

# Northampton School



## Admissions Policy 2023-24

for Admission in September 2024 and  
for In-Year Admissions for Years 7 in  
2023 – 24

Approved by: **Governors Admissions Committee**

Date: **2<sup>nd</sup> November 2022**

Determined on: **25<sup>th</sup> January 2023**

Review Date: **November 2023**

Northampton School

## Admissions Policy for Admission to Year 7 in September 2024

This Admissions Policy meets the requirements of the most recent DfE School Admissions Code (September 2021). The timelines for the procedure must be adhered to and are outlined in Appendix A.

Northampton School is a mixed sex school aged 11-16. It is expected that ALL applicants support the distinctive ethos, policies and procedures of the school. Children with an Education, Health and Care plan (EHC plan) will be admitted to the school where the school – after consultation with the Local Authority – has been named on the EHC plan as an appropriate provision. This may reduce the number of places available for other applicants.

Subject to consultation confirmation, Northampton School will be a feeder school for the Northampton School *for Boys* Sixth Form. Year 11 students at Northampton School must apply to Northampton School *for Boys* Sixth Form and meet the academic entry criteria to be considered for a place.

### **IMPORTANT NOTICE**

**ALL** students who seek a place at the school under **ANY** criteria **MUST** complete a **NS Supplementary Information Form** and submit it to the school by **midnight on Tuesday 31<sup>st</sup> October 2023, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **midnight on Tuesday 31<sup>st</sup> October 2023**.

**Admissions Number:** 210

The school uses a system of banding in order to ensure that there is access to the school for children across the ability range. It is therefore only fair to ALL applicants that the **SAME** ability test is used to allocate children to bands, and that it is sat at the same time and under the same conditions.

The school can admit up to 210 students in any one year group. The school will band ALL applicants before determining how places are allocated meaning that there are 42 available places in each band.

If the school is oversubscribed, places are allocated using the oversubscription criteria set out below. These oversubscription criteria will be applied strictly in the order stated below.

## Oversubscription criteria:

These criteria are applied in the following priority order:

1. All Looked After Children (LAC) and Previously Looked After Children (PLAC). (For full description see Note 1 on page 5.)
2. Priority will next be given to 10% (21) children registered as eligible for Free School Meals (FSM) and children who have been registered as eligible for Free School Meals at any point in the last six years (FSM6). Evidence of eligibility will need to be submitted with the application. (See Note 2 on page 5).
3. Priority will next be given to the children of staff directly employed by Northampton School where either or both of the following conditions are met:
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (For full description see Note 3 on page 5)
4. Priority will next be given to the siblings of pupils attending either Northampton School or Northampton School *for Boys* at the time the application is received. (For full description see Note 4 on page 6.)
5. Next, 10% (21) of the PAN will be allocated to children who have demonstrated an aptitude in our specialist areas of Performing Arts (12 places) and Sport (9 places). (For full description see Note 5 on page 6 and Appendix B.)
6. Priority will next be given to children living within the defined catchment area as set out in the map below within the blue/red areas.



If the number of applicants falling under this criterion in any one band exceed the number of places available then those allocated a place will be decided by random allocation as described below. (For full description see Note 6 on page 6)

7. Any remaining places are allocated using a system of Norm Referenced Banding as described in the DfE School Admissions Code. **ALL** applicants to the school will take the same Common Ability test. The test will be used to place **ALL** applicants into five equal sized ability bands. An equal number of applicants will be selected fairly from each band using an approved process supervised by an independent third party. Note that children who sit the test or who provide a reason with supporting evidence for non-attendance will be considered for places before those who have not.  
(For full description see Note 7 on page 6 and Appendix C)

Note: Criteria 1, 2, 3, 4, 5, 6 will be applied strictly in the order stated above. Children allocated places under these criteria are included in the bands. These children will be allocated places from the bands first and this will determine how many places in each band remain, before Criterion 7 is then finally applied. The total number admitted from each band will be equal. Selection by Criterion 7 will be in line with the explanatory notes in Appendix C.

Where within criterion 2 (FSM) the number of applicants exceeds the number of places available, criteria 3, 4, 5 and 6 will be applied before a process of random allocation is applied to decide the places to be allocated. Such process will be supervised by an independent third party.

Where within criterion 5 (aptitude) the number of applicants exceeds the number of places available, the 21 students with the greatest aptitude will be selected first (9 for Sport and 12 for Performing Arts). Where student scores for aptitude are tied for the final place, a process of random allocation will be applied. Such process will be supervised by an independent third party.

Where within criteria 3, 4, 6 the number of applicants exceeds the number of places available, a process of random allocation will be applied, unless otherwise stated, as described in Appendix C. Such process will be supervised by an independent third party.

**ALL** children who seek a place at the school under **ANY** of the above criteria **MUST** complete a **Northampton School Supplementary Information Form** and submit it to the school by **midnight on Tuesday 31<sup>st</sup> October 2023, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **midnight on Tuesday 31<sup>st</sup> October 2023**.

Students who wish to have the opportunity of gaining a place under the **Aptitude** criterion **MUST** attend the Aptitude test days which occur prior to the deadline for completing the supplementary information form. There will be no further opportunity to be tested for aptitude after these dates. The provisional dates for the Sport Aptitude is on Saturday 14<sup>th</sup> October 2023 and the provisional dates for the Performing Arts Aptitude tests are on Monday 16<sup>th</sup> October 2023.

**ALL** applicants will be required to attend on **Saturday 18<sup>th</sup> November 2023** in order to sit a Common Ability Test, the results of which will be used to both operate the banding system fairly and to provide valuable management information used for setting purposes. Those sitting the test will be considered for a place before those who do not sit the test, unless we are provided with a reason with supporting evidence for non-attendance. Those missing the test will be distributed evenly across the five bands, starting with band C, then A, then E, followed by B, then D. For details of the operation of the banding system see Appendix C.

**ALL parents will be informed by Northampton School if their child has been allocated a place on Friday 1<sup>st</sup> March 2024.**

### **Admission of Children outside their normal age group**

Northampton School will, in accordance with the School Admissions Code, consider requests from parents for their child to be admitted to a year group outside that of their chronological age and will then make a decision on the parental request. Parents should follow the usual admission procedures and make it clear on the application form that the request is for a place outside the normal age group. Parents should include relevant professional evidence to support such a request.

Parents of children with delayed admission to primary school under the government's 'Summer Born' scheme should make contact with Northampton School when their child is in Year 5 (chronologically Year 6 age) to request a deferral of their application to the following year.

### **Parental Right of Appeal**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Northampton School. The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with School Admissions Appeals Code 2022. The determination of the Appeal panel will be made in accordance with the School Admission Appeals Code 2022 and is binding on all parties. The school will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries parents may have about the process.

### **Notes on Oversubscription Criteria for Year 7 Entry:**

**Remember that ALL those seeking a place for a child MUST submit a Northampton School Supplementary Information Form.**

Children with an Education, Health and Care plan will be allocated a place at the school where the school – after consultation with the Local Authority – has been named on the EHC plan as appropriate provision.

1. 'Looked After Children' are those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school. 'Previously Looked After' Children are defined for the purposes of the legislation as those who immediately after being in care became subject to an adoption, child arrangements, or special guardianship order. This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted. (Parents must supply a copy of the relevant order as evidence of their child's status.)

All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

2. Free School Meal Criterion – These are children who are currently registered for Free School Meals (FSM) or who have been registered for Free School Meals within the last 6 years (FSM6). Parents will be required to provide evidence of eligibility with their application in order for their child to be considered under this criterion.

All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

3. Children of Staff – A member of staff or ‘direct employee’ is taken to be any person with a permanent contract of employment with the school. Staff contracted in to provide services to the school do not count as ‘direct employees’.

All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

4. Children applying who have an elder brother or sister on roll and attending either Northampton School or Northampton School *for Boys*\* on the closing date for applications will take priority.

They will be allocated a place from the band in which they are placed by the Common Ability test. For the purposes of this criterion, ‘sibling’ is taken to include a step-brother/sister, half-brother/sister, or child who is adopted or fostered, in all cases providing they are living at the same address. Parents applying under this criterion will be required to provide evidence of the address.

A parent must provide EITHER a copy of the most recent child benefit/family tax credit notice OR two further documents such as a letter from your child’s GP/dentist/optician, their NHS medical card, a child trust fund document or a health record book. One document should be less than three months old. If a Child Arrangements Order or Residency Order is in place, this can be provided as an alternative to the documents above.

(\*Section 1.12 of the School Admissions Code allows schools to give priority to siblings attending another state funded school with which they have close links)

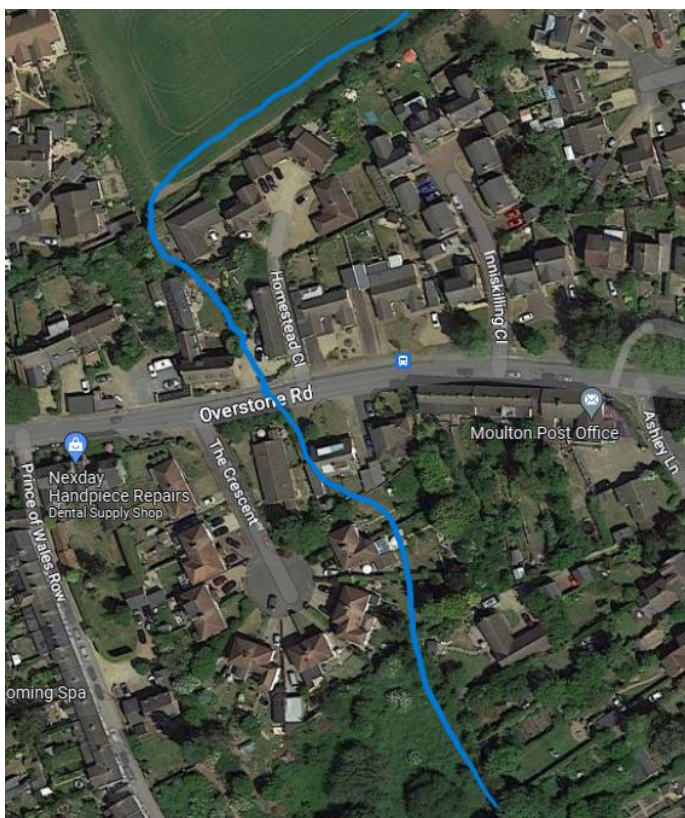
All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

5. Aptitude criterion – this allows the school to offer 10% of places to children who can demonstrate a particular aptitude for two of the agreed specialisms of the school – Performing Arts and Sport – in equal numbers. Parents wishing their child to be considered for one of the 21 aptitude places MUST sit one or both of these aptitude tests before the application deadline. Parents will receive information about the outcome of the test before the closing date for applications on 31 October so as to support them in making an informed choice of school. There will be no further test days after the application deadline.

All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

6. Catchment Area – Children who live within the defined catchment area at the time of application to the school (31 October 2023) will be considered under this criterion. The home address is where a child normally lives. Proof of residence will be required to confirm this. Parents applying under this criterion will be required to provide evidence of the address. The line will cross the Overstone Rd so that no.19 and no.24 are included in

the catchment. (see map below) If you are unsure as to whether you live within the catchment area, please contact the school.



All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

7. Fair allocation of the remaining places is from each of the five equal sized bands based on the scores from the Common Ability Test. Note that children who sit the test or who provide a reason with supporting evidence for non-attendance will be considered for places before those who have not.

For details of operation of the Banding process see Appendix C.

All children applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

### **Twins or other multiple births**

In the case of twins or other multiple births from the same household, if, when applying the oversubscription criteria, one twin or multiple birth is offered a place and the other is not, then a place will be offered to the other twin or multiple birth sibling above the Published Admission Number of 210.

If the qualifying sibling withdraws, then the second place (or places) will be forfeited.



## **Late Applications**

Any application received after the deadline of 31<sup>st</sup> October 2023 but on or before August 31<sup>st</sup> 2024, will be treated as a late application. Applications received by the deadline will be considered before a late application. However, late applications will be treated in the same way regarding the Waiting List arrangements and applicants will also have the same opportunity to appeal against the school's decision should they wish to do so. If a late applicant has not sat the admissions test then we allocate them a band which will be distributed evenly across the five bands, starting with band C, then A, then E, followed by B, then D.

## **Waiting List Arrangements for Year 7**

All parents who are unsuccessful in gaining a place at the school for their child will be sent information explaining how they may, if they so wish, place their child's name on the Waiting List.

From 1<sup>st</sup> March 2024 to 30<sup>th</sup> June 2025, if a place becomes available in Year 7 (if the number of students in the year groups falls below the published admissions number of 210), it will be allocated to a child from the same band according to over-subscription criteria 1, 3, 4, 6 and 7 in the Admissions Policy, not on a first-come, first-served basis. Banding arrangements will be maintained from the initial offer round and places will be allocated at random from the band in which a place has become available. If there is no-one on the Waiting List from the original band, the place will be filled by a child in the neighbouring band above and then below on an even basis. There will be a fresh round of random allocation for each place that becomes available.

Any late applications (applications for a place in Year 7 made between 1<sup>st</sup> November and 31<sup>st</sup> August of the offer year) or In Year applications (applications for a place in Year 7 made on or after 1<sup>st</sup> September in the year of entry) that are unsuccessful, will also be added to this Waiting List if the applicant so wishes. From 1<sup>st</sup> September to 30<sup>th</sup> June in the year of entry, any In-Year applicants for a place in Year 7 will be added to the existing Waiting List by being randomly placed into the bands already on the List. They will be distributed evenly across the five bands, starting with band C(3), then A(1), then E(5), followed by B(2), then D(4).

The Waiting List for a place in Year 7 will be maintained until 30<sup>th</sup> June of the year of entry.

**If parents wish their child's name to be placed on the waiting list in subsequent years, they should make a new application for a school place by contacting the school and the Local Authority after 1<sup>st</sup> July in each subsequent year.**

**Offer Year – 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**

**Year of Entry – 1<sup>st</sup> September 2024 to 30<sup>th</sup> June 2025**



## **In-Year Admission Applications for AY23/24**

**An In-Year Admission Application is an application that is made for a place at Northampton School outside the normal admissions round of September Year 7 entry.**

To make an application for a place at the school parents must complete the Northampton School In-Year Application form.

Please note that Year 7 In-Year applications are dealt with as per the section above with respect to the Waiting List arrangements.

In Year 7, if a place becomes available at any time of the year, the school will decide whether PAN has been reached. If it has not, then the Waiting List will be operated as per the oversubscription criteria of the school.

Those parents whose In-Year application is turned down because the specific year group is deemed by the school as full (in other words, the admission of another child would prejudice the provision of efficient education or efficient use of resources at the school) may put their child's name on the Waiting List (see below) and are also entitled to appeal to an Independent Appeals Panel.

The Waiting List will only be maintained for the Year Group into which the application has been made and the list will be discontinued on 30<sup>th</sup> June each year. The waiting lists will be maintained to 30<sup>th</sup> June 2024. In-Year applications made after 1<sup>st</sup> July 2024 will be considered for entry into the following academic year in September; i.e. if the parents of a Year 7 student apply on 1<sup>st</sup> July 2024, they are applying for their child to join the school in September 2024 in Year 8. If unsuccessful, and if they wished, their name could be maintained on a Waiting List until 30<sup>th</sup> June 2025. At this point they would need to reapply for a place in Year 9.

**If parents wish their child's name to be placed on the waiting list in subsequent years, they should make a new application for a school place ready for 1<sup>st</sup> July in each subsequent year. Further details can be found on the website.**

### **Decision by the Governing Body to go over the Published Admission Number**

As per the DfE School Admissions Code, paragraph 1.4, the Governing Body may choose to admit above 210 students in-year in any of its year groups. Where this is the case, there will be a fresh round of random allocation in accordance with the Waiting List arrangements detailed in this policy.

## Appendix A – Timelines for the Admissions Procedure for Year 7

For entry in September 2024:

### Presentation Evenings

Monday 18 <sup>th</sup> September 2023	Presentation Evening 1 (6:00pm to 7:00pm)
Monday 18 <sup>th</sup> September 2023	Presentation Evening 2 (7:30pm to 8:30pm)
Wednesday 20 <sup>th</sup> September 2023	Presentation Evening 3 (6:00pm to 7:00pm)
Wednesday 20 <sup>th</sup> September 2023	Presentation Evening 4 (7:30pm to 8:30pm)

### Parents/Carers will be able to book a place at the Presentation Mornings via Eventbrite

Monday 16 October 2023	Performing Arts Aptitude Tests <b>Appointment times to be booked via Eventbrite</b>
Tuesday 17 October 2023	Sporting Aptitude Test <b>Appointment times to be booked via Eventbrite</b>
Wednesday 18 October 2023	Sporting Aptitude Test <b>Appointment times to be booked via Eventbrite</b>
Monday 23 October 2023	Parents will receive information about the outcome of the test before the closing date for secondary applications on 31 October so as to support them in making an informed choice of school. There will be no further Aptitude test days after the application deadline.
Tuesday 31 October 2023	Local Authority Application Form deadline ( <b>midnight</b> )
Tuesday 31 October 2023	NS Supplementary Information Form deadline ( <b>midnight</b> )
Friday 10 November 2023	Ability test times confirmed
Saturday 18 November 2023	Common Ability Test (for Banding purposes)
Friday 1 March 2024	Local Authority notify parents of places

## **Appendix B – The Aptitude Criterion**

Northampton School *for Boys* Trust has an acknowledged specialism and expertise in Sport and Performing Arts. The Secretary of State has agreed that 10% of places at the school can be allocated to children with a particular aptitude in one or both of these specialisms, in equal numbers. In order to allocate these places fairly, children whose parents choose to seek such a place will be required to take a test designed to test for an aptitude in these areas.

In line with the School Admissions Code paragraph 1.32 (c), admissions Aptitude Tests will take place prior to the application deadline.

Following these tests and before 31<sup>st</sup> October 2023, parents will then receive a communication from the school which will inform them of the outcome of the selection tests so as to support parents in making an informed choice of school.

### **Sports Aptitude**

You will be able to book your child into a test time slot to attend on Saturday 14<sup>th</sup> October 2023.

There will be a number of test sessions held during the day and candidates will be able to book to attend one of these sessions. Candidates will be tested for sporting aptitude, which will test sporting potential in skill related and physical components of fitness. It will not be a test of sporting ability.

Whilst no previous experience in a particular sport is required in order to take the test, it is expected that applicants wishing to apply under this criterion have an interest in sport, and would wish to participate fully in the sporting life of the School should they gain a place. There will be 9 places available under this criterion

### **Performing Arts Aptitude**

You will be able to book your child for a test with a Performing Arts specialist at a specific time on Monday 16<sup>th</sup> October 2023. Your child will not need to bring anything with them.

Candidates will be tested for aptitude in Music, Drama or Dance, each of which will be able to offer 4 places.

### **Music Aptitude**

Whilst no previous experience is required in order to take the test, it is expected that applicants wishing to apply under this criterion have a keen interest in music and would wish to make the most of the opportunities available in this area should they gain a place at the school. Candidates will be tested for musical aptitude, which will test musical potential in areas which include pitch, melody, improvisation and rhythm. It will not be a test of musical attainment.

### **Drama Aptitude**

The Drama test will consider a student's aptitude to perform and will assess their creativity.

Staff will consider how effectively the applicant is able to perform an unseen script in a group using the following: characterisation, movement, gesture and voice. Staff will consider how effectively the applicant is able to respond to an unseen stimulus.

### **Dance Aptitude**

The Dance test will consider a student's aptitude to perform and will assess their creativity. Staff will consider how effectively the applicant is able to perform a taught dance sequence using the following: accuracy and rhythm. Staff will consider how effectively the applicant is able to manipulate the limited stimulus available.

Please note that there are no previous tests available. None of the aptitude tests require any preparation or revision.

ALL parents seeking a place under this criterion must still ensure they have submitted the Local Authority Application Form by **midnight** on 31<sup>st</sup> October 2023 AND the NS Supplementary Information Form by **midnight** on 31<sup>st</sup> October 2023.

**Please note the following:**

**Your child does not have to do the Performing Arts or Sports Aptitude tests.**

**If you choose for your child to not take these tests, then any subsequent application for a place at the school will not be prejudiced.**

**If your child does sit either or both of these tests then the results of these will not prejudice any subsequent application for a place at the school.**

## **Appendix C - The Common Ability Test and the Banding system**

### **WE WOULD WISH TO REINFORCE THAT ALL APPLICANTS ARE REQUIRED TO ATTEND THE COMMON ABILITY TEST.**

The school is using a system of banding in order to ensure that there is access to the school for children across the ability range. It is therefore only fair to ALL applicants that the SAME ability test is used to allocate children to bands, and is sat at the same time and under the same conditions.

The process used is one of Norm Referenced Banding with equal sized bands as outlined in the School Admissions Code. The school will band ALL the applicants before applying oversubscription criteria. This will determine how places are allocated. Apart from children with an Education, Health and Care plan, children who have sat the Common Ability Test and been allocated to ability bands will be considered for available places before those who have not.

The Common Ability Test will be marked objectively. The scores will be placed in rank order, then divided into five equal sized ability bands. An equal number of applicants will be taken from each band to make up the full complement of admissions.

As the Admissions Number is 210, this gives 42 places from each band.

The school will allocate places in each band based on the published over-subscription criteria below.

The number of remaining places in each band following criteria 1 to 6 being applied will be filled by allocating places in a statistically random order (as supervised by an independent third party) from the names remaining in each band. The random allocation will be generated electronically. This process will be repeated in each band.

If, for some reason, the number of places in a band is filled prior to reaching Criterion 7 (the fair allocation oversubscription criteria) then random allocation will be applied to the oversubscription criteria in which the number of allocations would be exceeded.

#### **Worked example**

The school receives 450 applications and following a check of the relevant eligibility, 5 of whom have an EHC plan and whose needs have been agreed can be met at the school, 7 of whom are defined as LAC or PLAC, 63 of whom are Free School Meal students, 1 of whom is the child of a member of staff, 20 of whom are siblings and 21 students eligible to receive a place based on their aptitude.

As the school is oversubscribed, the oversubscription criteria would be applied. The first part of the process will be to use random selection, supervised by an independent 3<sup>rd</sup> party to select 21 places from the 63 students identified as being eligible under the Free School Meal criterion.

This would mean that there are 75 places to be allocated under oversubscription criteria 1 to 5 (5 EHCP, 7 LAC/PLAC, 21 FSM/FSM6, 1 employee link, 20 siblings, 21 aptitude) and would leave 135 remaining places which need to be allocated from the remaining 375 applications. This includes the 42 Free School Meal students not initially allocated a place under criterion 2.

Each of the equal sized bands will have 90 (450/5) students placed in it based on the performance in the Common Ability Test.

As an example, consider the middle band C.

1 EHCP student, 2 LAC student, 7 FSM students, 4 siblings and 6 aptitude students are allocated places first. (20 places allocated)

6 applicants live within the defined catchment area and are allocated the next places. (26 places allocated)

Random allocation is then applied to allocate the remaining 16 (=42–26) places from the 64 remaining applicants.

These will be allocated in a statistically random order generated and supervised by an independent third party.

If a student is unable to sit the ability test due to illness, then a doctor's note should be provided as evidence. In such cases, the primary school will be contacted to provide the school with their advice as to which is the most appropriate of the 5 bands for their child. The child will be allocated to that band before the random selection process is carried out.