand exceeds places at points d), e), f) or g), places will be decided based upon the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building; those living nearest being given the available place. 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 made by using a computerised random number generator programme (see note 4).

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.

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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. '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.
6. 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.
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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: info@dixonsco.com

Telephone: 01274 567281

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Dixons Kings Academy

The Academy will admit up to 160 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 160 or fewer apply.

55% of places from the whole cohort will be offered to an inner catchment area, which will include all addresses in post code zone BD7.

The remaining 45% of places will be offered to an outer catchment area, which will include all addresses in the post code zones BD1-6, 8, 9, 11, 12, 13, 14, 15 and 18.

If the Academy is oversubscribed, after the admission of children with an Education, Health & Care Plan, where the Academy is named, priority for admission will be given to those children who sit the assessment and 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 criterion will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 2 for how to apply.

- c) Up to three 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).
- e) All other children. Places will be decided by using a computerised random number generator programme (see note 5).
- f) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above (see note 5).

If demand exceeds places at points c) and d), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 5).

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 (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. 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. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.

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5. All applications directly to the Academy 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 applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.

Late applications on the supplementary form and preferences made on the CAF form only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

6. Where twins and triplets or siblings (brothers or sisters), are applying for the same year group and one sibling gains a place, the other sibling/s will be promoted within the ability band/s for a place. Where only one place remains, a place/s will be offered to the other sibling/s above admission number.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Officer via:

E-mail: admissions@dixonska.com

Telephone: 01274 449706

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Dixons McMillan Academy

The Academy will admit up to 134 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 134 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 sit the assessment and 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 criterion will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 2 for how to apply.
- c) Up to three 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).
- e) Children who are currently on roll at Dixons Music Primary (see note 5).
- f) All other children. Places will be decided by using a computerised random number generator programme (see note 6).
- g) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above (see note 6).

If demand exceeds places at points c), d) and e), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

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. 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. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
5. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every applicant.

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6. All applications directly to the Academy 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 applications are then sub-divided into the nine ability bands and ranked in order of the oversubscription criteria.

Late applications on the supplementary form and preferences made on the CAF form only, will be allocated a random number of 9 that contains up to 7 decimal places. These applications are then ranked in order of the oversubscription criteria.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

7. Where twins and triplets or siblings (brothers or sisters), are applying for the same year group and one sibling gains a place, the other sibling/s will be promoted within the ability band/s for a place. Where only one place remains, a place/s will be offered to the other sibling/s above admission number.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Team via:

E-mail: admissions@dixonsma.com

Telephone: 01274 424350

Continued overleaf

Dixons Trinity Academy

The Academy will admit up to 134 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 134 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 criterion will be decided based on the information received and parents will be informed if the application meets this criterion before the end of December. See note 2 for how to apply.
- c) Up to three 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).
- e) Children who are currently on roll at Dixons Music Primary (see note 5).
- f) 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 made by using a computerised random number generator programme (see note 7).

If demand exceeds places at points c), d) or e), the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 7).

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 8).

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. 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.
5. Children must be on roll at the time of allocations and continue to be on roll until the end of Year 6. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every applicant.

Continued overleaf

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. 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.

8. 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.

If you have any questions about the Admissions process to this Academy, please do not hesitate to contact the Admissions Team via:

E-mail: admissions@dixonsta.com

Telephone: 01274 424350

END