



**GEORGE
DIXON
ACADEMY**

ADMISSIONS POLICY

Date Created:	September 2015
Last Review:	June 2024
Reviewed By:	D Horner – Deputy Headteacher
Approval Date:	Tuesday 15th July 2025
Approved By:	Academy Trust Board
Next Review:	June 2026

George Dixon Academy adheres to the School Admissions Code (2014) and works closely with the Local Education Authority throughout the admission process.

At George Dixon Academy, we welcome all. Places at the Academy are offered in an open and fair way. Our admissions process is delivered in line with Equality Act 2010, the Schools Admission Code, the Schools Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

ADMISSION OF STUDENTS

George Dixon Academy has the capacity for 1050 students, 190 students in years 7 to 11 and 50 students in both Year 12 and Year 13 respectfully. If the Academy can accept more students than the PAN, it will notify the LA in good time so that the LA can discharge their coordination responsibilities accordingly.

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for Year 7 in 2025 will be 190.

Children with an Education, Health and Care plan (EHC plan)

Any child with an Education, Health and Care plan which has George Dixon as its named school will be admitted to the Academy. Students with an EHC Plan will have a priority for admission.

Over Subscription

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

1. Looked after children (in public care)

This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.

2. Siblings

Children (siblings) with an older brother or sister already at the Academy in years 7 to 11 who will still be in attendance at the time the sibling enters the Academy. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. have one or both natural parent/carer(s) in common;
- ii. or ii. are related by a parent's marriage;
- iii. or iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

3. Children who live nearest to the school

Within each of these categories, priority is given to those who live nearest to the Academy, by straight line measurement to one fixed point at the Academy. Children will be admitted on the basis of distance between their home address and the Academy gate on Portland Road, i.e. distance will be calculated according to a straight line measurement between the applicant's front door to their home and the Academy gate on Portland Road (as the crow flies). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the coordinates that are used to plot an applicant's home address and the address of the Academy. In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and Academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, George Dixon Academy will utilise the local authority's computerised system to randomly select the child to be offered the final place.

Home addresses

A student's home address is considered to be a genuine principal residential property that is the child's only or main residence at the time places are allocated and is either;

- Owned by the child's parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.
- Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation. If a place at the Academy is allocated on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Waiting lists

If George Dixon Academy was a parent/carer's preferred choice and they have not been allocated a place, they will be informed of their right to appeal and asked if they wish to go on to George Dixon Academy's waiting list. Should places become available at George Dixon Academy, an offer to students from the waiting list will be made in accordance with the admission criteria. Inclusion on George Dixon Academy's waiting list does not mean that a place will eventually become available. It may be that those already allocated places do not give them up and that George Dixon Academy is unable to make further offers in the future.

Catchment Area

There is no defined catchment area for George Dixon Academy.

Applications

All applications from Parents/Carers of Year 6 students must be submitted to the Local Authority in accordance with their outlined procedure and by the date specified. After that date, all applications should be submitted directly to the Academy.

Late Applications (Year 6 transfer to Year 7 for September 2025 entry)

Any applications for secondary schools received after 31st October (the final closing date) and before the 1st March (allocation of school places) will be treated as late applications by the Local Authority. Any request to change the order of preference or to apply for any other school after the final closing date will be treated as a late application. Late applications will only be considered for places after other applications that were received by the final closing date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

Late applications for oversubscribed schools made up until 31st August are required to be submitted on a Birmingham Local Authority Preference Form and a Notice of Appeal against Admission Form. The circumstances relating to the late application must be given in writing and attached firmly to the preference form. Late applications for oversubscribed schools received after the allocation of places (1st March) may then be considered but only at the discretion of George Dixon Academy, as the admission authority, which will use its discretion only in exceptional circumstances, for instance, where the child and the person with parental responsibility have moved home.

Applications for years 8 to 11

In-year applications for years 8 to 11 should be made directly to the school. The Admission process is then followed for all in-year admission requests.

All places are offered on the basis that the information provided is correct. George Dixon Academy reserves the right to withdraw any offer on the basis of a fraudulent or intentionally misleading application.

Admissions Criteria for George Dixon Academy Sixth Form

Every year, a proportion of students from Year 11 enter the Sixth Form to continue their studies and students from other schools and colleges may be eligible to join them.

Sixth Form Capacity

September 2025 – Year 12 - 50

September 2025 - Year 13 - 50

Internal applicants

Priority for places is given to students in Year 11 currently on roll who meet the entry requirements for Sixth Form courses. If the number of applications exceeds the admission number, the Academy Trust will give priority to applications in accordance with the criteria in the order listed, depending upon applicants achieving the relevant entry requirements for individual subjects.

External applicants

External applications are welcome. Places will be offered to students who the academic criteria for each course of study.

Advice and guidance

All students will receive advice and guidance to support them in making the correct post-16 choices.

Oversubscription criteria

The aforementioned oversubscription criteria of looked after children, siblings and distance will only be used if the number of external candidates exceeds the amount of places the Academy is able to admit.

Review

This policy is to be reviewed in June 2026.