

Consultation on admissions arrangements for Dixons Unity Academy 2027-28

Dixons Academies Trust are consulting on the admissions arrangements for Dixons Unity Academy.

This consultation is required in line with paragraph 1.45 of the School Admissions Code, which states that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

The current admissions arrangements can be found on the next page. No changes are proposed to these arrangements.

Consultation period and comments

The consultation will run from Monday 1 December 2025 until Sunday 11 January 2026, and we invite comments from parents of current pupils and any other interested parties.

Those who do not have access to the internet can collect a paper copy of this document from the Reception desk at the academy.

If you wish to request a copy by post, please contact our trust admissions office by:

- E-mail: admissions@dixonsta.com
- Telephone: 01274 089780 – option 7

Comments on the admissions arrangements should be made in writing before **Monday 12 January 2026**.

You can submit comments via the [online form](#) or, if you wish to submit comments by e-mail or post, please specify the name of the academy they relate to and send them to:

- e-mail: admissions@dixonsta.com
- post: Admissions & Appeals, c/o Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

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 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.

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 employed at the academy, 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. 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. 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, 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 England¹ 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 local authority application form. 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 local authority application form. 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 submitted directly to the academy via the form provided on the Admissions page of the academy website. These applications must be submitted by the deadline for the local authority application form to ensure they can be considered prior to the ranking of applications.

An application under children of staff criterion is required in addition to the submission of a local authority application form.

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 (the person who holds parental responsibility for the child). 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 most of the school week.
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.

Late applications

Late CPF / CAF applications will be administered in accordance with the local authorities coordinated schemes. Where applications are received after the deadline, this may affect your chances of being offered a place at the academy as the application will be considered after those that were received on time.

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 1000 places across 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.

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.



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.

For applications at the point of entry (Year 7), the request should be submitted before the deadline for applications. For applications in-year, the request should be submitted at the same time the in-year application is made.

When such a request is made, the local academy board will decide 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.