

Admissions and Appeals Policy

For entry to Dixons Broadgreen Academy September 2023

ADMISSIONS POLICY FOR SEPTEMBER 2023 ENTRY

Dixons Broadgreen Academy is an academy within the Dixons Academies Trust with Trust Status. As such, the Governors of the academy are responsible for the admissions policy.

APPLICATION PROCESS

Applications to the academy are part of the Co-ordinated Admissions Arrangements operated by Liverpool Local Authority.

ADMISSION TO YEAR 7 SEPTEMBER 2023

To apply for a Year 7 place in September 2023, parents should consider the details of the school's admission policy as published through the School Admissions section of the Liverpool City Council website. The following action will be required:

Complete your home local authority's common application/preference form naming Dixons Broadgreen Academy as one of the five preferences.

Submit the completed admission form to your home local authority as directed by the named closing date.

When allocating places to Year 7 in September 2023, the academy will follow the equal preference scheme determined by Liverpool Local Authority.

The academy has a current Published Admissions Number for entry to Year 7 of 210 boys and girls.

In the event of oversubscription, the following criteria in order of priority will apply:

1. Looked After Children
2. Tie Break
3. Reserve List

LOOKED AFTER CHILDREN

Looked After Children includes children who were previously Looked After Children, but this has now ceased as they have been adopted or subject to a residence order or special guardianship order.

Children with exceptional medical/social needs (including children in need as determined by Section 17 (10) of the Education Act 1989) supported by professional documentary evidence (from either a registered health professional such as a doctor or a social worker). This evidence should set out the reasons why Dixons Broadgreen Academy is the most suitable and the difficulties that would be caused if the pupil had to attend another school.

This information should be returned directly to the Governing Body of the academy by the same closing date as set by the Local Authority for the common application/preference form.

Children who have a sibling* at the academy on the expected date of admission or who have older siblings who were former pupils of the academy.

* Siblings include brothers, sisters; half brothers and sisters; stepbrothers and sisters; foster brothers and sisters who are living with the same family at the same address as a family unit.

All the remaining applicants whose parents/carers have expressed a preference for the academy.

TIE BREAK

In the event of over-subscription, within every priority the tie-break will be the proximity of the child's home to the academy, as measured by straight line distance from the child's permanent home address to the academy. Liverpool Local Authority's computerized measuring system is used to measure the distance.

If two or more children live the same distance from the academy and there are fewer places than applicants, random allocation will be used to decide which child is admitted.



RESERVE LIST

A waiting list will be established to cover any vacancies which may arise from offers not being taken up. The list will be ranked according to the Admissions priorities as stated and parents will be informed of the child's position on the list if they indicate a request for this information. For all year groups, the reserve list will be maintained until the end of the first academic term.

ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

Some applicants may wish to apply for a place outside the child's normal age-group. This may be appropriate if the child's education has been disrupted by ill-health, for example, or if the child has been educated outside their year group in a previous school. Under such circumstances, applicants should contact the Principal (via info@dba.com) in the first instance. All such requests will be considered by the Governors in line with the prevailing School Admissions Code (Sections 2.18, 2.19 and 2.20).

IN YEAR APPLICATIONS

Since September 2015, the academies Published Admission Number has been 210 in all year groups.

Applications for Year 7 after the Autumn Term has begun, and for Years 8 to 11, will be considered if there is a vacancy in the relevant year group. Such applications will be considered in accordance with the priorities for over-subscription as indicated already for Year 7.

The Local Authority coordinates in-year applications for students who are new to the city. Parents who have just arrived in Liverpool and who wish to transfer their child to Dixons Broadgreen Academy should contact the Local Authority or call Liverpool Direct to request an application form. Parents whose children already attend a Liverpool school should contact their current school in the first instance to discuss transferring to Broadgreen.

Pupils will be admitted within 10 days of receiving the offer of a place.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Following consultation with the local authority, children with an EHCP where the academy is named will be admitted.

ADMISSION TO SIXTH FORM

Admission to the sixth form is generally negotiated with the student prior to entry.

We welcome all applications to the Sixth Form including students from other schools, establishments, and areas, as we endeavour to avoid barriers to learning and to promote equality of opportunity.

The range of courses on offer is published annually in the Sixth Form prospectus and online and candidates will be invited to a pre-admission guidance meeting with Sixth Form tutors.

Application forms, prospectus and further details on admission to the Sixth Form are available from the academy.

GENERAL

The Governors will consider only one application per child in any given academic year, unless there are exceptional circumstances

APPEALS

Parents have the right to appeal to an independent panel in the event of being refused a place for their child. Unsuccessful applicants can obtain information explaining the process of appeal by writing to the Clerk to the Chair of Governors.

Appeal timetable

For entry to Dixons Broadgreen Academy from September 2023

Appeals will be heard in line with the Admissions Appeals Code that came into force on 1st February 2012.

Timetable: Year 7 Secondary Transfer

The Local Authority coordinates all Y7 admissions into Dixons Broadgreen Academy however if you are not offered a place you can appeal against the decision.

Parents wishing to appeal should obtain an appeal form from the academy.

The Liverpool City Council website contains useful information you should read before you complete the form (Please note – although the Local Authority coordinates admissions, the academy is responsible for appeals so the Dixons Broadgreen Academy Notice of Appeal Form should be used.



It is important that you include on the form every detail, which you feel is relevant to your appeal. The form will be made available to the Appeal Panel before the hearing and it is therefore important that you complete it carefully.

It is important to note that, when considering a request for admissions the only address that will be considered, is the permanent address where the child lives. The Local Authority defines the home address of a child as the address of the parent(s) or legal guardian(s). Your address plays an important part in the appeal. You are strongly advised to provide evidence of your current or new address if you are planning on moving house. The Appeal Panel will ask to see this evidence which could be a council tax bill, a tenancy agreement, a utility bill (water, gas or electric) or a letter from a solicitor confirming exchange of contracts.

If your appeal is based on medical grounds, you are strongly advised to produce medical evidence for the Appeal Panel in support of your appeal.

If your appeal is based on bullying grounds, you are strongly advised to produce evidence of the bullying for the Appeal Panel in support of your appeal.

Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

When completed, the form should be sent to reach the Clerk to the Appeal panel, care of Dixons Broadgreen Academy, before Friday 31st March 2023.

Appeal hearings will be held during May/June/July 2023.*

*The aim is to hold all appeal hearings within 40 school days of the deadline for submitting an appeal. In some exceptional circumstances we may need to hold hearings after this date.

The appellant will receive 10 days' notice of an appeal hearing date and time.

In Year Applications

If the Governors of Dixons Broadgreen Academy do not offer your child a place you have the right to appeal against their decision to an independent appeal panel.

Parents wishing to appeal should obtain an appeal form from the academy. The form should be sent to reach the Clerk to the Appeal panel, care of Dixons Broadgreen Academy, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Appeal hearings will be held within 30 school days of the appeal being lodged.*

* In some exceptional circumstances we may need to hold hearings after this date.

The appellant will receive 10 days' notice of an appeal hearing date and time.

