

## Outcome on the consultation on changes to the admissions arrangements for Dixons McMillan Academy

### Summary of proposal

Dixons Academies Trust consulted on the proposal to change the admissions arrangements as described below, which will result in there being an increased chance of gaining a place for children who live in the local area.

Children with siblings already at the Academy, and also children who attend Dixons Music, Dixons Marchbank and Dixons Manningham academies will be unaffected by these changes, as they will still receive priority before those children who are eligible under the proposed criterion.

For those children who live outside the local area, there will still be the opportunity for admission at Dixons City and Dixons Kings academies, as their admission arrangements will remain unchanged.

### The proposed changes were:

1. Removal of fair-banding.
2. Removal of random allocation as an oversubscription criterion.

Random allocation would only be used in a tie-breaker situation to decide between two or more applications that qualify equally for a place, and only one place remains.

3. Introduction of straight-line distance.

The decision of who would be offered a place would be decided based upon the distance (proximity) of the home address to the Academy, with those who live closest receiving priority for the place.

### Consultation period and comments

The consultation ran from Monday 14 November 2022 until Friday 23 December 2022.

Respondents were asked to tick whether they agreed with the proposed changes. They had the option of stating Yes, No, or Maybe.

	Number of responses
Yes	9
No	2
Maybe	0
<b>Total</b>	<b>11</b>

Respondents were also asked to tick which of the following categories best represented their interest in this consultation.

	Number of responses
Parent	7
School staff	1
Member of the public	1
LA	1
Community or religious organisation	0
Politician	0
Other	1
<b>Total</b>	<b>11</b>

Respondents were also given the opportunity to give a reason/s for their response.

*Yes (in favour of introduction)*

- I think the proposed changes are sensible and transparent. I support the updated admissions policy.
- I wish this would have been applied in September 2023 for when my daughter was due to start secondary school. I think it's a very good idea as everyone should get the opportunity but also would like to stress that the schools should be of a mixed race. As it's unsafe for the minorities that are there.
- Do it.
- This should have been done a long time ago.
- There will be less congestion in the area, as many students travel from outside the area.
- Completely in agreement and can't believe it's not like this already.
- Kirklees does not have any comments or issues regarding the proposed admission policies.

*No (not in favour of introduction)*

- The current system is fair for representation across the city, rather than how far you live from the school. Also, in my opinion, those that go through the current process, are engaged in their child's education. These parents prepare their children for the test much earlier than those just applying for local schools.
- I have a child who already attends Dixon city academy and it's closer to home. I work 12 hour shift so for me it would be ideal if both kids were in the same school as will be able to walk to and from school together. The rising cost of living will make it really difficult for me to pay someone collect children from different schools as distance and age is taken in consideration.

**Factors considered:**

- The responses received to the consultation.
- The Academy is in an area of deprivation (BD5 and BD7). As indicated in the consultation document, the number of applicants from these areas in the past 3 years and the number of places allocated was:

Year	Number of children living in BD5 & BD7 area who listed the Academy as a preference	Number of children admitted from BD5 & BD7 areas	Total number of places
2022	747	64	134
2021	777	79	134
2020	823	71	134

By changing to the proposed admission arrangements, this would enable the Academy to admit more children living in this deprived area.

- There are Dixons academies in other parts of the city who admit children living in other postcode areas.
- The changes will not affect siblings of those children who already have a brother/sister attending the Academy.

**Outcome of the consultation**

The Board of Trustees decided in favour of the proposed changes. They subsequently determined the admissions arrangements that can be found on the following page.

**The admission arrangements are:**

- a) There are 134 places in Year 7.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Bradford local authority's [website](#) and in the authority's "A guide for parents about admission arrangements for Secondary Schools". Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on both the Common Application / Preference Form (CAF / CPF) provided by local authorities by the stated deadline.

**Oversubscription criteria**

The Academy has an agreed admissions number of 134 children for entry in Year 7. The Academy will accordingly admit up to 134 children in the relevant age group each year if sufficient applications are received. All children 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 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.

Prioritisation 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 3 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 still be attending on the date of admission. See note 5 for a definition of sibling.
- e) Children who are currently on roll at Dixons Music Primary in Year 6 (see note 6).
- f) Up to 24 children who are currently on roll at Dixons Manningham or Dixons Marchbank academies in Year 6 (see note 6).
- g) All other children based on proximity of the home address to the Academy (see note 7).

If demand exceeds places at points d), e), f) or g), places will be decided based upon the distance (proximity) of the home address (see note 7) to the Academy, with those who live closest receiving priority for the place/s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

Where twins, triplets, or siblings (brothers or sisters) are applying for the same year group, and only one place is available the sibling/s will also be offered a place/s above the admission number.

**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 England<sup>1</sup> and ceased to be so because of being adopted.

2. Exceptional need 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 recommendation described above.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

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<sup>1</sup> 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.



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 form.

4. 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.

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. 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.
7. Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy. '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.

### **Calendar for admission**

#### *August / September 2023*

Local authority information and common application / preference form (CAF / CPF) is made available.

#### *September 2023*

Open event – for details of this, please see the Academy website

#### *31 October 2023*

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF)
- letters or e-mails and any supporting documentation in relation to applications under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria

#### *1 March 2024*

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

In the event of oversubscription, parents of those children who cannot be offered a place can ask to be kept on the waiting list until the end of the first term (December 2024).

### **In-year admissions**

From September 2024, there will be 134 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 Bradford local authority's 'In Year Common Application Form' (ICAF) which is available from the [website](#). Once completed, the form needs to be returned directly to the local authority. On receipt of an ICAF the local authority will send a copy of this to the Academy, and then respond to advise if a place is available 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 a 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 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 Year 7, you can ask for your child's details to be kept on the waiting list until the end of the first term (December 2024) i.e., one term after the start of the year. You will need to make a fresh application in January 2025 for your child's details to remain on the waiting list (see In Year Admissions section for how to apply).

For other 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 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 (above).

### **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.

Further information about the appeals process can be found on the Academy's [website](#).

If you are considering an appeal, please contact the Appeals Coordinator for further information.

Tel: 01274 089780 – option 7

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)

