



Northampton School *for Boys*

Admissions Policy 2017

**for Admission to Year 7 in September
2017 and for In-Year Admissions for
Years 7–11 in 2016 - 17**

Approved by: Governors Admissions Committee

Date: 13 January 2016

Review Date: November 2016

Admissions Policy for Admission to Year 7 in September 2017 and for In-Year Admissions for Years 7–11 in 2016 - 17

Northampton School *for Boys* is regularly over-subscribed. This Admissions Policy meets the requirements of the most recent DfE School Admissions Code. The timelines for the procedure must be adhered to and are outlined in Appendix A.

The school is a single sex school for boys aged 11-18, and admits girls into the Sixth Form. It is expected that ALL applicants support the distinctive ethos, policies and procedures of the school. Children with a statement of Special Educational Needs (SEN) or 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 statement of SEN or EHC plan as an appropriate provision. This may reduce the number of places available.

IMPORTANT NOTICE

ALL students, including those applying for an aptitude place, who seek a place at the school under **ANY** criteria **MUST** complete an **NSB Supplementary Information Form** and submit it to the school by **5.00 pm on Monday 31st October 2016, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **5.00 pm on Monday 31st October 2016**.

Admissions Number: 210

The school can admit up to 210 boys in any one year. If the school is oversubscribed, places are allocated using the following oversubscription criteria:

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 3.)
2. Aptitude – 10% of places are awarded to boys with a demonstrated particular aptitude for Music and/or Technology, approximately half in each specialism.
(For full description see Note 2 on page 3 and Appendix B.)
3. Sibling Link – where an elder brother/sister are on roll at the time of application and will still be on roll at the school when the applicant is admitted in September.
(For full description see Note 3 on page 3.)
4. Children of staff directly employed by Northampton School *for Boys* 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.

5. The 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 overseen by an independent third party.
(For full description see Note 4 on page 3 and Appendix C)

Note: Criteria 1, 2, 3, 4 will be applied strictly in the order stated above. Children allocated places under these criteria will also be included in the bands. These children will be allocated places from the bands first, before Criterion 5 is then finally applied. The total number admitted from each band will be equal. Selection by criterion 5 will be in line with the explanatory notes in Appendix C. Where in any criterion the number of applicants exceeds the number of places available in a band, a process of random allocation will be applied. Such process will be overseen by an independent third party.

ALL students, including those applying for an aptitude place, who seek a place at the school under **ANY** of the above criteria **MUST** complete an **NSB Supplementary Information Form** and submit it to the school by **5.00 pm on Monday 31st October 2016, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **5.00 pm on Monday 31st October 2016**.

Students who wish to have the opportunity of gaining a place under the **Aptitude** criterion **MUST** return their **Aptitude Application (card issued by the school following 31st October 2016 deadline)** to the school by **Friday 18th November 2016**.

ALL applicants will be required to attend on the morning of **Saturday 26th November 2016** in order to sit an 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. For details of the operation of the banding system see Appendix C.

ALL parents will be informed by the Local Authority of the school allocated to their son on Wednesday 1st March 2017.

Admission of Children outside their normal age group

Northampton School *for Boys* 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. 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.

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 *for Boys*. The Appeal Panel will be independent of the school. The arrangements for Appeals will be in line with School Admissions Code 2014. The determination of the Appeal panel will be made in accordance with the School Admission Appeals Code 2012 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 boy MUST submit an NSB Supplementary Information Form.

Children with a statement of Special Educational Needs/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 statement/plan as appropriate provision.

If oversubscribed, the criteria for allocation of remaining places are – in priority order:

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. (Parents must supply a copy of the relevant order as evidence of their child's status.)
2. Aptitude criterion – this allows the school to offer 10% of places to boys who can demonstrate a particular aptitude for two of the agreed specialisms of the school – Music and Technology – in approximately equal numbers. Parents wishing to give their sons the opportunity to take up one of these 21 reserved places MUST return their aptitude test reply card by Friday 18th November 2016. For details of the procedures for allocation of these places, see Appendix B.
3. Boys applying who have an elder brother or sister who will still be at the school when the applicant starts in the September will take priority (ie the sibling is on roll at the school both at the point of application and at the point of admission). 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. Although their place is not dependent on the performance in the common ability test, all boys applying for a sibling criterion place are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.
4. Fair allocation of the remaining places from each of the five equal sized Bands based on the scores from the common ability test. Note that boys 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.

Late Applications

Any Supplementary Information Form received after the deadline of 31st October 2016 but on or before August 31st 2017 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 the Primary School will be asked to allocate an estimated band of ability for the applicant to be placed in for random allocation and /or waiting list purposes if relevant.

Waiting List Arrangements for Year 7

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

From 1st March 2017 to 30th June 2018, 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 someone from the same band according to the over-subscription criteria 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 1st November and 31st August of the offer year) or In Year applications (applications for a place in Year 7 made on or after 1st September in the year of entry) that are unsuccessful, will also be added to this Waiting List if the applicant so wishes. From 1st September to 30th 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 3, then 1, then 5, followed by 2, then 4.

The Waiting List for a place in Year 7 will be maintained until 30th 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 1st July in each subsequent year.

Offer Year – 1st September 2016 to 31st August 2017

Year of Entry – 1st September 2017 to 30th June 2018

In-Year Admission Applications Years 8, 9, 10 and 11

An In-Year Admission Application is an application that is made for a place at Northampton School for Boys outside the normal admissions round of September Year 7 entry. Any application for Year 8, 9, 10 and 11 (or for Year 7 from 1st September onwards in the year of entry) is deemed as an In-Year application.

The Local Authority co-ordinates all In-Year applications. To make an application for a place at the school parents must complete and submit **BOTH** the Local Authority application form for a school transfer **and** the Northampton School for Boys In-Year Application form.

Please note that Year 7 In-Year applications are dealt with as per the section above.

If a place becomes available at any time of the year which takes the number of students in Year 8, 9, 10 or 11 below 210 students and additionally there is no-one on the Waiting List for that year group, then the next applicant will be admitted to the school.

In-Year Applications Years 8, 9, 10 and 11 - Waiting List Arrangements

Those parents whose In-Year application is turned down because the specific year group in the school is full (above 210) may put their son's name on the Waiting List (see below) and are also entitled to appeal to an Independent Appeals Panel.

In the event that a year group is full, the school maintains a waiting list for students wanting a place in Years 8, 9, 10 and 11. Where places become available there will be a fresh round of random allocation from the Waiting List in accordance with the over-subscription criteria 1, 3, 4 and 5. For over-subscription criterion 5 all students will be placed in the same band.

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 30th June each year. The waiting lists will be maintained from 1st July to 30th June the following year, in line with the timelines that the Local Authority follows for In-Year admissions. In-Year applications made after 1st July will be considered for entry into the following academic year in September; i.e. if the parents of a Year 8 student apply on 1st July, they are applying for their son to join the school in September in Year 9. If unsuccessful, and if they wished, his name could be maintained on a Waiting List until 30th June the following year. At this point they would need to reapply for a place in Year 10.

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 Local Authority after 1st July in each subsequent year.

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 the Year 7-11 year groups. Where this is the case, there will be a fresh round of random allocation in accordance with the over-subscription criteria 1, 3, 4 and 5 from the Waiting List in operation.

Appendix A – Timelines for the Admissions Procedure for Year 7

For entry in September 2017:

Wednesday 28 Sept 2016 and Thursday 29 Sept 2016	Presentation Evening (Surnames A-K) Presentation Evening (Surnames L-Z)
Thursday 6 October 2016	NSB Open Evening
Monday 31 October 2016	Local Authority preferences deadline (5.00 pm)
Monday 31 October 2016	NSB Supplementary Information Form deadline (5.00 pm)
Tuesday 8 November 2016	Ability test appointments posted out Aptitude test reply cards posted out (except to siblings)
Friday 18 November 2016	Deadline for return of Aptitude test reply cards
Friday 25 November 2016	Aptitude test times confirmed
Saturday 26 November 2016	Common Ability Test (for Banding purposes)
Saturday 10 December 2016	Technology Aptitude tests
Monday 19 December 2016	Music Aptitude tests
Wednesday 1 March 2017	Local Authority notify parents of places

Appendix B – The Aptitude Criterion

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

After you have submitted your Supplementary Information Form by the published date you will be sent a card inviting you to apply for an “Aptitude” place. After you return the card a time and date for your son’s aptitude test will be sent to you.

Music Aptitude – your son will be invited to an individual short test (up to 10 minutes) with a music specialist at a specific time on Monday 19th December 2016. Your son will not need to bring a musical instrument.

Technology Aptitude – your son will be given a specific time to attend on Saturday 10th December 2016. The test will be computer based (though will not require specific computer skills, other than familiarity with a mouse and keyboard) and done in groups of up to 50 students. There will be a 10 minute introduction to the test, and the test itself will take about 40 minutes.

Please note that there are no previous tests available. Neither test requires any preparation or revision.

ALL parents seeking a place under this criterion must ensure they have submitted the Local Authority Application Form by 5.00 pm on 31st October 2016 AND the NSB Supplementary Information Form by 5.00 pm on 31st October 2016 AND the Aptitude Reply Card by 18th November 2016.

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 boys across the ability range. Since the school draws applications from across the whole county – and indeed beyond – and from independent as well as state schools, it is only fair to ALL applicants that the SAME ability test is used to allocate boys 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 2014. The school will admit 10% of children selected on the basis of aptitude, and band ALL the applicants before determining the remaining places. Apart from students with statements of Special Educational Needs/Education, Health and Care plan or children in care or previously looked after, 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.

First, any boys with a statement of SEN/EHC plan, or in Local Authority care or previously looked after will be allocated places from each band. Second, those offered an Aptitude place. Third, any boys with a sibling link (see definition above). Fourth, any boys who are the children of staff (see definition above), will be allocated places from each band. Finally, the numbers of remaining places in each band will be filled by allocating places in a statistically random order (as overseen by an independent third party) from the names remaining in each band. The random allocation will be generated electronically.

For example: If there are 450 applications, 5 of whom have a statement of SEN/EHC plan and whose needs have been agreed can be met at the school, and 2 of whom are defined as LAC or PLAC, this would leave 443 students for the remaining 203 places. Of these, 21 would be allocated under the Aptitude criterion. This would leave 422 students for 182 places.

Each of the equal sized bands has 90 boys. As an example, consider the middle band. The 90 boys might include one with a statement of SEN/EHC plan and one in Care and 4 with an Aptitude place. These 6 boys would be allocated a place. Of the remaining 84 boys, 7 might have a sibling link, and these 7 boys would be allocated a place. This middle band will have a total of 42 places ($210 / 5$), but 13 have now been allocated, leaving 77 boys still in the band. There are 29 places left in this band to be allocated on a random basis as described above to 29 of the remaining 77 boys. The same process is repeated in each band.

It should be noted that the Ability Test has TWO purposes – FIRST to assist us in allocating places at the school fairly, and SECOND to enable us to allocate ALL students who are to be admitted to the school to the correct ability range in the school's setting arrangements in Year 7.

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