

# Applying for a Year 7 place at Dixons Unity Academy



**Guidance for parents of children seeking to start Year 7 in September 2022**

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## The admission arrangements are:

- There are 200 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 on Leeds Local Authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- Applications have to be made on the Common Preference Form (CPF) provided by the local authorities by the stated deadline.

## Calendar for admission

### Open events

Dates will be advised via the Academy's website; [www.dixonsua.com](http://www.dixonsua.com)

### 31 October 2021

Deadline for receipt of:

- local authorities' common application/preference form (CAF/CPF)
- Priority 1a and Priority 1b supplementary forms and any documentation in relation to these applications.
- Letters or e-mails in relation to applications under the children of staff oversubscription criteria.

### December 2021

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.

### 1 March 2022

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

## Applications to the Academy

Last year, there were 333 applications for the 200 places available. Places were allocated in order of the oversubscription criteria (below).

The local authority operates an equal preference system. 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/Preference Form (CAF/CPF) 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 reasonably expect to get. For example, a school you live in the catchment area for or one that you live close to that admits children using a distance criteria. 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, which may be further away from your home address.

## Oversubscription criteria

The Academy will admit up to 200 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 200 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:

*Continued overleaf*

- 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

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 and explain 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).

#### *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.

*Continued overleaf*

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.

#### Exceptional need applications

Parents who wish to apply for a place under the 'Exceptional medical or social need' oversubscription criteria, will need to complete the Priority 1b supplementary form (SIF) and submit the form complete with any supporting documentation to the Dixons Admissions Office before **31 October 2021**.

The supporting documentation should be 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.

Parents/carers will be informed if the application is or is not being prioritised by 28 February 2022. 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 criteria, will need to submit a separate e-mail or letter to the Dixons Admissions office before **31 October 2021**.

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@dixonsua.com](mailto:info@dixonsua.com)

Letters should be sent to: Chair of the Governing Body, c/o Admissions Officer, Dixons Unity Academy, Whingate Road, Leeds, LS12 3DS.

#### **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 2022.

In January 2023 you can ask for your child to be placed onto a new 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.

