

Applying for a Reception place at Dixons Manningham Primary

Guidance for parents of children seeking to start Reception in September 2023

The admission arrangements are:

- There are 60 places available.
- 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 Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission (overleaf) will apply.
- Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the stated deadline.
- 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.

Calendar for admission

Date	Description
November onwards	Open events: dates will be advertised via the Academy's website
15 January 2023	Deadline for receipt of: <ul style="list-style-type: none"> • 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
February 2023	Local authorities send lists to all schools containing the details of applicants who have named those schools as a preference. Schools rank these lists and return them to the local authorities for allocations to be made according to preference.
March 2023	Local authorities exchange data with each other about applications and confirm place allocations.
17 April 2023	Local authorities write to parents with offers for all schools in their schemes.

Applications to the Academy

The Academy receives more applications than the number of places available each year. Places were allocated in order of the oversubscription criteria (listed overleaf). The figures for the last 3 years are:

Year	Number of applications	Number of places
2022	118	60
2021	126	60
2020	127	60

The local authority operates an equal preference system for all schools in Bradford and schools do not see what preference number parents have listed the school.

The best advice to parents is to put their favourite school first: if their child does not get a place, this will not damage their chances of getting into the other schools on their list. List your schools on your local authority's common application form (CAF) in your genuine order of preference.

Both Dixons and the local authority recommend that you use at least one preference for a school which you could expect to get. For example, a school you live close to that admits children using distance criterion. If you do not use one of your preferences in this way



and your child does not qualify for any of the schools listed (because they have more applications than places), there is a chance your child will be allocated a place at a school you have not listed.

Parents should check the criteria by which children are prioritised, as not all schools use the same criteria. Some schools use a distance criterion, whereas other schools may use a faith criterion. Those that use a faith criterion will have a separate supplementary form that parents need to complete. Applications can only be ranked according to the published oversubscription criteria. Schools cannot consider other reasons or information provided when ranking applications.

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.
- 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 March. See note 2 for how to apply.

- 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. 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, who currently attend the Academy, and who 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 based on proximity to the Academy using straight line measurement from the Academy to the home address (see note 6). 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, 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. 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 supporting information described above.

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

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. 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. 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

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.

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, 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 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 year group 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](#)'.

Exceptional need applications

Parents who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criterion, will need to submit a separate e-mail or letter complete with any supporting documentation to the Dixons Admissions Office before **15 January 2023**.

The e-mail / letter should state which Academy the application is for. The supporting documentation should be in the form of a written recommendation from the child's paediatrician / consultant or a professional from Children's Services and must explain why that particular 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.

E-mails should be sent to: info@dixonsmn.com

Letters should be sent to:

Chair of the Governing Body, c/o Admissions Officer, Dixons Manningham Primary, Wood Street, Bradford, BD8 8HY

Parents/carers will be informed if the application is or is not being prioritised by 28 February 2023. Please note that prioritisation is not a guarantee of a place.

Children of staff

Members of staff who wish to apply for a place under the 'Children of Staff' oversubscription criterion, will need to submit a separate e-mail or letter to the Dixons Admissions office before **15 January 2023**.

The e-mail or letter should include the following information:

- their name, post and length of service or recruitment to a hard-to-fill post (please state the post)
- the name and date of birth of their child

E-mails should be sent to: info@dixonsmn.com

Letters should be sent to:

Chair of the Governing Body, c/o Admissions Officer, Dixons Manningham Primary, Wood Street, Bradford, BD8 8HY

If your child is not offered a place

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December 2023.

In January 2024 you will need to make a fresh application to join the waiting list. Where places become vacant, they will be allocated in accordance with the oversubscription criteria.

If you are dissatisfied with the admission decision, you will also have the right of appeal.



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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 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 1

Child's details	
Forename/s:	
Surname:	
Date of birth:	

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

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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 the 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 Officer, Dixons Manningham Primary, Wood Street, Bradford, BD8 8HY

