

Applying for a place at Dixons Unity Academy

The admission arrangements are:

- There are 200 places in each of the year groups.
- Applications should be made on the local authorities' 'In Year Common Preference Form' (ICPF) which can be completed [here](#).

Where vacancies occur, places are not offered based on the length of time children have been on the list. They are filled solely in accordance with the oversubscription criteria (below). 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 take precedence over those on a waiting list.

Oversubscription criteria

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:

- 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

Those wishing to apply for a previously looked-after child need to complete Leeds local authority's **Priority 1a Supplementary Form** and submit this to the local authority with their application form (CPF) along with a copy of the adoption certificate or court order.

Prioritisation for a place will be decided based on the information received.

- b) Children who have exceptional medical or social need. Each application must include evidence, from a medical specialist (paediatrician/consultant) or social worker of the child's need and why they must attend *this* school *rather than any other*, based on those needs. 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 Leeds local authority's **Priority 1b Supplementary Form** and submit this directly to the Academy with the supporting evidence.

The Governing Body will decide on the prioritisation for a place based on the information received.

- c) Up to four 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 2 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 3 for a definition of sibling).
- e) Children living within the priority area i.e. for whom Dixons Unity Academy is the nearest secondary school to their home address (see note 4). See appendix for a map.
- f) Any other children.

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 5).

Continued overleaf

Tie-break

If in categories c), d), e) and f) 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 from a defined point on the main school building to the home address.

The point Leeds LA measure to as the home address is determined by the LLPG (Local Land and Property Gazetteer) which provides coordinates for every dwelling. If the address cannot be matched, the centre of the dwelling will be used.

Where two or more children 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 6).

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, stating the name, post, and length of service of the member of staff and the child's name and date of birth. This e-mail or letter is required in addition to the submission of a completed local authority application form.

3. 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.

4. '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.

5. 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.

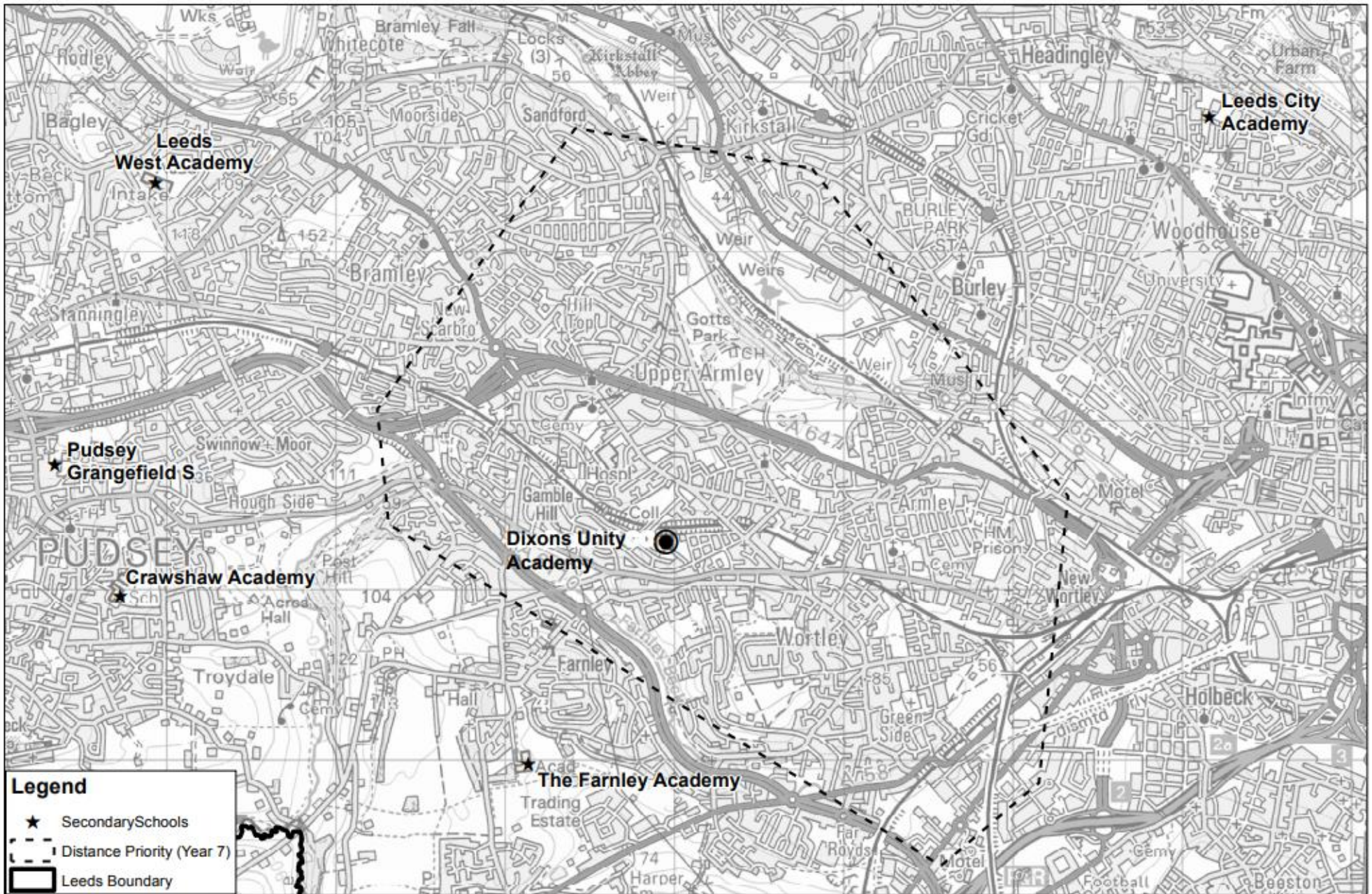
6. All applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom.

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

Waiting lists and appeals

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 the academic year in July. You will need to make a new school transfer application in early July if you wish for your child to remain on the waiting list for the next academic year.

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



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 This map is an output from the School Admissions Service Cut-off Mapping Tool Developed by LCC Children's Performance Service
 Please contact the School Admissions Service Team on 0113 224 3433 for further information
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