

## **Admissions & Appeals policy for the academic year 2027-28**

Responsibility for review: School and College Trust Leader

Date of next review: October 2026

Last consultation period: November 2022 – December 2022

Determined by: Board of Trustees – 22 January 2026



## Admissions

### Statement of Policy

The Academy is committed to:

- admitting an intake reflective of the local community
- resolving a situation where there are many more applications than places available
- providing a consistency of approach in a potentially emotive area
- demonstrating that we are applying our oversubscription criteria equally and fairly
- ensuring that children with special educational needs, disabilities, and vulnerable children are not treated less favourably than other children
- working collaboratively with all schools within the local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol

### The aims are:

- to ensure that places are awarded fairly and openly
- to ensure that parents / carers are aware of the admissions procedures
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span
- to demonstrate that our procedures comply with the School Admissions Code
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code

### Procedures for Reception entry

The admission arrangements are:

- a) There are 60 places in Reception.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on Bradford local authority's [website](#) and in the authority's "A guide for parents about admission arrangements for Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria will apply.
- c) Applications must be made on the Common Application / Preference Form (CAF / CPF) provided by the local authorities by the stated deadline.
- d) Children attending the Academy's nursery are not guaranteed a place in the reception class and parents must complete the CAF / CPF (as stated above) to apply for a place.

### Oversubscription criteria

The Academy has a published admission number (PAN) of 60 children for entry in Reception. The Academy will admit up to 60 children 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.
- 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.

Prioritisation will be decided based on the information received and parents will be informed if the application meets this criterion before the end of February. See note 2 for how to apply.

- c) Up to 2 children of staff employed at the Academy who have been in post for at least two years at the time at which the application is made, 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.

If demand exceeds places at this point, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).



- d) Children whose siblings live at the same address, who currently attend the Academy, and who will still be attending the Academy on the date of admission (see note 5 for a definition of sibling).
- e) All other children based on proximity to the Academy using straight line measurement from the school to the home address (see note 6). Straight line measurement is taken from the Ordnance Survey reference point for the home address to the main entrance of the Academy.

Where twins, 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.

#### *Tie break*

If demand exceeds places at points b), d), or e), places will be decided based upon the distance (proximity) of the home address (see note 6) 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 4).

#### *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 board of trustees) to have been in state care outside of England<sup>1</sup> and ceased to be so because of being adopted.

If you are applying for a previously looked-after child, please complete the [Previously looked-after child application form](#) which is also available on the Admissions page of the Academy website.

2. Exceptional need applications must be submitted via the [Exceptional social or medical need application form](#) which is also available 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.

The exceptional need application is required in addition to the submission of a local authority application form.

3. Children of staff applications must be submitted via the [Children of staff application form](#) which is also available 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. 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.

5. 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.

6. 'Home address' refers to the child's permanent address where they usually live with their parent or carer (the address of the person who holds parental responsibility for the child), at the time of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.

#### **Calendar for admission (primary)**

##### *November 2026*

Local authority booklet and common application / preference form (CAF / CPF) is made available.

##### *November 2026 – January 2027*

Open event: for details of this, please see the Academy website.

##### *15 January 2027*

Deadline for receipt of:

- local authorities' 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.



- application form and supporting document for previously looked-after children<sup>2</sup>
- application form and supporting documents under exceptional medical or social need criterion
- application form under children of staff criterion
- application form and supporting documents to request offsetting (i.e. to start school out of the chronological year group)

16 April 2027

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December 2027.

### **Late applications**

Late CAF / CPF applications will be administered in accordance with the local authorities coordinated schemes.

If exceptional circumstances apply which prevented you from submitting the CAF / CPF by the deadline or there has been a change of circumstances which means you need to amend your application, supporting documentation verifying the reason should be submitted to the local authority. As an example, exceptional circumstances could be where a family moved to the area close to / after the deadline date.

Please note that the cut-off dates for late applications or changes to applications varies between different local authorities, so you need to check the local authority's website where you live for the relevant date. Where applications / changes are received after the deadline or cut-off date, this may affect your chances of being offered a place at the Academy because the application may not be considered until after national offer day.

### **Deferred entry**

Children are entitled to a full-time place in the September following their fourth birthday.

Parents who are unsure if their child is ready for full-time education, are advised to speak to the principal about whether starting their schooling on a part-time basis or deferring the start until their child reaches compulsory school age, would be beneficial to their child.

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**

Information on off-setting can be found in the School Admissions section of Bradford local authority's [website](#) and on the webpage '[Summer Born Children – Starting School: Advice for parents](#)'.

Where parents feel that their summer born child's needs are such that they would benefit from starting school later, we advise they speak to the Academy first to find out what is available to meet the needs of the youngest children.

Parents can choose not to send their child to school until the September following their fifth birthday i.e. to start in year 1 rather than Reception. However, if parents wish to apply for offsetting to commence school in Reception rather than year 1, they should complete the [Offset application form](#) which is also available on the Admissions page of the Academy's website. Parents will still need to apply to the local authority by the deadline for a place in the child's normal age group in case the request is not successful.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for instance, where a 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 (Reception), 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 board of trustees will decide based on the circumstances of the case and in the best interest of the child concerned, considering the views of the parent including any supporting evidence provided, and the views of the Principal. The process for requesting such an admission is as follows:

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<sup>2</sup> Where possible, proof of previously looked-after child status should be provided by the deadline, so that we can confirm to the parent / carer whether the application meets the criterion, or not, before the local authority cut-off date for changes. Applications submitted beyond the deadline will still be considered, and priority applied if they meet the criterion.



Parents should submit an e-mail or letter to the board of trustees, 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
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The parent will be advised whether the request for admission out of age group has been agreed or the reason for any refusal. Where the request is refused, there is no right of appeal against a refusal to offer a place in the preferred year group. The right of appeal only applies against a refusal of a place at the Academy.

## 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 420 places across the year groups Reception to Year 6

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 Bradford local authority's 'In Year Common Application Form' (ICAF) which is available from the [website](#). Once completed, the form needs to be returned directly to the local authority. On receipt of an ICAF the local authority will send a copy of this to the Academy and then respond to advise if a place is available or not.

## 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.

## Waiting lists and appeals

### Waiting lists

If your child is not offered a place for Reception, your child's details will automatically remain on the waiting list until the end of December 2027. You will need to make a fresh application in January 2028 for your child's details to be added to the new waiting list (see In Year Admissions section for how to apply).

For in-year applications, the details will remain on the waiting list until the end of the academic year in which you apply (July). You will need to make a new application in August of the same year if you wish to apply for a place for the next academic year.

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

### Appeals

If you have applied and been refused a place, you 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.

The Government has set a limit on the size of infant classes, and this means that no Key Stage 1 (Reception, Year 1, or Year 2) class can have more than 30 children with one teacher. Because of this law very few appeals are successful for Key Stage 1.

Our appeals are arranged by [Bradford Council](#).



### *Annual appeals*

If you are appealing for a place to start in Reception, please submit your appeal by the deadline stated on the [website](#) wherever possible. Appeals submitted after the deadline will still be heard but, depending upon the date of submission, may not be heard before the start of the academic year.

### *In-year appeals*

Appeals against a decision for an in-year application can be submitted any time during the academic year. An application must first have been submitted (see In-Year admissions Section for how to apply), and the place have been refused, before an appeal can be submitted. Appeals will be heard within 30 school days of the appeal form being submitted.

Information about the appeals process and the form can be found on the Council's [website](#). If you need to speak to someone about an appeal, you can contact the local authority Admissions Team by:

Telephone: 01274 439200

Email: [schoolappeals@bradford.gov.uk](mailto:schoolappeals@bradford.gov.uk)



## REQUEST TO START SCHOOL OUT OF THE CHRONOLOGICAL YEAR 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 information on the webpage [‘Summer Born Children – Starting School: Advice for parents’](#).

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 any supporting documents you wish to submit are received by the time of the primary school application deadline (15 January).
- 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.

### PART 1

<b>Child’s details</b>	
Forename / s:	
Surname:	
Date of birth:	

<b>Parent’s / Carer’s details</b>			
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 any 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:**


Please post / return the completed request and supporting documents by either:

e-mail to: [info@dixonsmb.com](mailto:info@dixonsmb.com)

post to: Admissions Officer, Dixons Marchbank Primary, Marchbank Road, Bradford, BD3 8QQ

