



**DIXONS  
ALLERTON  
ACADEMY**

## **Policy Documentation**

### **Policy: Admissions and Appeals**

**Responsibility for Review: Primary Head  
Date of Next Review: December 2017**

# Admissions

## Statement of Policy

The academy is committed to:

- admitting a local intake, reflecting all communities and the whole range of ability
- resolving a situation where there are many more applications than places available
- ensuring a consistency of approach in a potentially extremely emotive area
- demonstrating that externally laid down criteria on admissions are being adhered to
- ensuring that students with Special Needs and vulnerable children are not treated less favourably than other applicants (see Admissions Policy - Special Needs & Vulnerable Students) .

## 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 the academy has implemented the Admissions Code of Practice
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications

## Procedures

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

- a) There are 60 places available.
- b) Applications for places will be made in accordance with the Local Authority's Co-ordinated Admission Scheme, as published in the Authority's booklet "Guide for Parents about Admissions to Primary Schools". Where the school receives more applications than places available, the oversubscription criteria for admission will apply.

### ***Criteria for admission:***

The following criteria for admission apply in the order set out below:

- 1) Looked after children, or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order, will be offered a place.

- 2) Governors may grant a place to a child with a very exceptional medical or social need on the written recommendation of an independent professional.
- 3) Children with siblings at the school at the time of entry. (The term sibling includes legally adopted children, and step- and half-brothers or sisters living at the same address.) **This does not include children in the Nursery or Sixth Form.**
- 4) Children who live nearest to the school using straight line measurement from the main entrance of the Academy to the Ordnance Survey address point for the child's home. (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 random selection.)

*Note: Where a family of twins or triplets request admission and only one of the siblings can be offered the 60th place, the remaining siblings will also be offered places above the admission number.*

### **Students with Special Educational Needs:**

Children with a Statement of Special Educational Needs, who apply to the school, will be considered for a place without reference to the above over-subscription criteria.

It is a central part of the academy's philosophy that all students are regarded as being equally welcome. The admissions policy reflects this philosophy in that:

- disabled students and students with a wide variety of Special Educational Needs are actively encouraged to apply for admission to the academy.
- those with Statements of Special Educational Needs who have named the Academy with the support of Bradford LA will be given places provided it is agreed by all parties that the academy can provide effectively for their particular needs without undermining the efficient education of other students.
- parents of potential students are invited to meet with the Special Educational Needs Coordinator (SENCO) in order to discuss their child's needs and how these would be met by the academy.
- the Academy ensures that admissions procedures and selection arrangements are accessible to disabled applicants and do not treat vulnerable children less favourably.

### **Process of Application**

Arrangements for applications for places at the Dixons Allerton Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

The Academy Trust will use the following timetable for applications for a Reception

place at the Dixons Allerton Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Bradford Local Authority.

- a) By July - The Academy Trust will publish in the Dixons Allerton Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for September of the following year (e.g. in July 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy Trust will also provide information in relation to the Dixons Allerton Academy to the Bradford LA for inclusion in the composite prospectus, as required;
- b) September to January: The Academy Trust will provide opportunities for parents and prospective students to visit the Dixons Allerton Academy.
- c) 14th November – 15th January: Common Application Form to be completed and returned to the child's Local Authority to administer or for parents to make an online application.
- d) April 2017: offers made to parents.

## **In Year Applications**

Applications during the school year for any year group should be made on the Local Authority's common application form. The Academy Trust will consider all applications if a place in the year group applied for becomes available during the school year. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal. All details will appear on the Dixons Allerton Academy website

### ***If your child is not offered a place***

If your child is not offered a place at the academy, you may ask for your child to be placed on the waiting list at the local authority until the end of the school year for which the application is made. After then, you will need to re-apply for a place annually.

Where places become vacant they will be allocated in accordance with the admissions criteria above.

If you are dissatisfied with the admission decision, you will also have the right of appeal. The Appeals Panel will be independent of the Academy. The Panel's decision is final and binding on the school. If you are considering an appeal, please contact the Clerk to the Governing Body at the academy for further information and advice.