

Tel: 01274 424350

Please ask for Admissions & Appeals
Email – appeals@dixonsacademies.com

Ref: AppealFormLtr

Date as postmark

Dear Parent/Carer

Please find enclosed an Appeal Form, as requested.

Enclosed with the form is some legal information and frequently asked questions about the appeals process; please read these carefully.

Completed forms should be returned to the address below on or before **Friday 27th March 2020**.

Clerk to the Appeals Panel
c/o Dixons McMillan Academy
Trinity Road
BRADFORD
BD5 0JD

Alternatively forms can be e-mailed to: appeals@dixonsacademies.com

Yours sincerely



Mrs M Ahmed
Appeals Coordinator

Encs

APPEAL FORM

PLEASE READ THESE NOTES BEFORE COMPLETING THE FORM

1. You can only make an appeal for a school you have applied to and named as a preference on the local authority's online system or Common Application Form.
2. You should complete this form if you wish to appeal against the decision of the Academy not to admit your child to the school of your preference.
3. Please complete the form in BLOCK CAPITALS using a **black** pen, completing all sections of the form in full.
4. If at all possible, you should produce written evidence in support of your appeal. For example, if one of your reasons relates to your child's health, you should provide photocopies of letters from your child's consultant or paediatrician explaining your child's condition.

You should attach any written evidence to your completed appeal form and send it to the address below before the hearing. If you do not have all the documents available when submitting your form, you can submit additional documents up to five days before the hearing.

Any documents submitted should be photocopies and not the originals.

5. You will be sent further details about the hearing itself, once a date has been arranged.
6. If you have any queries or require any further information, please ring the following number and choose Option 3 for McMillan and Option 4 to speak to Admissions & Appeals: 01274 424350.

This form will be acknowledged within seven days; if you do not receive an acknowledgement, please telephone the number above to check that your form has been received.

Please note, copies of the appeal form and any written evidence will be passed on to the independent appeal panel members, the clerk to the appeal panel and the presenting officer/s for the academy before the appeal hearing takes place. Following the hearing the copies will be securely destroyed, however, the originals have to be retained for a minimum of two years and will be securely stored within the academy in line with our GDPR policy.

If you are returning your form by post, please check that you use the correct postage amount for the size of envelope, as forms can be delayed due to incorrect postage paid. If you are sending confidential information by post, we strongly recommend using the 'Signed For' service at the Post Office to ensure safe delivery and avoid documents being lost.

Please submit your completed form to:

The Clerk to the Appeals Panel, c/o Dixons McMillan Academy, Trinity Road, Bradford, BD5 0JD

Or send it via email to: ***appeals@dixonsacademies.com***

Deadline date: Friday 27th March 2020

APPEAL FORM



For office use only Ref no:

Date received:

Acknowledgement sent:

PLEASE COMPLETE BOTH OF THE FOLLOWING PARTS (1 AND 2) SO THAT YOUR APPEAL CAN BE PROCESSED

The deadline for return of this form is Friday 27th March 2020 to the address given overleaf.

Please write down the name of the Dixons academy you are appealing for.....

(Please note that a separate form must be completed for each Dixons academy you are appealing for.)

PART 1 – DETAILS

Your details: Mr / Mrs / Ms / Miss / Other *		*delete as appropriate
Parent/Carer Surname:		Forename:
Your address:	Permanent address of your child (if different):	
Postcode:	Postcode:	
How many years/months have you lived at this address?		
Daytime Tel No:		Other Tel No:
E-mail address:		
Child's surname:		Child's forename:
Child's age:		Child's date of birth:
School allocated for your child:		
Primary school your child currently attends:		
Which schools did you list as a preference on the Council Common Application form (CAF)? (this information will enable the panel to deal with your appeal more efficiently)	1.	
	2.	
	3.	
	4.	
	5.	

PLEASE TURN OVER

PART 2 – REASONS FOR APPEAL

Please state these as fully as possible, continuing on a separate sheet of paper if necessary, and enclose any additional documentation that you might feel relevant (see note 4 on covering page).

Grounds for appeal
Evidence included with this appeal form (please list below the documents you are submitting copies of):

Do you need an interpreter at the appeal? Yes / No (Please delete as appropriate)

If so please state what language &/or dialect they should speak:

I declare that the information given is correct and complete. Please note that giving false information on this form may result in the withdrawal of any place offered.

Signed: (Parent/Carer)

Date:

Please post/return your completed form to:

The Clerk to the Appeals Panel, c/o Dixons McMillan Academy, Trinity Road, Bradford, BD5 0JD

Or e-mail it to: [**appeals@dixonsacademies.com**](mailto:appeals@dixonsacademies.com)

Waiting list and appeals – Year 7 entry – September 2020

Dixons City, Kings and McMillan Academies

General information

As advised in the Guidance for Admissions document that was issued with the supplementary form, every year there are many more applicants than we have places for.

All places were offered via the coordinated admission scheme, operated by the local authorities, and allocated in accordance with the oversubscription criteria and to children from all ability levels.

Late forms

Where a supplementary form (SIF) or Common Application Form (CAF) was submitted late, or not at all, those children were considered after those for whom the form had been submitted by the deadline/s.

Admitting children of all abilities

The assessment is **not** a traditional entrance exam which children either pass or fail. Instead, places at these Academies (City, Kings and McMillan only) are offered to children of all abilities and are fair-banded. This means that the number of places offered in each ability band reflects the number of children applying in each band. The breakdown for each stanine band can be seen on the table overleaf.

Application of the oversubscription criteria

Being centrally based, Dixons City and McMillan Academies do not operate a distance rule policy, therefore, places were not allocated based on where a child lives in relation to the Academy but by applying the oversubscription criteria, which includes random allocation.

At Dixons Kings Academy, 55% of places were allocated to children living in BD7 and 45% of places were allocated to children from other postcode areas (as per the Admissions Policy). Places were not decided based on the distance a child lives in relation to the Academy, but by applying the oversubscription criteria which includes random allocation.

No places were allocated based on the primary school a child attends, their gender, their ethnicity or their background. If a child was not allocated a place, this was because the child did not rank as high within the oversubscription criteria as other children did.

For full details of the oversubscription criteria, please refer to the Admissions & Appeals Policy which can be found on the following webpages:

Dixons City Academy	www.dixonsca.com/admissions
Dixons Kings Academy	www.dixonska.com/admissions
Dixons McMillan Academy	www.dixonsma.com/admissions

Dixons Allerton & Dixons Trinity Academies

For Dixons Allerton & Dixons Trinity Academies, places were allocated based upon application of the oversubscription criteria, which includes a distance rule. If a child was not allocated a place, this was because the child did not rank as high within the oversubscription criteria as other children did, for example, they live further away from the Academy.

For full details of the oversubscription criteria, please refer to the Admissions & Appeals Policies which can be found on the following webpages:

Dixons Allerton Academy	www.dixonsaa.com/admissions
Dixons Trinity Academy	www.dixonsta.com/admissions

Please turn over

Breakdown of places by stanine band – fair banding

	Dixons City Academy				Dixons Kings Academy				Dixons McMillan Academy			
	Applied	%	Places	%	Applied	%	Places	%	Applied	%	Places	%
Stanine 1	87	7.03%	13	7.22%	85	8.21%	13	8.13%	89	7.72%	10	7.46%
Stanine 2	120	9.70%	17	9.44%	114	11.01%	18	11.25%	118	10.23%	14	10.45%
Stanine 3	145	11.72%	21	11.67%	120	11.59%	19	11.88%	142	12.32%	17	12.69%
Stanine 4	197	15.93%	29	16.11%	170	16.43%	26	16.25%	179	15.52%	21	15.67%
Stanine 5	202	16.33%	29	16.11%	163	15.75%	25	15.63%	191	16.57%	22	16.42%
Stanine 6	221	17.87%	32	17.78%	165	15.94%	26	16.25%	193	16.74%	22	16.42%
Stanine 7	119	9.62%	17	9.44%	99	9.57%	15	9.38%	107	9.28%	13	9.70%
Stanine 8	86	6.95%	13	7.22%	66	6.38%	10	6.25%	80	6.94%	9	6.72%
Stanine 9	60	4.85%	9	5.00%	53	5.12%	8	5.00%	54	4.68%	6	4.48%
Total	1237		180		1035		160		1153		134	
CAF only	538		0		409		0		336		0	
Overall	1775		180		1444		160		1489		134	

Note

The number of places offered is rounded up or down to give a whole number of children from admission. For example, 12.65 places will be rounded up to 13 places, whereas 17.46 places will be rounded down to 17 places. Consequently, the percentage of places will be slightly higher or lower than the percentage of applicants in an ability band.

	Dixons Trinity		Dixons Allerton	
	Applied	Places	Applied	Places
Total CAF preferences	1594	134	940	245

Please turn over

Waiting lists

Children's names are *automatically* kept on a reserve/waiting list and it is not necessary to contact the Academy to ask to remain on the list but you are advised to return the waiting list form to the local authority Admissions Team so that they are aware also.

This list is used between now and the end of December 2020 if any places become available. If this happens the local authority will offer the place to the next eligible applicant on the list.

If you wish to keep your child's details on the waiting list after December, please ensure you contact the Admissions Office at the Academy in January 2021 and the details will be transferred to the new list.

Should you wish to make a specific enquiry about the waiting list, please contact the Admissions Office at the Academy.

Appeals – Frequently asked questions and statistics

If you are dissatisfied with the admission decision, you have the right to make a representation to the Appeals Panel, which is independent of the Academies. You may find the following information helpful in respect of appeals:

Should I appeal?

Before any appeal takes place, the year group will be full. No places are 'reserved' for children whose appeals are upheld.

As well as taking into account the parents reasons why the child should be admitted, the panel also consider if the application was made correctly and on time, if the admission arrangements complied with the mandatory requirements of the School Admissions Code, and whether those arrangements were correctly and impartially applied to that particular application.

As any upheld appeal will result in the year group being over the recommended limit, which could have health and safety implications and/or a harmful effect on the teaching and learning of all or some of the pupils in the year group, only those appeals with **strong** reasons are likely to be upheld. Appeals solely on the grounds of distance from, or convenience of transport to, the Academy are unlikely to be upheld.

The following page shows the figures for the appeals for the last three years, both for entry at the start of Year 7 and for in-year appeals.

When should I appeal by?

The deadline for appealing is 27th March 2020. The hearings for appeal forms received by this deadline will take place in May or early June. Forms received after the deadline will be heard in late June or July.

What should I put in my appeal?

It is important to put on the form ALL of your reasons for wanting a place at that Academy. It is *your* responsibility to provide any supporting documentation, such as letters from a hospital consultant/ paediatrician or social services, and these should be sent with your appeal form.

If you cannot submit all of your documents with your appeal form, you must make sure you submit these to the Appeals Coordinator, based at Dixons McMillan Academy, at least five days before your appeal. If you bring additional documents on the day of your appeal, the panel may be unable to consider them or they may defer your appeal to another date. The panel cannot consider documents submitted after the appeal hearing.

If my appeal is refused, can I appeal again?

If you are unsuccessful in your appeal, a second appeal will only be considered for that academic year if there has been a significant change in your circumstances as a result of which a new application has been accepted.

Please note;

You cannot appeal for an academy if you did not apply to and/or list it on your local authority's online system/common application form (CAF).

If you are appealing for more than one Dixons academy, a separate appeal form must be completed for each of the academies you are appealing for, stating your reasons for wanting a place at that particular academy.

Please turn over

Appeals lodged and outcome

Dixons Allerton Academy (secondary)	Lodged	Upheld	Rejected
2017 - Year 7 entry	33	3	30
2018 - Year 7 entry	26	3	23
2019 – Year 7 entry	42	4	38
In-Year 2017-18	16	3	13
In-Year 2018-19	14	3	11
In-Year 2019 -20 (to date)	11	3	8

Dixons City Academy	Lodged	Upheld	Rejected
2017 - Year 7 entry	115	2	113
2018 - Year 7 entry	115	7	108
2019 – Year 7 entry	113	2	111
In-Year 2017-18	19	0	19
In-Year 2018-19	15	0	15
In-Year 2019 -20 (to date)	8	0	8

Dixons Kings Academy	Lodged	Upheld	Rejected
2017 - Year 7 entry	74	5	69
2018 - Year 7 entry	115	2	113
2019 – Year 7 entry	123	1	122
In-Year 2017-18	19	4	15
In-Year 2018-19	10	1	9
In-Year 2019 -20 (to date)	15	2	13

Dixons McMillan Academy	Lodged	Upheld	Rejected
2017 - Year 7 entry	90	2	88
2018 - Year 7 entry	148	6	142
2019 – Year 7 entry	111	0	111
In-Year 2017-18	22	2	20
In-Year 2018-19	20	0	20
In-Year 2019 -20 (to date)	13	0	13

Dixons Trinity Academy	Lodged	Upheld	Rejected
2017 - Year 7 entry	108	1	107
2018 - Year 7 entry	137	3	134
2019 – Year 7 entry	108	0	108
In-Year 2017-18	19	0	19
In-Year 2018-19	24	2	22
In-Year 2019 -20 (to date)	13	1	12

Key:

Lodged: number of appeals made
 Upheld: appeals found in favour of the appellant
 Rejected: appeals found in favour of the Academy

EDUCATION ACT 2002

You have the right to appeal to an Independent Panel who has the power to direct the governors to make places available at the school.

These notes tell you how to appeal and what happens if you do.

1 ALL APPEALS MUST BE IN WRITING

If you wish to appeal against the Academy's decision you must fill in an appeal form and send it to the following address or e-mail:

The Clerk to the Appeals Panel
c/o Dixons McMillan Academy
Trinity Road
BRADFORD
BD5 0JD

e-mail: appeals@dixonsacademies.com

2 WHAT TO PUT IN YOUR APPEAL

It is important to put on the form **all** your reasons for wanting a place at the Academy. If it *your* responsibility to provide any documentation in support of your appeal, and these should be sent with your appeal form.

If you are unable to submit all of your documents with your appeal form, you must make sure you submit these to the Appeals Coordinator, at the address above, at least five days before your appeal. If you bring additional documents on the day of your appeal, the panel may be unable to consider them or they may defer your appeal to another date. The panel cannot consider documents submitted after the appeal has been heard.

3 WHAT HAPPENS NEXT

Your appeal form will be acknowledged within 7 days and will be forwarded to the Clerk to the Independent Appeals Panel who, for applications in the normal admissions round, will arrange your appeal within 40 school days of the deadline for appeal forms.

For applications outside the normal admissions round, the Clerk will arrange your appeal within 30 school days of the appeal form being received. The Clerk will send you a letter giving you the date, time and place of the appeal hearing. You will be notified of this at least 10 school days before the hearing to give you time to prepare your case.

You will also receive a statement from the Academy one week before your appeal hearing which will give the reasons why your child was not allocated a place at that Academy.

4 ATTENDING THE HEARING

You should try to attend the hearing if at all possible. The Appeals Panel will get a better idea of your case if they can meet you and ask you questions. Alternatively, you may send someone to represent you if you are unable to attend.

You may wish to bring someone to the hearing to help you, or speak for you. This can be a friend or adviser, such as a Choice Adviser, a locally elected politician, or an employee of the local education authority such as an educational social worker, SEN advisor, or learning mentor. You **must** notify the clerk if you intend to be represented or accompanied at the hearing.

If you choose not to attend the hearing, the Appeals Panel will make a decision on the basis of:

- a) the written evidence you have provided.
- b) a written statement and an oral statement given at the hearing by the Presenting Officer for the Academy, giving the reasons why your child was not allocated to the school of your preference.

5 GIVING YOUR EVIDENCE

The Appeal hearing follows a set procedure. You may feel the meeting is very structured, as the Chair will be strict on who can speak and when questions can be asked. The Chair will conduct the meeting and guide you through it. You will always have the opportunity to say everything you wish, ask any questions and sum up your case. All the people at the Appeal hearing will treat your appeal in the strictest confidence.

The following people will be in the room:

- a) The Panel of 3 or 4 people is made up of people who are either:
 - lay persons, that is people without personal experience in the management of any school (other than as a governor or in a voluntary capacity), or
 - people with educational experience in the local area, such as teachers or parents.

These people are acting independently of the Local Authority or school governors (admission authority) and have no connection with the Academy for which you are appealing or the school that your child has been allocated. These are the people who will make the decision about your appeal.

- b) The Clerk is independent of the Academy and is there to advise the Panel, the Academy, and the parents on the procedure, and to take notes of the proceedings.
- c) A representative (known as the Presenting Officer) for the Academy will explain why a place has not been allocated to your child.

The Presenting Officer will start first and present the reasons for not allocating a place for your child. You may then ask questions and you may challenge any statement made, for example the maximum number of children to be admitted to the Academy or the effect on the provision of efficient education or efficient use of resources if any more children were admitted. You will then be asked to give the reasons for wanting your child to go to your preferred school and you may be asked questions about these reasons.

It is important to give all of your reasons why you want a place for your child at the Academy. The panel cannot take into account any reasons or evidence submitted after the appeal hearing.

6 THE PANEL'S DECISION

No decisions are made by the Panel until all cases in that round have been heard. The Panel meets in private, which means no parents or Academy representatives will be present. The Clerk will be present purely to assist the Panel on matters of evidence or procedure and to record the decision, but has no involvement in the decision making process.

In making their decision the Panel follows a two stage process.

(a) First Stage

The Panel must assess whether admitting any additional children would cause prejudice to the Academy and also whether each child would have been offered a place had the admission arrangements been properly implemented. The Panel must then consider two separate issues as follows:-

- (i) If the Panel decides that all the children who are the subject of the appeals could be admitted without prejudice to the Academy, it must uphold all the appeals.
- (ii) Where the Academy is able to satisfy the appeal panel that there would be prejudice, the panel must move to the second stage of the appeal to decide whether any of the individual appellant cases outweigh the prejudice.

(b) Second Stage

- (i) If the panel decides that admission of additional children could result in prejudice it must consider for each individual case whether the appellant's grounds for admission to the Academy outweigh such prejudice. This involves no comparison between individual cases. In other words is your case stronger than the Academy's case.
- (ii) If there are several cases which outweigh the prejudice to the Academy and merit admission, but the panel determines that the Academy could not cope with that number of successful appeals, the panel must then compare all cases and decide which of them to uphold.

7 FINDING OUT ABOUT THE DECISION

The Clerk will write to you to let you know the results of your appeal within five school days after all the hearings have finished. No information will be given over the telephone or to callers at the Academy.