

Consultation on Admissions Policy

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

Additional criteria

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

Amendment to note regarding Twins & Triplets

The note regarding Twins or Triplets has been extended to include other brothers and sisters applying for the same year group.

Removal of Post-16 (sixth form)

Dixons Academies Trust will be opening a sixth form Academy and, consequently, the Post-16 at Dixons Cottingley Academy will close in July 2020.

Consultation period and comments

The consultation lasts until Friday 25th 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.dixonsco.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 25th January 2019** and should be addressed to Sir Nick Weller, CEO

Comments can be sent by:

e-mail to: admissions@dixonsca.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 and the whole range of ability;
- resolving a situation where there may be 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 Aire Valley 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 all 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 Year 7 entry

The admission arrangements are:

- a) There are 180 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 Secondary 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.

Oversubscription criteria

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 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 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 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 random number generator programme.
- d) Children whose home address (see note 4) is in the Academy's priority admission area (see appendix 1) who have a sibling attending from the same address, who is in Years 7 to 10 at the Academy and who will still be attending the school on the date of admission (see note 5 for a definition of sibling).
- e) Other children whose home address (see note 4) is in the school's priority admission area (see appendix 1).
- f) Children whose home address (see note 4) is outside the Academy's priority admission area who have a sibling attending from the same address, who is in Years 7 to 10 at the Academy and who will still be attending the school on the date of admission (see note 5 for a definition of sibling).
- g) Other children whose home address (see note 4) 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 6).

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 random number generator programme.

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 or e-mail sent to 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.
4. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.

5. 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 cannot always guarantee to offer a place to every sibling.
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.

Calendar for admission

September 2019

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

October 2019

An Open Evening will be held.

31st October 2019

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

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

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.

Waiting lists and appeals

In-year admissions

- There are 180 places in each year.

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 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 local authority in January to ask for your child's details to remain on the waiting list.

For in-year applications, the details will remain on the waiting list for that term and you will need to contact the local authority to remain on the waiting list for the next term.

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

You can make a formal appeal to an independent appeal panel, for any school that you have applied for. This is a legal process and places are not 'reserved' for appeal panels to offer. As a guide, only 1 in 5 appeals are successful.

You can get appeal forms from the Local Authority Admissions Team:

Telephone: 01274 439200

Email: schooladmissions@bradford.gov.uk

Appendix 1 – blue line indicates priority area

