

Request to start school out of the chronological year group (offset form)

This form should only be used by those parents / carers requesting their child start school in Reception, a full year behind their chronological age group. Please read the guidance '[Summer Born Children Starting School: Advice for parents](#)' before applying.

Parents should be aware that:

- Consideration of the request may be delayed unless this request and any supporting documents you wish to submit are received by the time of the primary school application deadline (**15 January 2027**).
- The child may only be offset with the agreement of the board of trustees (the admission authority) for this Academy. You will also need to make applications to the local authority (for schools for whom they are the admission authority) and / or the admission authorities for any other schools you are applying to.
- If agreed, the child will usually remain offset throughout their educational career and the transfer to secondary school will take place a year later, however, you may need to make an application in Year 5 to a local authority or the admissions authority of a different school, as they may not agree with the decision made by the board of trustees. The same will apply if you move house mid-way through your child's education and you apply to other local authorities or admission authorities.
- Should agreement not be given, and you still choose to delay entry, you will need to apply for a place in Year 1; this application will need to be made in June (i.e. prior to the start of the academic year in late August). Allocation will be dependent upon a place being available at the time of application and your child qualifying for a place following application of the oversubscription criteria.

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

Please do not complete this form if you are applying for deferred entry or an in-year admission outside the normal year group; you should follow the process outlined in the Admissions & Appeals policy for the academy instead.

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| 1. Child's first name / s: | |
| 2. Child's surname: | |
| 3. Child's date of birth e.g. 31/01/2022: | |
| 4. Child's address: | |
| 5. Postcode: | |
| 6. Parent's / carer's full name | |
| 7. Parent's / carer's address – only complete if this is different to the child's address | |
| 8. Parent's / carer's e-mail address | |
| 9. Parent's / carer's contact number | |
| 10. Which academy are you applying for? | |

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11. Reasons for request. Please state these as fully as possible in the space below and attach separate sheets if necessary.

12. Supporting documents

You can support your request with information from any professionals involved in your child's care or treatment. This might include information from, but is not limited to, the following:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- your child's nursery or childminder

Please list below any supporting documents you are including with this application.

This form and information will be shared with the local authority who allocate places at the academy.

Please return the form by:

E-mail: 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