

## Applying for a year 7 place at Dixons Trinity Chapeltown

### Guidance for parents of children seeking to start Year 7 in September 2023

#### The admissions arrangements are

- There are 112 places available.
- Scholars in year 6 at the Academy will have an automatic right to transfer into year 7. Where parents want to apply for a place at a different school, they should still complete the form specified below by the stated deadline.
- 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
Thursday 22 September 2022	Open event from 4.45pm until 7.00pm
31 October 2022	Deadline for receipt of: <ul style="list-style-type: none"> <li>• local authorities' common application/preference form (CAF/CPF)</li> <li>• previously looked-after child supplementary forms and any documentation in relation to these applications</li> <li>• exceptional need supplementary forms and any documentation in relation to these applications</li> <li>• letters or e-mails in relation to applications under children of staff oversubscription criteria</li> </ul>
December 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.
January – February 2023	Local authorities exchange data with each other about applications and confirm place allocations.
1 March 2023	Local authorities write to parents with offers for all schools in their schemes.

#### Applications to the Academy

Last year, there were 509 applications for the 112 places available. Places were allocated in order of the oversubscription criteria (below). The furthest distance allocated under criterion e) was 0.512 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 or fair banding. Those that use a faith criterion or fair banding 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 places for 112 children in Year 7. Because the Academy is an all-through Academy, places are automatically available to children already attending the Academy in Year 6. Consequently, the published admission number for the Academy is 82 in September 2023.

The Academy will accordingly admit up to 82 children if sufficient applications are received. All applicants will be admitted if 82 or fewer apply. If any of the Year 6 children do not require a place, those places will be allocated to other children applying.

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. 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. The Governing Body will decide on prioritisation for a place based on the information received and parents will be informed of the outcome 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 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 special guardianship order and includes those who appear (to the Governing Body) to have been in state care outside of England<sup>1</sup> 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).
3. 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 common application / preference form (CAF / CPF).

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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.

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 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.
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.
7. 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 an 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](mailto: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

#### **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 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@dixonstc.com](mailto: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.

<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?

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](mailto: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