



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2022-23**

**Responsibility for review: Executive Principal**  
**Date of next review: October 2021**  
**Last consultation period: October 2015 – November 2015**  
**Determined by: Trust Board – 14 January 2021**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflective of the local community;
- resolving a situation where there are many more applications than places available;
- providing a consistency of approach in a potentially emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with special educational needs and disabilities, and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with all schools within the Bradford local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol.

## The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that prospective parents 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 which complies with the School Admission Appeals Code.

## 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 local authorities' websites and in Bradford Local Authority's "A guide for parents about admission arrangements for Primary 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 by the stated deadline.
- d) Children attending the Academy's nursery are not guaranteed a place in the reception class and parents must complete the Common Application Form (see above) to apply for a place.

## Oversubscription criteria

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 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) i) Looked-after children or children who were previously looked after by a local authority.

ii) Children who have been in state care outside of England and ceased to be so as a result of being adopted.

See note 1 for a definition of the above 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.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of March. See note 2 for how to apply.

- c) Up to two 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 (brother/s or sister/s) 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 was previously looked-after but who left care through an adoption order, a child arrangements order or special guardianship order.

Children previously in care outside of England and Wales are those who have been looked-after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

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.

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 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.

#### *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 beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which they applied.

#### *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 Offset' form which is available at the end of this document. Further information on off-setting is available in the School Admissions section of Bradford local authority's website and in the document '[Summer Born Children – Starting School: Advice for parents](#)'.

### **Calendar for admission**

#### *Mid November 2021*

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

#### *December 2021*

An Open Event will be held.

#### *15 January 2022*

Deadline for receipt of:

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

#### *16 April 2022*

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 until the end of December.

### **In-year admissions**

- There are 60 places in each year group.

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 school 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 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.

### **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 particular learning, social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account 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. Enclosed with this 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; and
- 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, 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 until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year.

When places become available they will be filled as described 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.

The Government has set a limit on the size of infant classes and this means that no Key Stage 1 (Reception, Year 1 or Year 2) class can have more than 30 children with one teacher. As a guide, because of this law only 1 in 9 appeals are successful for Key Stage 1 and for Key Stage 2 (Years 3 to 6) only 1 in 5 are successful.

Further information about the appeals process can be found on Bradford local authority's [website](#). You can request appeal forms from the Local Authority Admissions Team by:

Telephone: 01274 439200

Email: [schooladmissions@bradford.gov.uk](mailto:schooladmissions@bradford.gov.uk)

## Request to start school out of the chronological year group

This form should only be used by those parents/carers requesting their child starts school in Reception, a full year behind their chronological age group. You should read the document '[Summer Born Children – Starting School: Advice for parents](#)' before submitting this request.

Those applying for deferred entry or an in-year admission outside the normal year group should follow the process outlined in the Admissions & Appeals Policy.

Parents should be aware that:

- Consideration of the request may be delayed unless this request and the supporting documents are received by the time of the primary school application deadline (15<sup>th</sup> January).
- The child may only be offset with the agreement of the Governing Body (the admission authority) for this Academy. You will also need to make applications to the local authority (for schools for whom they are the admission authority) and/or the admission authorities for any other schools you are applying to.
- If agreed, the child will usually remain offset throughout their educational career and the transfer to secondary school will take place a year later, however, you may need to make an application in Year 5 to a local authority or the admissions authority of a different school, as they may not agree with the decision made by the Governing Body. The same will apply if you move house mid-way through your child's education and you apply to other local authorities or admission authorities.
- Should agreement not be given and you still choose to offset entry, you will need to apply for a place in Year 1; this application will need to be made in June (i.e. prior to the start of the academic year in late August). Allocation will be dependent upon a place being available at the time of application and your child qualifying for a place following application of the oversubscription criteria.

### PART ONE

<u>Child's details:</u>	
Forename/s:	
Surname:	
Date of birth:	
<u>Parent's/Carer's details:</u>	
Mr / Mrs / Ms / Miss / Other (please state or delete as appropriate)	
Forename/s:	Surname:
Child's address:	Your address (if different to the child's):
Postcode:	Postcode:
Contact number:	
E-mail address:	

*Please turn over*

**PART 2**

Reasons for request. Please state these as fully as possible in the space below and attach separate sheets if necessary.

Who is supporting the request (tick all that apply)?

- Paediatrician
- Educational Psychologist
- Specialist Teacher
- Speech therapist
- Head Teacher/nursery teacher
- Other (please specify)  Occupation or relationship to the child: .....

Please list below the supporting documents you are including with this application:

*Please post/return the completed request and supporting documents by either:*

*e-mail to:* info@dixonsmn.com

*post to:* Admissions, Dixons Manningham Academy, Wood Street, Bradford, BD8 8HY