

Applying for a place at Dixons Trinity Chapeltown

The admission arrangements are:

- In the primary school there are 60 places in Reception to Year 4 and 30 places in Year 5.
- In the secondary school there are 112 places in each of Years 7 to 10.

Applications should be made on Leeds local authority's '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 line 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 (primary phase – Reception to Year 5)

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 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 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.

Allocation of 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 prioritisation for a place based on the information received.

For primary applications only, we will also consider a parent's access needs where they are deemed essential (as described above).

- c) Up to two children of staff, who have been in post for at least two years, or who have been 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) Admission of children on the basis of proximity to the Academy using straight-line measurement from the school to the home address (see note 4). Straight-line measurement is 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 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).

If in categories c) and d) 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 (as detailed in category e)).

Where two or more children in these criteria live equi-distant 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, immediately after being looked-after, became subject to adoption, child arrangements order or special guardianship order including those who appear (to the Governing Body) to have been in state care outside of England¹ and ceased to be so as a result of being adopted.

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.

Deferred entry (applicable to Reception places only)

Children are entitled to a full-time place in the September following their fourth birthday. Parents can request for their child to start their schooling on a part-time basis or to defer the start until their child reaches compulsory school age; these requests should be addressed to the Principal. In such instances children will commence schooling at the beginning of a term.

Where entry is deferred, the Academy will hold the place and not offer it to another child during the remainder of the school year for which the application was made. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which they applied.

Oversubscription criteria (secondary phase – Years 7 to 10)

The Academy will admit up to 112 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 112 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 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.

Allocation of 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 two children of staff, who have been in post for at least two years, or who have been 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) Admission of children on the basis of proximity to the Academy using straight-line measurement from the school to the home address (see note 4). Straight-line measurement is from a defined point on the main school building to the home address. The

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.



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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) and d) 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 (as detailed in category e)).

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

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

Waiting lists and appeals

For in-year applications, the details will remain on the waiting list until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year.

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

All applicants 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 LA website or contacting Leeds LA:

Website: <https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>

Telephone: 0113 222 4414

Email: education.appeals@leeds.gov.uk

² 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.

