



NORTHAMPTON ACADEMY WHOLE SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2021 POLICY

Date of Last Review – Jan 2020

Review Frequency – Every 7 Years

Next Review Date – January every year

Person responsible for the Policy – N Parnell/C Clyne

Date Ratified by Governors – January 2020

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Introduction

The Academy is a local community school and will consider all applications from parents/carers who wish to send their children to this school.

As approved by the Regional Schools Commissioner on 9th April, 2018, our PAN has been set at 270 students for year 7 from 2019 and then for each subsequent new intake. We have been requested by the local authority to take an extra 30 students for September 2020 and 2021 so will be admitting 300 in year 7 in September 2020 and then 2021. If the Academy receives more applicants than there are places, priority will be given according to the oversubscription criteria set out below with the final priority being given to those living nearest to the Academy.

Year	Numbers for that year's intake into year 7
2017	240 PAN
2018	270 (240 PAN & 30 bulge as requested by NCC)
2019	300 (270 PAN & 30 bulge as requested by NCC)
2020	300 (270 PAN & 30 bulge as requested by NCC)
2021	300 (270 PAN & 30 bulge as requested by NCC)
2022	270 PAN

The Application Process

Northampton Academy participates in the 'Coordinated Scheme' operated by the local authority, Northamptonshire County Council. There is no separate Academy application form to complete.

Applications for entry to Year 7 — Parents of Year 6 children applying during Y6 for a place in Y7 Parents apply for a place for their child by completing the local authority's Common Preference Form and return it to the local authority by the closing deadline of 5 p.m. on 31st October 2020. Applications can be made on a paper form or online. The local authority then passes the applications to the Academy for consideration. The National Secondary Offer Day is 2nd March 2021 and, on that day, the local authority sends out letters and emails notifying parents of the school where their child has been allocated a place. The information is also made available online via the local authority website.

If the number of applications for admissions is greater than the PAN (270) the following process occurs:

NOTE: THE POLICY OF FAIR BANDING WILL NOT BE APPLIED

Following the allocation of places to children who have an Education, Health and Care (EHC) Plan which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:



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Oversubscription Criteria

1. **Looked After Children** – children in public care (looked after children) and previously looked after children (see full definition in Appendix 1);
 2. **Children of a member of staff** – To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage **or** where the member of staff has been employed at the Academy for two or more years at the time when the application for admission to the Academy is made;
 3. **Sibling link** – children who, at the time of their admission, will have an older sibling attending the Academy in Years 7 to 13 or had a sibling in Year 13 on National Secondary Offer Day. A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. A sibling link does not apply to cousins or other more distant relations or to any sibling living at a different address. A twin or children from a ‘multiple birth’ will be given a sibling link as soon as the first child is allocated a place. This is to avoid the situation where only one sibling of a multiple birth is successful in obtaining a place;
- 4. Other Pupils**

Tiebreaker – Distance to the Academy

Where more than one child is equally entitled to a place under any of the oversubscription criteria, a distance tiebreaker will be applied with priority being given to those living closest to the school. Distances are measured on a straight line basis from the address point of the child’s permanent address to the address point of Northampton Academy, using a geographical information system. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application.

The child’s permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn and the application cancelled.

Late Applications

Late applications will be processed after all on-time applications have been processed.



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Waiting List

Where there are more applications than the number of places available, a waiting list will operate until 31st December. The list will be kept in strict order according to the oversubscription admissions criteria. If a place becomes available and there is no one on the waiting list, the place will be offered to the next applicant. The waiting list will be open to any parent/carer to ask for his/her child's name to be placed on the waiting list, following an unsuccessful application to the Academy and to parents/carers who have not previously applied for a place during the academic year but have been refused.

Appeals

Parents/carers have a right of appeal to an Independent Admission Appeals Panel if they are dissatisfied with an admission decision of the Academy. The arrangements for the appeal will be in line with the School Admission Appeals Code as published by the Department for Education. The determination of the appeal panel will be binding on all parties. Guidance for parents on how the appeals process works will be provided on request to parents/carers and will be published on the Academy website.

Withdrawal of Places

The offer of a place at the Academy may be withdrawn if:

- It has been offered in error;
- It is established that the offer was obtained through a fraudulent or intentionally misleading application;
- The parent/carer has not responded to the offer by 1 July 2020 nor responded to two written communications from the Academy.

In-Year Admissions

The In-Year application process is for parents applying for a school place during the academic year rather than at the usual transfer point of September entry into Year 7. The Local Authority (Northamptonshire County Council – NCC) coordinates the allocation of in-year places. Applications are made on the NCC's In-Year Application Form and can be filled in online or on paper and returned to the local authority.

In-Year Waiting List

In-Year places which become available are filled from the In-Year Waiting List using the same process as for new intake Year 7 admissions i.e. in accordance with the oversubscription criteria. Parents/carers whose In-Year application is unsuccessful are entitled to appeal to the Independent Admission Appeals Panel if they are dissatisfied with the admission decision of the Academy.



Fair Access Admissions

The Academy will follow the Fair Access Protocol as determined by the local authority to ensure that 'Hard to Place' students will receive a school place. Managed Move requests for students from other secondary schools will also be given consideration.

Out of cohort admissions

Although most children will be admitted to the Academy within their own age group, Northampton Academy will make decisions on the year group of entry based upon the individual circumstances of each child.

Annual Procedure for Determining Admission Arrangements

The Academy will determine and publish the Admission Arrangements annually, after a period of consultation as set out in the School Admissions Code, on or before the 28 February for admission in September of the following year

Sixth Form Admissions Policy for Entry.

Northampton Academy will continue to operate an open access policy; however, the sixth form will specialize in advance course provision and selected tow-year courses. We will endeavor to offer the best advice and guidance to prospective students regarding the suitability of coursed to meet their needs and to ensure their success in the sixth form.

The admission criteria are:

1. GCSE performance

The criteria for entry to Northampton Academy Sixth Form will be a minimum of five GCSE qualifications at Grade 5 or above, including English Language and Mathematics. Furthermore, students will need to meet the specified entry requirements for each individual subject/course as specified in our course leaflets which are available on our website. For Advanced level, most subjects require a minimum of a grade 6 in that subject at GCSE level or, in the case of a subject not previously studied, in a related discipline. The entry criteria apply equally to internal and external applications.

2. An Appropriate Course is on offer

We cannot offer all subject combinations. By 'appropriate course' we mean that we are both able to offer the combination of subjects the student wishes to study, and the student has met the subject specific entry requirements as specified in the sixth form prospectus.

Internal Students

All internal students who meet the above criteria will be offered a place in the sixth form.

External Students

The school admits students who are studying elsewhere in Year 11, up to a maximum of 45. External applicants who meet the admission criteria will be admitted.



External applicants to Northampton Academy will need to complete a supplementary form and provide the following evidence:

- Proof of date of birth
- Proof of address

Oversubscription Criteria (for external students only)

The criteria for oversubscription will be applied in the following order until all places have been allocated:

1. Students who are in the care of the Local Authority (looked after children) or previously looked after children. They must meet the academic entry criteria.
2. Other Students.

Tiebreaker – Distance to the door

If the Academy receives more applicants than there are places, priority will be given to those living nearest to the Academy.

The distance that determines how close the child lives to the Academy is the shortest straight-line distance, as the crow flies, between the entrance to child's permanent address and the entrance using dataMAP SMART Education GISD software or equivalent. In the event of two or more distances, being the same, random allocation will be used to decide the priority given to each application.

The student's permanent address is where he or she normally lives and sleeps and goes to school from on most school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false, or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn, and the application cancelled.

Applicants not offered a place are sent details of the Independent Appeals procedure and can ask to be placed on the School's waiting list. Applicants are offered a place on the waiting list in order of their ranking on the list up until the end of the summer term preceding Year 12 entry.

All students interested in a place in the Academy Sixth Form should apply by 12th January 2021. Applications received after this date will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.

Progression

All students progress into Year 13 who want to. At the end of Year 12 students who are significantly underachieving are invited to discuss potential pathways.

1. Pathway One – Continue on current courses and students are provided with appropriate support.
2. Pathway Two – request to re-sit the year with current courses studied.
3. Pathway Three – request to re-sit the year and continue with two current course and select one new course.

Please refer to our Re-sit Policy for further information on qualifying to re-sit the year.



Appendix 1 – Glossary

This is a glossary of terms used within this policy.

Coordinated Scheme

The process by which local authorities' coordinate the distribution of offers of places for schools in the local area.

Definition of Looked After Children (also known as children in care) and previously looked after children

A 'looked after child' is a child who is:

- a) in the care of a local authority, or
- b) being provided accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of their application to a school

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order.

Definition of Sibling

A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. A sibling link does not apply to cousins or other more distant relations or to any sibling living at a different address. A twin or children from a 'multiple birth' will be given a sibling link as soon as the first child is allocated a place. This is to avoid the situation where only one sibling of a multiple birth is successful in obtaining a place.

Definition of Children of Staff

To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage or where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made.



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Appendix 2 - Fair Access Panel

FAP agenda emailed to all schools in the area
(every 4 weeks)



Attendance and Admissions Manager (AAM) attends FAP panel, then emails round the details of students allocated to Northampton Academy, highlighting any Child Protection (CP) concerns immediately.



Education Welfare Officer Assistant (EWOA) contacts parents to arrange an admission meeting. Prior to this meeting EWOA would contact the current school requesting previous info (Behaviour, attendance, CP, safeguarding concerns). AAM to ensure all information collected and relevant staff informed.



Admission meeting takes place with Assistant Principal or Director of Key Stage.
Admission pack completed, behaviour policy covered, wellbeing team, check list ticked and signed.



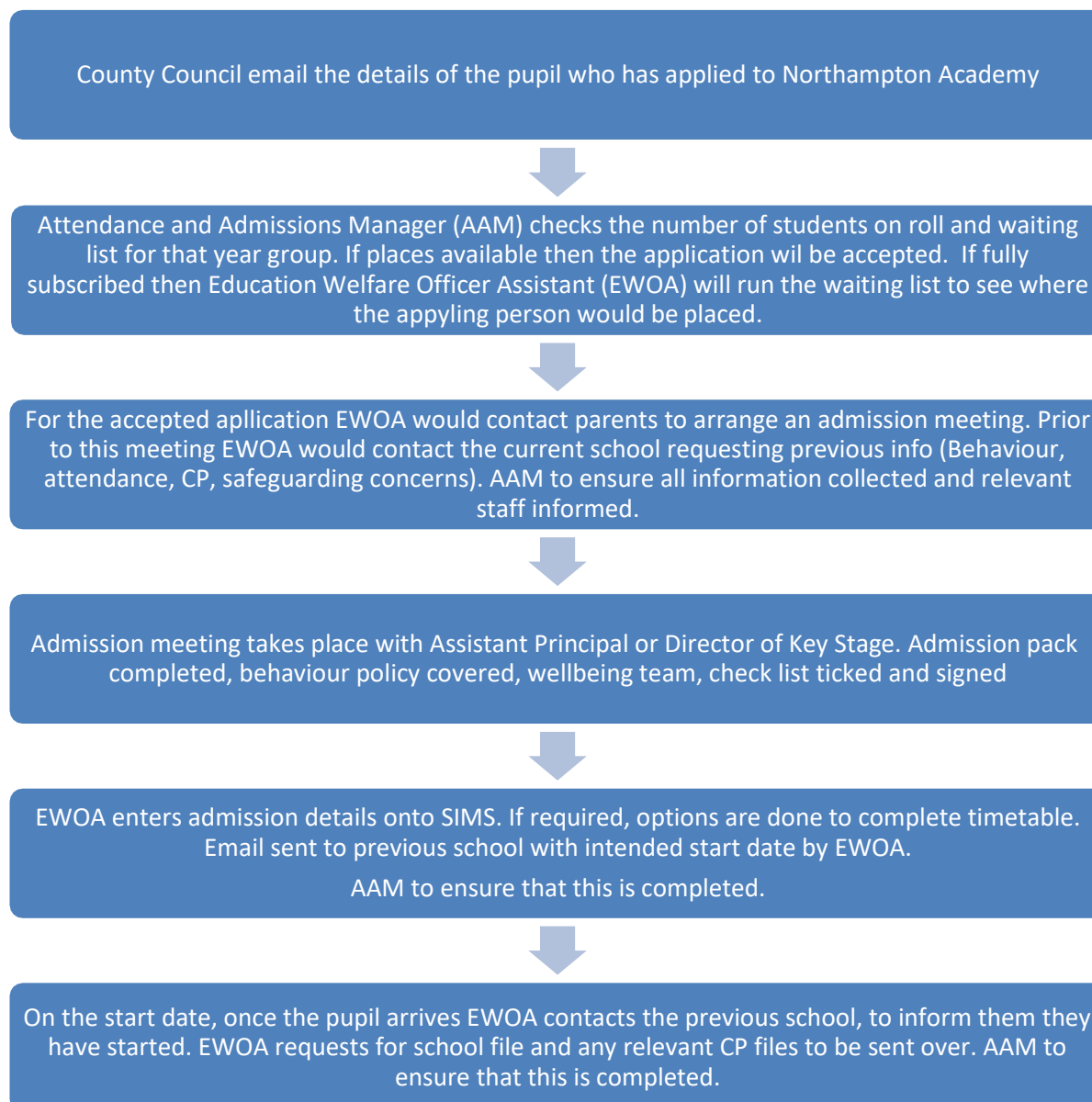
EWOA enters admission details onto SIMS. If required, options are done to complete timetable. Email sent to previous school with intended start date by EWOA.
AAM to ensure that this is completed.



On the start date, once the pupil arrives EWOA contacts the previous school, to inform them they have started. EWOA requests for school file and any relevant CP files to be sent over.
AAM to ensure that this is completed.



Appendix 3 - In Year Transfer Admission Process



Appendix 4 – Managed Move Admission Process

