



# **Northampton School** *for Boys*

## **Sixth Form Admissions Policy 2018**

**Approved by:**                      **Governors Admissions Committee**

**Date:**                                      **27 January 2017**

**Review Date:**                      **November 2017**

# Sixth Form Admissions Policy - 2018

This policy was written following discussions with the Department for Education in order to be compliant with the current DfE School Admissions Code.

As well as our own Year 11 students (referred to as Internals), the school admits students who are studying for GCSEs at other schools (referred to as Externals). The Admissions Number for external applicants is 60. If spaces remain on some courses, this number can be exceeded.

Internal and External students must meet the **same** academic admissions criteria in order to be admitted to the Sixth Form.

All students seeking a place **must** adhere to the timelines set out in Appendix A.

## **Academic admissions criteria:**

### **1. GCSE performance**

Each course and subject in the Sixth Form has specific entry requirements. This ensures that students are matched to courses on which they are most likely to achieve success. The entry requirements are to be found in the subject and course specific information contained in the Sixth Form admissions pack and on the school website. Access to an A Level course requires a minimum of three GCSEs at grade 6 and two GCSEs at grade 5 in at least 5 GCSE subjects. For these minimum admission requirements a grade B in Design Technology will be counted as the equivalent of a grade 6.

If three courses are to be studied at A Level most courses will require at least grade 6 at GCSE in the same subject, or in the case of subjects not previously studied, in a related discipline. If a student wishes to study 4 rather than 3 A Levels, GCSE grade 7 is required in all of the relevant GCSEs listed in the entry criteria for each of the courses chosen (Further Maths requires a grade 8).

Access to the BTEC Level 3 National Extended Diploma in Sport will require either a minimum of four grades at 4; or three grades at 4 and one at C or better in at least 4 subjects. This course will be tailored for delivery through rugby so it is expected that an individual will have a significant interest in this sport, including playing at a high representative level.

### **2. An appropriate course is on offer**

Students who are offered a place at the school for the next September will be invited to a Course Guidance Meeting where their preferred choice of subjects will be discussed. It is imperative that students choose courses on which they will find success, and which lead to their chosen career, training or university course.

A place in the Sixth Form will be confirmed as a conditional offer, specifying the agreed subjects to be studied following the Course Guidance Meeting. Changes of subject may later be possible, but cannot be guaranteed. The conditions set out in the academic admissions criteria must be met.

The procedures for Internal and External applicants are as follows:-

## **A) Internal Students**

Every boy in Year 11 at the school who wishes to apply is entitled to a place in the Sixth Form, provided they meet the minimum entry and subject specific academic requirements. They must complete a Sixth Form Application Form.

This will determine the number of spaces available on each course for external students. This information will remain confidential until after the application process is completed in order to maintain the integrity of the process.

The school has well established links with Northampton College, Moulton College and the Sixth Forms of other local schools. This provides a wide range of Post 16 opportunities. Details of all options are available to all students.

## **B) External Students**

All External applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form Application Form will be offered a place, **except** that if the number applying is more than the Admissions Number, the following over-subscription criteria will be used to determine to whom places are offered.

Students with an Education, Health and Care Plan (EHCP) will be offered a place, where the school – after consultation with the Local Authority – has been named on the statement as the appropriate post-16 provision. He/she will still need to meet the minimum entry and subject specific academic requirements.

### **Over-subscription Criteria:** (for external students only)

The criteria will be applied in the following order:

1. Looked After Children (LAC) or Previously Looked After Children (PLAC).  
(For full description see Note 1 on the following page.)
2. 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.
3.
  - a) All other external students will then be subject to an independent sequencing procedure to produce a random ordered list of applicants.
  - b) A system of equitable course allocation will ensure that students are in turn allocated places from the list, in order, as long as places on their chosen courses remain.
  - c) The best match will be established to maximise allocated places to available course options and so meet the choice of as many students as possible.  
(For full description see Appendix B.)

## Notes

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 arrangement, or special guardianship order. (Parents must supply a copy of the relevant order as evidence of their child's status. They must also supply proof that their child was previously in the care of the Local Authority.)

These processes will all be carried out electronically. Further details of the process are to be found in Appendix B attached to this policy.

At least sixty external candidates will be offered a place at the school. The place will be subject to the desired combination of subjects being appropriate. If a student offered a place chooses to withdraw at any stage in the process, then the procedure outlined in Appendix B Point 7 will be triggered. If a student subsequently wishes to change a subject to be studied, this will only be possible if a space is available in that subject.

**Note:** 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. The Waiting List ceases on 31 December.

### **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 and will then make a decision whether to accept or reject that application. 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 will be asked to provide relevant professional evidence to support such a request.

### **Late Applications**

Any application received after the deadline of 4.00pm on Fri 26 Jan 2018, 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.

### **Application Procedure for External Students**

An external student wishing to apply for a place at the school must complete a Sixth Form Application Form.

The admissions process will be explained to students and their parents at a session during the Open Evening for prospective students. This will clarify both completion of the form itself, and the way the applications are dealt with in order to determine to whom places will be offered.

*For further information about admissions to the school, please contact Mrs Deirdre Kennedy, the Director of Sixth Form—01604 230240.*

## **Appendix A–Timelines for Admissions 2018**

### **All Applicants:**

Tues 9 Jan 2018      Open Evening              Internal students 5.30 – 7.00 pm  
External students 7.00 – 8.30 pm

### **Internal Applicants:**

Fri 26 Jan 2018      Deadline for submission of application form (4:00pm)

Throughout  
February 2018      Course Guidance Meetings take place to finalise subject choices

Tues 6 March 2018      Letters posted offering conditional place and agreed course

### **External Applicants:**

Fri 26 Jan 2018      Deadline for submission of application form (4:00pm)

Tues 6 March 2018      Conditional offer letters posted to successful applicants, subject to  
Course Guidance Meetings  
Letters posted to unsuccessful applicants with details of Waiting  
List and appeal

12 – 28 March 2018      Course Guidance Meetings to finalise subject choice

Thur 29 March 2018      Letter posted confirming conditional place and agreed course

Tue 24 April 2017      External Sixth Form Orientation Evening

**ALL DATES MUST BE STRICTLY ADHERED TO – LATE APPLICATIONS WILL BE  
CONSIDERED AFTER THOSE WHO HAVE APPLIED ON TIME.**

## Appendix B – Summary of the Oversubscription Procedure for External students

The school historically has more applications from external students to join the Sixth Form than can be accommodated. The school therefore has to have a policy and procedure to admit students in a fair way, which complies with the requirements of the School Admissions Code. This policy and procedure has been discussed with the Department for Education (DfE) prior to publication.

The procedure is simple in essence and is designed to maximise the number of external students to be admitted to the school, and accommodated appropriately. The procedure is explained below and will be talked through at the Open Evening.

1. All **internal** students who request a place and who meet the academic criteria on page 1 of the Policy will be offered a conditional place. Students **MUST** choose **THREE** subjects (there will be an opportunity for students with exceptional academic ability to do a fourth subject if they so wish). The students make their subject choices from the 5 option blocks on the form.
2. The school will decide the optimum size of classes in each subject (including those subjects not leading to an academic qualification such as Sport and Recreation and Citizenship and Guidance), and the number of classes that will run. **This will establish the number of available places remaining in each subject for external students.** This number will remain confidential during the admissions process in order to maintain the integrity of the process. The minimum number of external students admitted will be the Published Admissions Number of 60.
3. Please note that the BTEC Level 3 National Extended Diploma in Sport (Rugby specialism) is the equivalent of 3 A Levels.
4. All external prospective students will be invited to the Open Evening in January. The admissions process will be explained to students and parents. Students who choose to complete a Sixth Form Application Form **MUST** choose **THREE** subjects (there will be an opportunity for students with exceptional academic ability to do a fourth subject if they so wish), and will have their application dealt with as follows:
  - a) All external applicants will be placed in a random order using an independent sequencing procedure, after those under the over-subscription criterion one and two have been allocated priority places.
  - b) The students will be considered in order from the randomly sequenced list, starting with Student 1.  
Student 1: The computer will check that each of the subjects chosen has a space. A conditional place will be offered. The computer then moves to:  
Student 2: The computer repeats the process. Again a place is offered.
  - c) This process is repeated as the computer considers each student in turn from the randomly ordered list, until it reaches a point where, for example:  
Student 17: The computer identifies that there is no place available for one of the subject choices. No offer is made to that student.

- d) The computer moves to the next student on the list:  
Student 18: Places still available in all subjects chosen. A conditional place is offered.
- e) The process continues until no more students can have their choices matched. At this point, the school is full and the process is complete.
5. The process described above (points 4(a) to (e)) will be repeated by the computer programme 100 times. The first iteration which offers the most places to external students, from the 100 iterations run, will be adopted and the students successful within that iteration will be offered a conditional place.
6. The students to be offered a conditional place will then be invited to attend a Course Guidance Meeting, following which the conditional offer will be confirmed, based on the agreed combination of subjects. Changes to subject choices may later be possible, but only if there are places available in a subject to which a change is requested. Where a student has a course changed then the relevant subject entry requirements will be for the courses that the student has changed to.
7. Once all conditional places have been confirmed following the completion of Course Guidance Meetings, the Waiting List will commence. From this day, only those applicants who have requested to go on the Waiting List will be used to allocate any places that become available. Places will become available if a student declines their offer or fails to meet the academic criteria set out above, following the publication of GCSE results. The process described above will be re-run and places allocated as per the oversubscription criteria.
8. All unsuccessful applicants will be informed by letter and will be told of their right of appeal to an Independent Appeals Panel, details for which will be given in the letter.

Governors' Admissions Committee  
January 2017