



NORTHAMPTON ACADEMY WHOLE SCHOOL ADMISSIONS FOR ENTRY SEPTEMBER 2027 POLICY

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1. Introductory statement

Northampton Academy is an 11-18 school in West Northamptonshire Local Authority. The school is a co-educational secondary academy with a sixth form. The school is part of United Learning¹.

Northampton Academy seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

2. Admission numbers

- Year 7: The Published Admissions Number (PAN) for entry into Year 7 is 270. If the Academy receives more applicants than there are places, priority will be given according to the oversubscription criteria set out in section 4 below.
- Post-16: The Academy has an admission number for Year 12 of 5 pupils. This is the minimum number of external places which will be offered on an annual basis and applies only to those eligible applicants being admitted from outside the Academy. External applications will be prioritised according to the oversubscription criteria. Further information on Sixth Form Admissions is set out in section 9.

3. Application process: Year 7 Admissions

Northampton Academy participates in the 'Coordinated Scheme' operated by the local authority, West Northamptonshire Council. Further information can be found here: [Secondary school places | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/secondary-school-places). There is no separate Academy application form to complete.

Parents apply for a place for their child by completing their home local authority's Common Application Form and return it to their home local authority by the closing deadline on 31st October 2026. The National Secondary Offer Day is 1st March (or the next working day), and, on that day, the local authority sends out emails and (letters for those who have done paper applications) notifying parents of the school where their child has been allocated a place.

If the number of applications for admissions is greater than the PAN (270) then oversubscription criteria set out in section 4 apply.

4. Oversubscription criteria

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order²:

1. **Looked after children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. *See Note A.*
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. *See Note C*

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

² Please also refer to the Notes section

3. **Sibling link** – children who have a sibling attending Northampton Academy on National Secondary Application Deadline Day (or at the time of application for in-years) *See Note D*.
4. **Other Children.**

5. Tie-break

If in criteria 2-4 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. We use the distance between the child's permanent home address and the school, measured in a straight line using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

If two or more applications cannot otherwise be separated, e.g. where there are multiple applications from the same shared address point (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school is the same, and there is only one place available, a random allocation process using a computerised randomiser will be used to determine who should be allocated the place.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

6. Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time and according to WNC's timetable for processing late applications as per the co-ordinated scheme.

7. Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. Parents should make their request in writing directly to the school specifying why admission out of normal age group is being requested.

8. Waiting lists

Where there are more applications than the number of places available, a waiting list will operate until 31st December by the local authority and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team at WNC, in writing via email by 31 December and again by 31 March to renew your interest. A new application will be required for a new academic year.

9. Sixth Form Admissions

The Academy operates a co-educational Sixth Form for a maximum of 240 students (approx. 120 in each of Year 12 and Year 13). There is a PAN of 5 for external applications to the Sixth Form. This is the minimum number of places available to external candidates and more places may become available if low numbers of the Academy's existing Year 11 students meet the entrance criteria or choose not to continue into Year 12 at the Academy.

The Academy has adopted specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. These criteria are the same for both internal transfers and external applicants.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

The Academy's academic entry criteria for admission to Year 12 form part of the academy's admission arrangements. These will be published on the Academy's website alongside the main admission arrangements by 15th March 2026 for admissions in September 2027. At the same time, it will publish the specific minimum requirements for individual courses. These academic entry requirements form part of the admission arrangements and will be published in the Academy's Sixth Form Course Leaflets and on its website. The requirements will also be made clear in 'Information and Guidance' meetings if requested.

When there are more external applicants who satisfy the entrance requirements than places available, then the oversubscription criteria in Section 4 will apply in order.

The Academy will admit pupils with an Education, Health and Care plan in which the Academy is named, provided that they meet the minimum academic entry requirements of the Sixth Form of the Academy.

Offers for a place at the Sixth Form are not offers to study specific courses. The offer will be based upon predicted GCSE or equivalent grades but will be conditional upon the applicant meeting the entry criteria in his/her GCSEs/BTECs or equivalent.

Details relating to the predicted grades will be required on a supplementary application form through Admissions Plus. However, if eligible internal or external applicants then fail to meet the minimum course requirements after they have been offered a conditional place, they will either be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements, or they will be deemed not to have been successful in their application.

Places in individual subjects will be limited by the availability of specialist and teaching resources. Those eligible pupils not offered a place on the course of their choice (either because they have not met the specific required grade for the course or because the course is full) will be offered an alternative if possible.

Unsuccessful applicants will have the right of appeal to an independent Appeals Panel. The right of appeal for entry into the Sixth Form applies to both the pupil and the parent / carer.

The entrance criteria are:

GCSE performance

1. The criteria for entry for all applicants to the Sixth Form at Northampton Academy is a minimum of five GCSE qualifications at Grade 5 or above, including English Language and Mathematics.

2. Students will also need to meet the specified entry requirements for each individual subject/course as specified in our course leaflets which are available on our website here: [Northampton Academy > Information > Sixth Form > Sixth Form Admissions \(northampton-academy.org\)](https://www.northampton-academy.org/Information/Sixth%20Form/Sixth%20Form%20Admissions). 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.

The school admits students who are studying elsewhere in Year 11, up to a maximum of 5. External applicants who meet the admission criteria will be admitted, up to the PAN of 5. Further places may be available depending on the number of existing Year 11 students who decide to progress into Year 12 from within the Academy.

External applicants to Northampton Academy will need to complete a supplementary form to the academy through Admissions Plus, which will guide you through the required information needed (more details found here - [Northampton Academy > Information > Sixth Form > Sixth Form Admissions \(northampton-academy.org\)](https://northampton.academy.org)) and provide the following evidence through here <https://northampton.applicaa.com/year12> :

- Proof of date of birth
- Proof of address
- Predicted grades
- Attendance

Applicants not offered a place can appeal – see section 11 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 against the oversubscription criteria and will be placed 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 8th February. 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.

10. In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions.

Parents are encouraged to apply for a place in-year via West Northamptonshire Local Authority by completing this form here [How to apply for a school place outside the normal transfer times | West Northamptonshire Council \(westnorthants.gov.uk\)](https://westnorthants.gov.uk).

Parents will be notified by the Local Authority of the outcome of their in-year application within 10 school days of the receipt of the application.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Hard copies of the information about in-year applications are provided on request for those who do not have access to the internet.

11. 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.

12. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appellants should file an appeal via the Local Authority, with further information set out here: [Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/admissions/appeals)

If appellants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

13. Fair Access Protocol

Northampton Academy participates in the In-Year Fair Access Protocol managed by West Northamptonshire Local Authority in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis. Managed Move requests for students from other secondary schools will also be given consideration.

Places offered by way of the FAP are outside of the normal coordinated admissions round. It is triggered when a parent of an eligible child has not secured a place under in-year admission procedures. Further information on the Fair Access Protocol across West Northamptonshire can be found [here \(Fair Access Protocol\)](#).

14. Notes:

A. Looked After Child:

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

B. Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

C. 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. This applies to teaching and non teaching member of staff who is employed on a United Learning contract.

D. Sibling Link:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step-brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

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.

E. Home Address and Distance:

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October). When we refer to a child's home address, we mean the permanent residence of the child.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address. Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

