



# NORTHAMPTON ACADEMY WHOLE SCHOOL ADMISSIONS FOR ENTRY SEPTEMBER 2023 POLICY

Date of Last Review – January 2022

Review Frequency – Annually

Next Review Date – January 2023

Person responsible for the Policy – J.Smith

Date Ratified by Governors – January 2022

## Table of contents

Introduction.....	3
The Application Process.....	3
Oversubscription Criteria.....	4
Late Applications .....	4
Waiting List .....	4
Appeals .....	4
Withdrawal of Places .....	5
In-Year Admissions .....	5
In-Year Waiting List.....	5
Fair Access Admissions .....	5
Out of cohort admissions .....	5
Annual Procedure for Determining Admission Arrangements.....	5
Sixth Form Admissions Policy for Entry .....	6
Appendix 2 - Fair Access Panel .....	9
Appendix 3 - In Year Transfer Admission Process .....	10
Appendix 4 – Managed Move Admission Process.....	11



**United Learning**  
The best in everyone™

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

## 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 Published Admissions Number (PAN) has been set at 270 students for year 7 from 2019 and then for each subsequent new intake. We were requested to take an extra 30 students in 2019, 2020, and 2021 by the local authority. In January 2021 we were again requested to take an extra 30 students as a bulge for September 2021 meaning 60 over our PAN for academic year 2021/22. In September 2022 the Academy returned to its published admissions number (PAN) of 270 for September 2022 intake. The Academy will continue to operate at its published admissions number (PAN) of 270 for the September 2023 intake. 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
2020	300 (270 PAN & 30 bulge as requested by NCC)
2021	330 (270 PAN & 60 bulge as requested by NCC)
2022	270 PAN
2023	270 PAN

## The Application Process

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

The admission authority must keep a clear record of any decisions on applications, including in-year applications. Where it is not possible to convene a face-to-face meeting of a governing body or the admissions committee (where applicable) in order to make a decision on an application, decisions may be made 'virtually', provided members are 'present' – for example via telephone or video conference.

### 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 on 31st October 2022. 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 1st March 2023, 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. 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:



**United Learning**  
The best in everyone™

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

## Oversubscription Criteria

1. **Looked After Children** – children in public care – looked after children (LAC), previously looked after children (PLAC) and internationally adopted previously looked after children (IAPLAC) (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. **Distance** - Children who live closest to the Academy, based on the applicant’s home address to the Academy. Applicants will be ranked nearest to furthest, with places allocated until the PAN has been reached. 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.

## Tiebreaker – Distance to the Academy

5. If PAN is reached in any criterion, priority will be given to those who live closest to the school. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application.

## 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 31st December. After this time they will move to the in-year waiting list. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

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 (Normal admission round and in-year)

Parents/carers have a right of appeal to an Independent Admission Appeals Panel if they are dissatisfied with an admission decision of the Academy, both as part of the normal admission round and for in-year admissions. 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. Further information on appeals can be found [here](#).

### 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.

### 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 (West Northamptonshire County Council) coordinates the allocation of in-year places. Applications are made on the WNCC In-Year Application Form and can be filled in online. Further information can be found [here](#).

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

### 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.

Places offered by way of the FAP are outside of the normal co-ordinated 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 \(Fair Access Protocol\)](#).

### 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. Parents should make a formal request to the Academy, giving reasons for their request and supply additional evidence which may help the admission authority decide the best year group for that 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

There are 120 places at Northampton Academy's Sixth Form, with 120 places available in each of Year 12 and Year 13.

The Published Admission Number for Year 12 is 30. This is the number applicable to **external candidates**, so the actual number of external admissions may be higher depending on how many Year 11 pupils at the Academy move into Year 12. Where an external candidate has an EHCP which names the Academy then that applicant will be admitted and the number of available places for external applicants will reduce accordingly. The oversubscription criteria for external candidates can be found below

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

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

The admission criteria is the same of internal and external applicants.

### 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 30. External applicants who meet the admission criteria will be admitted, up to the PAN of 30.

External applicants to Northampton Academy will need to complete a supplementary form (more details found here - [Northampton Academy > Information > Sixth Form > Sixth Form Admissions \(northampton-academy.org\)](http://northampton-academy.org)) and provide the following evidence:



- Proof of date of birth
- Proof of address

#### Oversubscription Criteria (for external students only)

The oversubscription criteria for external students is the same as that found on page 3 other than the following amendment:

- Sibling Link: For entry into Year 12, the definition of Sibling Link is as follows:  
**Sibling link** – children who, at the time of their admission, will have an older *or* younger 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;

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 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 12<sup>th</sup> January 2023. 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.



**United Learning**  
The best in everyone™

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

This is a glossary of terms used within this policy.

#### **Definition of 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), previously looked after children and internationally adopted previously looked after children (IAPLAC)**

- A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- 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 order or special guardianship order).
- Internationally adopted previously looked after children (IAPLAC) is 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.

#### **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.



AAM contacts parents to arrange an admission meeting.  
Prior to this meeting AAM 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.



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



On the start date, once the pupil arrives AAM contacts the previous school, to inform them they have started. AAM 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

County Council email the details of the pupil who has applied to Northampton Academy

Attendance and Admissions Manager (AAM) checks the number of students on roll and waiting list for that year group. If places available then the application will be accepted. If fully subscribed then AAM will run the waiting list to see where the applying person would be placed.

For the accepted application AMM would contact parents to arrange an admission meeting. Prior to this meeting AMM 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, behavior policy covered, wellbeing team, check list ticked and signed

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

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



## Appendix 4 – Managed Move Admission Process

Managed move request received from another school. The application is reviewed by Assistant Principal and Director of Key Stage. A decision would then be made as to whether to accept Managed Move



Prior to this meeting AMM would contact the current school requesting previous info (Behaviour, attendance, CP, safeguarding concerns). Attendance and Admissions Manager (AAM) to ensure all information collected.



For the accepted application EWOA would contact parents to arrange an admission meeting.



Admission meeting takes place with Assistant Principal or Director of Key Stage. Admission pack completed, behavior policy covered, wellbeing team, check list ticked and signed. Targets for the managed move are agreed and the relevant paperwork signed



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



On the start date, once the pupil arrives AAM contacts the previous school, to inform them they have started.



AAM emails round to pupil's teachers for feedback in lessons. 6 week review takes place. If decision is made to accept at this point - EWOA asks them to send over the school file and any relevant CP files. AAM to ensure that coding is changed on SIMS from S to M. AAM to ensure that all relevant staff are informed.



AAM emails round to pupils teachers for feedback in lessons. 12 week review takes place. If decision is made to accept at this point - EWOA asks them to send over the school file and any relevant CP files. AAM to ensure that all relevant staff are informed.

