

**Admissions & Appeals policy  
for the admission year 2025-26**

Responsibility for review: Executive Principal

Date of next review: October 2024

Last consultation period: 14 December 2018 – 25 January 2019

Determined by: Board of Trustees – 8 February 2024



## Admissions

### Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities
- 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 children
- working collaboratively with all schools within the 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 parents / carers 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 Year 7 entry

#### The admission arrangements are:

- a) There are 200 places in Year 7.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Leeds local authority's [website](#). Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

#### Oversubscription criteria

The Academy has an agreed admissions number of 200 children for entry in Year 7. The Academy will accordingly admit up to 200 children in the relevant age group each year if sufficient applications are received. All children 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:

- a) Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.

Those wishing to apply for a previously looked-after child need to complete a Previously looked-after child supplementary form (appendix 1) and submit this to the Academy along with a copy of the adoption certificate or court order. If you are unable to access the form, please see Note 1.

The local academy board will decide on prioritisation for a place based on the information received and parents will be informed if the application meets this criterion before the end of December.

- b) Children who have exceptional social or medical need, supported by a written recommendation from an independent medical professional such as the child's paediatrician / consultant or an independent 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. 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 an Exceptional need supplementary information form (see note 2 and appendix 2) and submit this directly to the Academy with the supporting evidence. If you are unable to access the form, please see note 2.



The local academy board will decide on prioritisation for a place based on the information received and parents will be informed if the application meets this criterion before the end of December.

- 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 further details and how to apply.
- d) Children whose siblings live at the same address, currently attend the Academy, and who will continue to attend the Academy on the date of admission (see note 4 for a definition of sibling).
- e) Admission of children based on proximity to the Academy using straight-line measurement from the school to the home address (see note 5). The distance measurements use LLPG coordinates for the Academy and the residential property. Straight line distance is then measured between the two sets of coordinates using GIS mapping. The point at your home address is set by the LLPG, which provides coordinates for every property. If the LA are not able to match your address with the LLPG, then they will identify a point at the centre of your home.

#### *Tie-break*

If demand exceeds places at points c), d or e), places will be decided based upon the distance (proximity) of the home address (see note 5) to the Academy, with those who live closest receiving priority for the place/s. If there are two or more children from equidistant addresses but only one place remains, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 6).

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.

#### *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 special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.  
The previously looked-after child supplementary form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF). In accordance with the Accessibility Regulations, if you are unable to access the supplementary form but are applying under section a) you must submit evidence of your child's previously looked-after status (a copy of the court order and evidence of being in local authority or state care outside England) to the Academy at the time you apply.
2. The Exceptional Need supplementary information form is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF). In accordance with the Accessibility Regulations, if you are unable to access this form but are applying under section b) you must provide the following information to the Academy at the time you apply:
  - o Your child's name, date of birth and address.
  - o What precise support your child requires due to their specific needs.
  - o Why only the Academy can provide the support needed to meet your child's needs and why no other school can.
  - o You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only this Academy can meet that need and why no other school can. Without this evidence, your child's needs cannot be considered.
3. Children of staff applications must be in the form of a letter or e-mail to the local academy board 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.  
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.  
The e-mail or letter is required in addition to the submission of a completed local authority common application / preference form (CAF / CPF).
4. 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.
5. 'Home address' is identified as the permanent address where the child usually lives with their parent or carer. Where shared care arrangements are in place and children live equally with both parents, the parents must agree which address will be used on the application to Leeds local authority. If the arrangements are not split equally between both parents, then the address used should be the address where the child spends the majority of the school week.

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<sup>1</sup> 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.



6. The 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 of the list to the biggest number at the bottom.

The randomisation process will be overseen by an independent person not connected to the academy.

### **Calendar for admission (secondary)**

*August / September 2024*

Local authority information and common application / preference form (CAF / CPF) is made available.

*September / October 2024*

Open event – for details of this, please see the Academy website.

*31 October 2024*

Deadline for receipt of:

- local authorities' common application / preference form (CAF / CPF)
- supplementary information forms and any supporting documentation in relation to applications for previously looked-after children and those applying under exceptional need
- letters or e-mails in relation to applications under children of staff oversubscription criteria

*3 March 2025*

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 at the Academy until the end of December.

### **Late applications**

Late CPF / CAF applications will be administered in accordance with the local authorities coordinated schemes.

## **In-year admissions**

The funding agreement for the Academy dictates how many students it will be funded for in total. The Academy plans its operations such as staffing, timetabling, and provision of resources based on the funding received; this equates to the following provision.

- There are 200 places in each of the year groups 7 to 11.

If a child is refused a place, this is because admission of another child would prejudice the provision of efficient education or the efficient use of resources.

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 Academy in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Leeds local authority's In Year Common Preference Form (ICPF) which is available on the local authority's [website](#). The local authority will send your application to the Academy who will then contact you to advise you if a place can be offered 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 learning, social or medical issues impacting his or her schooling.

When such a request is made, the local academy board will decide on the based on the circumstances of the case and in the best interest of the child concerned, considering 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 local academy board, 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. Included with the e-mail or letter 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

The local academy board will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the local academy board 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 Year 7, your child's details will automatically remain on the waiting list for one academic year.

For in-year applications, the details will automatically be added to the waiting list until the end of the academic year in which you apply (July). You will need to make a new application in August to apply for a place for the next academic year.

Where places become available, they will be filled in accordance with the oversubscription criteria.

### Appeals

All children 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.

Appellants can get further details about the appeals process and download the appeal form by visiting the Leeds local authority's [website](#) or by contacting them via:

Telephone: 0113 222 4414

For queries: [Contact form](#)

Appeal form: [www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals](http://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals)



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**PREVIOUSLY LOOKED-AFTER CHILD SUPPLEMENTARY FORM**

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangement order or a special guardianship order and includes those who appear (to the local academy board) to have been in state care outside of England<sup>2</sup> and ceased to be so because of being adopted.

Please complete this form to requesting priority admissions for a *previously* looked-after child. Please do not complete this form if the child is currently looked-after by a local authority – the social worker should instead complete the local authority application form.

<b>Year group applied for:</b> (e.g. Reception, Year 1, Year 8)	
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<b>Child's details</b>	
Surname:	
Forename:	
Date of birth:	
Address:	
Postcode:	

<b>Which local authority (or country if you child was adopted from care outside of England) cared for the child immediately before the order was made?</b>	
LA / country:	

<b>Which court order do you hold for the child?</b>			
Adoption order:		Child arrangement order:	
Special guardianship order:			

Please supply a copy of the order with this form. This information will be shared with the local authority who allocate places at the Academy.

*Please turn over*

<sup>2</sup> 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.



Please sign and date this form:

Signed by		Name of parent / carer	
Date			

Checklist:

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed & dated the form?

Please return the form and supporting documents by:

E-mail: [info@dixonsua.com](mailto:info@dixonsua.com) Please type in the subject line 'FAO Admissions Officer'

Post: FAO Admissions Officer, Dixons Unity Academy, Whingate Rd, Leeds LS12 3DS



Appendix 2

**EXCEPTIONAL NEED SUPPLEMENTARY FORM**

To be completed when requesting priority under the exceptional medical or social need criterion (see extract below).

*Priority b)*

Children who have exceptional social or medical need, supported by a written recommendation from an independent professional such as the child's paediatrician / consultant or an independent 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.

<b>Year group applied for:</b> (e.g. Reception, Year 1, Year 8)	
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<b>Child's details</b>	
Surname:	
Forename:	
Date of birth:	
Address:	
Postcode:	

<b>Please describe the child's exceptional medical or social need in detail:</b>

*Please continue overleaf*

*Please turn over*



**Please describe the child's exceptional medical or social need (continued from previous page):**

**Documents provided in support of the application**

Please list below all of the documents you are enclosing with this form.


Signed by		Name of parent / carer	
Date			

**Checklist:**

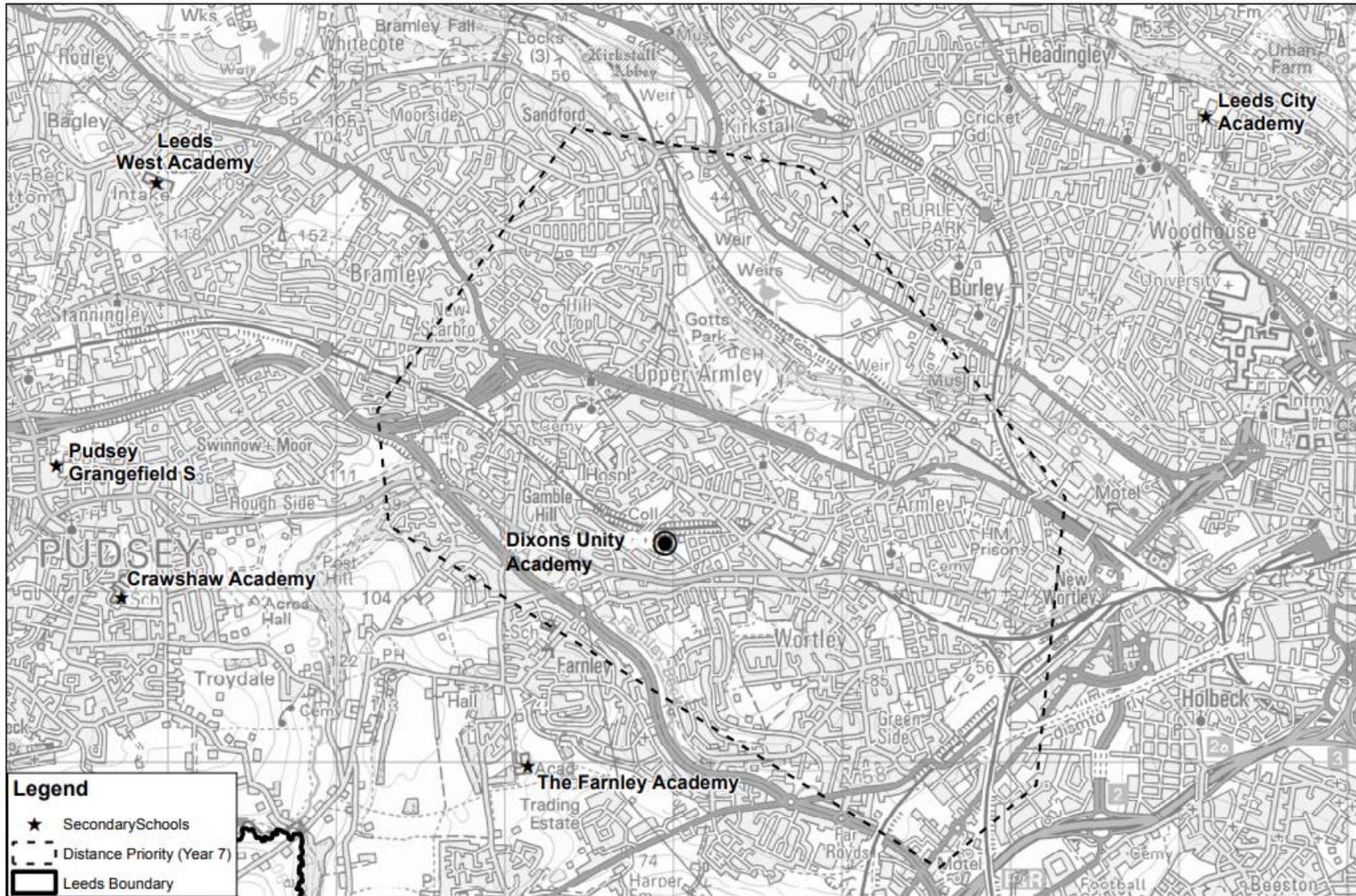
- Have you completed all sections?
- Have you included the supporting documents?
- Signed & dated the form?

Please return the form and supporting documents by:

E-mail: [info@dixonsua.com](mailto:info@dixonsua.com) Please type in the subject line 'FAO Admissions Officer'

Post: FAO Admissions Officer, Dixons Unity Academy, Whingate Rd, Leeds LS12 3DS





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