

Applying for a Reception place at Dixons Trinity Chapeltown

Guidance for parents of children seeking to start Reception in September 2023

The admissions arrangements are

- There are 60 places available.
- 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.
- Applications have to be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.

Calendar for admission

Date	Description
15 January 2023	Deadline for receipt of: <ul style="list-style-type: none"> • local authorities' common application/preference form (CAF/CPF) • previously looked-after child supplementary forms and any documentation in relation to these applications • exceptional need supplementary forms and any documentation in relation to these applications • letters or e-mails in relation to applications under children of staff oversubscription criteria
February 2023	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.
March-April 2023	Local authorities exchange data with each other about applications and confirm place allocations.
17 April 2023	Local authorities write to parents with offers for all schools in their schemes.

Applications to the Academy

Last year, there were 166 applications for the 60 places available. Places were allocated in order of the oversubscription criteria (below).

The last place allocated in previous years was as follows:

Year	Criterion	Note
2022	e) distance	Furthest distance 2.656 miles
2021	e) distance	All children admitted
2020	e) distance	Furthest distance 0.602 miles

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.

Parents should check the criteria by which children are prioritised, as not all schools use the same criteria. Some schools like our Academy use a distance criterion, whereas other schools may use a faith criterion. Those that use a faith criterion will have a separate supplementary form that parents need to complete. Applications can only be ranked according to the published oversubscription criteria. Schools cannot consider other reasons or information provided when ranking applications.

Late applications

Late CPF applications will be administered in accordance with the Leeds City Council's coordinated scheme.

Oversubscription criteria

The Academy has an agreed admissions number of 60 children for entry in Reception. The Academy will accordingly admit up to 60 children in the relevant age group each year if sufficient applications are received. All children 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 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.

Allocation of a place will be decided based on the information received.

- b) Children who have exceptional social or medical need, supported by a written recommendation from the child's paediatrician / consultant or a 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. The Governing Body 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 March.

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

- 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 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 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. If the home 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 6).

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 in these criteria 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 7).

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 a special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England¹ and ceased to be so because of being adopted.

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).

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.

- Children of staff 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, the name of the Academy, and the child's name and date of birth.

The e-mail or letter is required in addition to the submission of a completed local authority application / preference form (CAF / CPF).

- 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.
- '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.
- 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.
- 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 supervised by an independent clerk of the independent appeals panel.

Previously looked-after children applications

Parents who wish to apply for a place for a child who was previously looked-after will need to complete the 'Previously looked-after child supplementary form' (SIF) and submit the form complete with any supporting documentation to the Dixons Admissions Office before 31 October 2022.

Supporting documentation may include such items as a copy of the adoption certificate or court order.

Parents / carers will be informed if the application is or is not being prioritised by 31 December 2022. Please note that prioritisation is not a guarantee of a place.

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 'Exceptional Need supplementary form' (SIF) and submit the form complete with any supporting documentation to the Dixons Admissions Office before 31 October 2022.

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 31 December 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 2022.

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@dixonstc.com

Letters should be sent to:

Chair of the Governing Body, c/o Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Bradford, LS7 4AW

Deferred entry

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 point at which the child reaches their fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which a place was offered.

Requests to offset

Where parents feel that their summer born child's needs are such that they would benefit from starting school a year later, they may request this using the 'Request to start school out of the chronological age group form' which is available at the end of this document. Further information on off-setting is available in the School Admissions section of Leeds local authority's [website](#) and in the document '[Summer Born Children – Starting School: Advice for parents](#)'.

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 2023.

In January 2024 you will need to make a fresh application to join the 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.

PREVIOUSLY LOOKED-AFTER CHILDREN 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 Governing Body) to have been in state care outside of England² 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.

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

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?	
LA / country:	

Which court order do you hold for the child?			
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

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.

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@dixonstc.com Please type in the subject line 'FAO Admissions Officer'

Post: FAO Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Chapeltown, Leeds, LS7 4AW

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 the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

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

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

Please turn over

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

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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?

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

Please return the form and supporting documents by:

E-mail: info@dixonstc.com Please type in the subject line 'FAO Admissions Officer'
Post: FAO Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Chapeltown, Leeds, LS7 4AW

REQUEST TO START SCHOOL OUT OF THE CHRONOLOGICAL AGE GROUP

This form should only be used by those parents/carers requesting their child starts school in Reception, a full year behind their chronological age group. You should read the document '[Summer Born Children – Starting School: Advice for parents](#)' before submitting this request.

Those applying for deferred entry or an in-year admission outside the normal year group should follow the process outlined in the Admissions & Appeals Policy.

Parents should be aware that:

- Consideration of the request may be delayed unless this request and the supporting documents are received by the time of the primary school application deadline (15th January).
- The child may only be offset with the agreement of the Governing Body (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 Governing Body. 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 offset 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.

PART 1

Child's details	
Forename/s:	
Surname:	
Date of birth:	

Parent's / Carer's details			
Mr / Mrs / Ms / Miss / Other (please state or delete as appropriate)			
Forename:		Surname:	
Child's address:		Your address (if different to the child's):	
Postcode:		Postcode:	
Contact number:			
E-mail address:			

Please turn over

PART 2

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

Who is supporting the request (tick all that apply)?

Paediatrician	
Educational Psychologist	
Specialist Teacher	
Speech therapist	
Head Teacher / nursery teacher	
Other - please specify the occupation or relationship to the child:	

Please list below the 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 and supporting documents by:

E-mail: info@dixonstc.com Please type in the subject line 'FAO Admissions Officer'

Post: FAO Admissions Officer, Dixons Trinity Chapeltown, Leopold Street, Chapeltown, Leeds, LS7 4AW