



NORTHAMPTON ACADEMY ADMISSIONS YEAR 7-11 STUDENTS FOR ENTRY FROM SEPTEMBER 2018 POLICY

Date of Last Review - 2016

Review Frequency – Every 7 Years

Next Review Date – 2023

Person responsible for the Policy – N Parnell/C Clyne

Date Ratified by Governors -21 May 2018

Contents

Introduction.....	2
The Application Process.....	2
Applications for entry to Year 7 — Parents of Year 6 children applying during Y6 for a place in Y7	2
Oversubscription Criteria.....	2
Tiebreaker – Distance to the Academy	3
Late Applications	3
Waiting List	3
Appeals	4
Withdrawal of Places	4
In-Year Admissions	4
In-Year Waiting List.....	4
Fair Access Admissions	4
Out of cohort admissions	4
Annual Procedure for Determining Admission Arrangements.....	5
Appendix 1 – Glossary	6
Appendix 2 - Fair Access Panel	7
Appendix 3 - In Year Transfer Admission Process	8
Appendix 4 – Managed Move Admission Process.....	9



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 had been set at 270 students for year 7 only from 2019. We have been requested by the local authority to take an extra 30 students for September 2018 so will be admitting 270 in year 7 only in September 2018. 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.

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 31 October. 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 1 March 2018 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 (240) the following process occurs:

NOTE: THE POLICY OF FAIR BANDING WILL NOT BE APPLIED

Following the allocation of places to children who have a statement of special educational needs, or 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:

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.

Waiting List

Where there are more applications than the number of places available, a waiting list will operate until 31 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 2018 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.



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

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.



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

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.



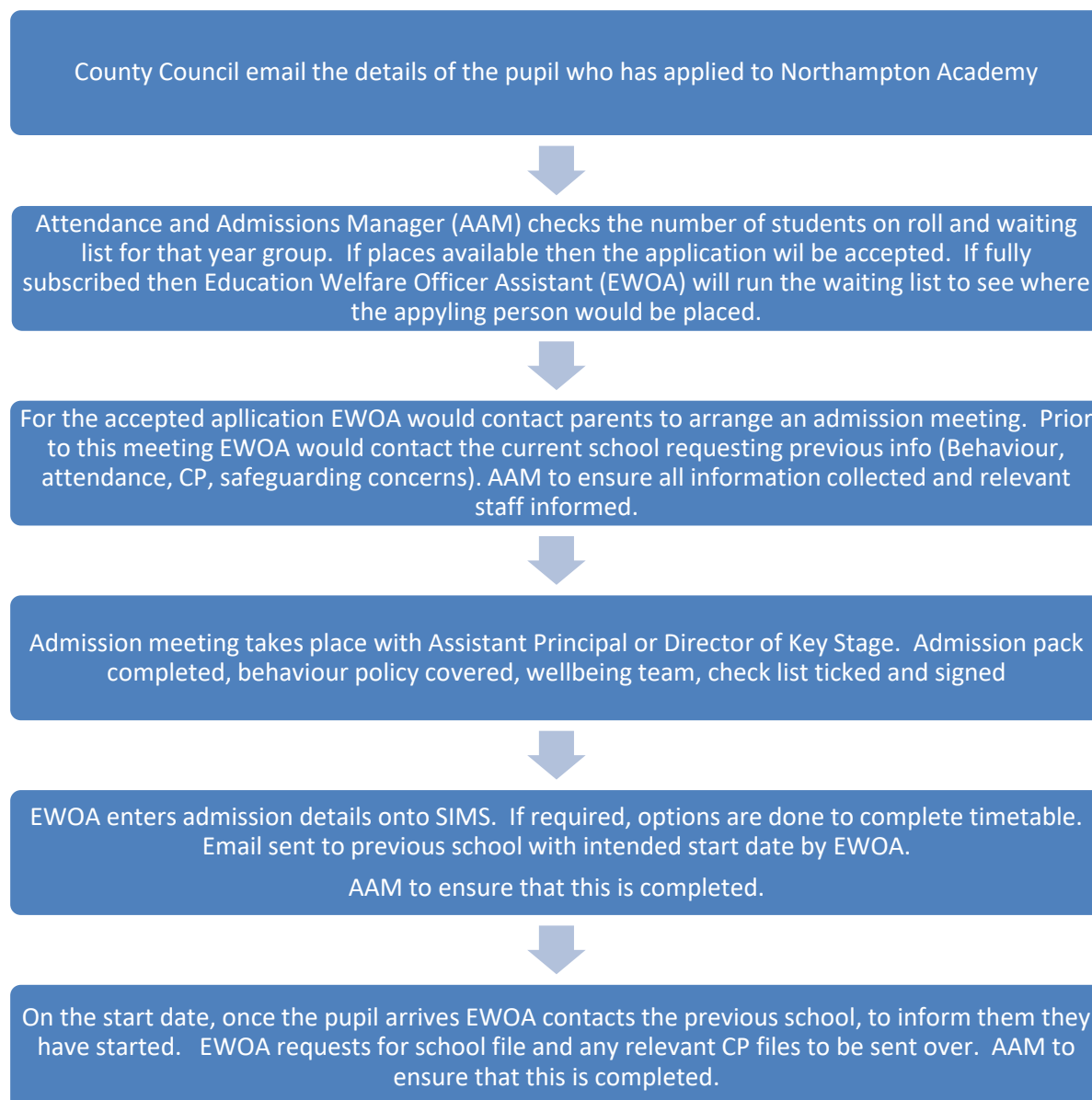
EWOA enters admission details onto SIMS. If required, options are done to complete timetable. Email sent to previous school with intended start date by EWOA.
AAM to ensure that this is completed.



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

