

## Children of staff application form

This form is for members of staff employed by Dixons who are applying for a place for their child at the academy where they work.

In compliance with paragraph 1.39 of the School Admissions Code, the children of staff criterion can only be applied where the application is being made for the academy where the member of staff works. The circumstances where priority can be given are:

- where the member of staff has worked at the academy for two or more years at the time at which the application is made; and/or
- where the member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage.

A skill shortage for teachers is a subject / area with a recognised national shortage, and for associate staff a post which has been unstaffed over a prolonged period resulting in multiple advertisements.

Please read the Admissions & Appeals Policy for the academy you are applying for to see how many places are prioritised under children of staff criterion and how places are decided if we receive more applications than places.

As well as completing this form, you must also list the academy as a preference on your local authority / council application form.

- For applications to start **year 7** in September 2027, the deadline is **31 October 2026**.
- For applications for start **Reception** in September 2027, the deadline is **15 January 2027**.
- In-year applications can be submitted at any time.

**Note:** If you are applying to start year 7 in September 2027 at Dixons City or Dixons Kings academies, an assessment SIF must also be submitted before **30 September 2026**. Forms can be completed at: [apply.dixonsacademies.com](https://apply.dixonsacademies.com)

<b>1. Child's first name / s:</b>	
<b>2. Child's surname:</b>	
<b>3. Child's date of birth e.g. 31/01/2016:</b>	
<b>4. Child's address:</b>	
<b>5. Postcode:</b>	

<b>6. Which academy are you applying for?</b> Please enter the name of one academy only. The only exception to this is if, for example, you have part time roles at two different sites, or your role requires you to work at more than one site on a regular basis i.e. for at least one day a week.

<b>7. Full name of member of staff</b>	
<b>8. Please state your Dixons e-mail address</b>	

<b>9. Please specify which of the following applies by ticking (/) a) and / or b)</b>	
<b>a) I have worked at the academy for 2 years or more</b>	
<b>b) I was recruited to a post for which there is a demonstrable skill shortage</b>	

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<b>10. Please write your start date</b>	
<b>11. Please write the name of your post (job title)</b>	

Please return this form either by:

E-mail: [admissions@dixonsta.com](mailto:admissions@dixonsta.com)

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

If you are posting the form, we strongly recommend using the 'Signed For'\* service at the Post Office to ensure delivery, as we cannot be held responsible for forms that are lost or delayed. By using the 'Signed For' service, you can check if your form has been received by entering the reference or tracking number at the webpage address: [www.royalmail.com/track-your-item](http://www.royalmail.com/track-your-item)