

Consultation on admissions arrangements – Dixons Trinity Chapeltown

Dixons Academies Trust are consulting on the admissions arrangements for Dixons Trinity Chapeltown Academy.

This consultation is required in line with paragraph 1.45 of the School Admissions Code, which states that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

The current admissions arrangements can be found overleaf, and no changes are proposed to these arrangements.

Consultation period and comments

The consultation will run from **Monday 14 November 2022 to Friday 23 December 2022**, and we invite comments from existing parents and any other interested parties.

Those who do not have access to the internet can collect a paper copy of this document from the Reception desk at the Academy.

If you wish to request a copy by post, please call the Trust Admissions Office: 01274 089780 – option 7

Comments on the admissions arrangements should be made in writing **by Friday 23 December 2022**.

You can submit comments using the form attached or via the online form which can be found on the following webpage:

<https://www.dixonsat.com/news/consultation-on-admissions-arrangements>

If you wish to submit comments by e-mail or post, please specify the name of the Academy they relate to and send them to:

e-mail: admissions@dixonsca.com

post: Admissions, c/o Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

Please address any comments made via e-mail or post to: Luke Sparkes, CEO

Admissions arrangements – Dixons Trinity Chapeltown Academy

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 Leeds Local Authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will accordingly admit up to 60 children in the relevant age group each year if sufficient applications are received. All children will be admitted if 60 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.
Those wishing to apply for a previously looked-after child need to complete a Previously looked-after child supplementary form and submit this to the Academy along with a copy of the adoption certificate or court order.
Allocation of a place will be decided based on the information received.
- 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 Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child.
Those wishing to apply under this category need to complete an Exceptional need supplementary information form (see note 2) and submit this directly to the Academy with the supporting evidence. The Governing Body will decide on prioritisation for a place based on the information received and parents will be informed if the application meets this criterion before the end of March.
For primary applications only, we will also consider a parent's access needs where they are deemed essential (as described above).
- c) Up to 2 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) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address (see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. If the home address cannot be matched, the centre of the dwelling will be used.

Where a child is allocated a place and they have a sibling/s (brother/s or sister/s) applying for the same year group, the sibling/s will also be offered a place/s (see note 6).

Tie-break

If in categories c) and d) above, a tie-break is necessary to determine which child is admitted, the place will be decided based upon proximity to the Academy using straight-line measurements (as detailed in category e)).

Where two or more children in these criteria live equidistant from the Academy, the decision of who will be offered the place will be made by using a computerised random number generator programme (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, child arrangements order or a special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England¹ and ceased to be so because of being adopted.

2. The Exceptional Need supplementary information form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
3. Children of staff 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, the name of the Academy, 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 / preference form (CAF / CPF).

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. 'Home address' is identified as where the child usually lives with their parent or carer. Where shared care arrangements are in place, both parents must agree which address will be used on the application to Leeds local authority and this should be the address where the child lives for the majority of the week. If no declaration is received by the closing date, Leeds LA will take the home address as being where the child is registered with their GP. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
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.
7. The 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 of the list to the biggest number at the bottom.

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

Deferred entry

Children are entitled to a full-time place in the September following their fourth birthday. 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 Academy 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 point at which the child reaches their fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which a place was offered.

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 Request to start school out of the chronological age group form. Further information on off-setting is available in the School Admissions section of Leeds local authority's [website](#) and in the document '[Summer Born Children – Starting School: Advice for parents](#)'.

Procedures for Year 7 entry

The admission arrangements are:

- a) There are 112 places in Year 7.
- b) Scholars in Year 6 at the Academy will have an automatic right to transfer into Year 7. Where parents want to apply for a place at a different school, they should complete the Common Application / Preference Form (as 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 Leeds local authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.

¹ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



- d) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

Oversubscription criteria

The Academy has places for 112 children in Year 7. Because the Academy is an all-through Academy, places are automatically available to children already attending the Academy in Year 6. Consequently, the published admission number for the Academy is 52 in September 2024.

The Academy will accordingly admit up to 52 children if sufficient applications are received. All applicants will be admitted if 52 or fewer apply. If any of the Year 6 children do not require a place, those places will be allocated to other children applying.

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.

Those wishing to apply for a previously looked-after child need to complete a Previously looked-after child supplementary form and submit this to the Academy along with a copy of the adoption certificate or court order.

Allocation of a place will be decided based on the information received.

- 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 Academy is the *only* suitable school to meet the child's needs and why *no other school* could provide the appropriate support for the child. If evidence is not submitted with the application, a child's medical or social needs cannot be considered.

Those wishing to apply under this category need to complete an Exceptional need supplementary information form (see note 2) and submit this directly to the Academy with the supporting evidence. The Governing Body will decide on prioritisation for a place based on the information received and parents will be informed of the outcome before the end of December.

- c) Up to 2 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) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address (see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. If the home address cannot be matched, the centre of the dwelling will be used.

Where a child is allocated a place and they have a sibling/s (brother/s or sister/s) applying for the same year group, the sibling/s will also be offered a place/s (see note 6).

Tie-break

If in categories c) and d) above, a tie-break is necessary to determine which child is admitted, the place will be decided based upon proximity to the Academy using straight-line measurements (as detailed in category e)).

Where two or more children in these criteria live equidistant from the Academy, the decision of who will be offered the place will be made by using a computerised random number generator programme (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, child arrangements order or special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England² and ceased to be so because of being adopted.
2. The Exceptional Need supplementary information form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
3. Children of staff 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, the name of the Academy, and the child's name and date of birth.

² A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



The e-mail or letter is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).

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. 'Home address' is identified as where the child usually lives with their parent or carer. Where shared care arrangements are in place, both parents must agree which address will be used on the application to Leeds local authority and this should be the address where the child lives for the majority of the week. If no declaration is received by the closing date, Leeds LA will take the home address as being where the child is registered with their GP. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.
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.
7. The 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 of the list to the biggest number at the bottom.

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

In-year admissions

From September 2024

- In the primary school there are 60 places in each of years Reception to Year 6.
- In the secondary school there are 112 places in each of Years 7 to 11.

Where vacancies occur, places are not offered based on the length of time children 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 more highly within the criteria than children already on the list because each time a child is added, the list will be ranked again in line with the published oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Leeds local authority's In Year Common Preference Form (ICPF) which is available on the local authority's [website](#). The local authority will send your application to the Academy who will then contact you to advise you if a place can be offered or not.

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.

Admission of children outside their normal age 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 learning, social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will decide on the based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Governing Body, via the Admissions Officer, to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- 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



- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

Waiting lists and appeals

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 make a fresh application in January for your child's details to remain on the waiting list (see In Year Admissions section for how to apply).

For in-year applications, the details will remain on the waiting list until the end of the academic year in which you apply (July). You will need to make a new application in August if you wish to apply for a place for the next academic year.

Where places become available, they will be filled in accordance with the oversubscription criteria.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

Appellants can get further details about the appeals process and download the appeal form by visiting the Leeds local authority's [website](#) or by contacting them via:

Telephone: 0113 222 4414

Email: education.appeals@leeds.gov.uk



