

# NORTHAMPTON SCHOOL FOR GIRLS

## Policies and Procedures

Title:	Admissions Policy for entry to Year 7 in 2023
1	<b>Policy Statement</b> <p>Northampton School for Girls is a single sex community comprehensive for girls aged 11-18. Boys are admitted to the Sixth Form only when NSG offers an appropriate combination of courses for them Post 16 and places are available on these courses.</p> <p>We believe that a single sex school provides a qualitatively different learning environment for girls and we would hope that the parents of applicants to the school for entry to Year 7 are convinced that a girls' school is the most appropriate school for their daughter.</p> <p>At Northampton School for Girls we are committed to providing a learning environment with an ethos of high expectations for students of all abilities. Our Admissions Policy and Procedures aim to ensure a balanced intake into the school that is fully representative of those who have applied to the school for that year of entry, through a fair and objective process.</p>
2	<b>Who does this policy apply to?</b> <p><b>2.1</b> Anyone that is seeking a place for entry to Year 7 in September 2023</p>
3	<b>Who is responsible for carrying out this policy?</b> <p><b>3.1</b> The Governors and Headteacher at Northampton School for Girls are responsible for adhering to this policy in accordance with the School Admissions Code 2014.</p> <p><b>3.2</b> West Northamptonshire Council, School Admissions are responsible for the allocation of school places in accordance with this policy and the School Admissions Code 2014.</p>
4	<b>Procedures (standards)</b> <p><b>4.1</b> The school's admissions number is <b>270</b>. The school can admit up to 270 girls in any one year.</p> <p><b>4.2</b> Where there are more applicants than places available, following the allocation of places to students with an education, health and care plan (EHC), the following criteria will then be applied in order:</p> <ol style="list-style-type: none"><li>1. Children in public care (looked after children) or previously in public care*.</li><li>2. Students who will have an older sibling continuing at NSG at the time of admission*.</li><li>3. Children of staff*.</li><li>4. Other.</li></ol> <p><b>4.3</b> After the allocation of places to students with EHC plans and oversubscription criteria 1 to 3, the remaining students will be placed in five bands of cognitive ability. The following process is used:</p> <ol style="list-style-type: none"><li>I. The bands of cognitive ability will be of equal size and will be based on the same common ability test.</li><li>II. The number to be admitted from each band is determined by dividing the places remaining by five.</li></ol> <p>* Additional information about children in (or previously in) public care, sibling link, children of staff, fair allocation and multiple births (including twins) are given overleaf.</p> <div style="border: 2px solid red; padding: 10px;"><p><b><u>IMPORTANT NOTICE</u></b></p><p><b>ALL</b> students who seek a place at the school under <b>ANY</b> criteria should complete an online <b>NSG Supplementary Information Form</b> and submit it to the school by <b>Monday 31<sup>st</sup> October 2022, AS WELL AS</b> submitting the <b>Local Authority Form</b> to West Northamptonshire Council by <b>Monday 31<sup>st</sup> October 2022</b>.</p></div>

**4.4 ALL** applicants will be required to attend on Saturday 12<sup>th</sup> November 2022 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 information used for grouping students. For details of the operation of the banding system see Appendix A.

ALL parents will be informed by the Local Authority of the school allocated to their daughter on Wednesday 1<sup>st</sup> March 2023.

### 5 Additional Information

- i. **Criterion 1 - Children in public care (looked after children) or previously in public care**  
'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.) 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.
- ii. **Criterion 2 – children who will have an older sibling continuing at NSG at the time of admission.**  
Children applying who have an elder sister or brother who will still be at the school when the applicant starts in the September will take priority (i.e. the sibling is on roll at the school both at the point of application and at the point of admission). 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 girls applying for a sibling criterion place are required to sit the test in order that the information may be used for grouping purposes.
- iii. **Criterion 3 - Children of staff at the school**  
Children of staff directly employed by Northampton School for Girls will be allocated a place if 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.
- iv. **Other Pupils - Fair Allocation**  
Fair, or random, allocation of the remaining places is used to decide which students will be offered the remaining places after Criteria 1 to 3 have been applied. This will be done by allocating places in a statistically random order generated by computer. This process is approved by the Department for Education as a fair and objective method of allocating places when there are more applicants than there are places available in any band and the number of places available is exceeded within any criterion. See Appendix A for further information.

**Note: Twins, triplets or other multiple births**

In the case of twins/multiple births from the same household, places will be offered above the published admission number to the other twin or multiple birth children whose twin or multiple birth sibling was offered a place within the admission number. If the qualifying sibling withdraws, then the second place (or other places) is forfeit.

### LATE APPLICATIONS

Any application form received after the deadline of 31st October 2022 but on or before August 31st 2023 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 school will 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 daughter. The applicant will be allocated to that band before the random selection process is carried out.

### IN YEAR ADMISSION APPLICATIONS

An In Year Admission Application is an application that is made for a place at Northampton School for Girls 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 the Local Authority application form for a school transfer. If there are no places available, you may request that your daughter be added to the waiting list (See section on waiting lists). There is no ability test for in-year applications, places will be allocated according to the over-subscription criteria as above. Applicants being considered under criterion 4 (other pupils) will all be considered equally and places allocated using random allocation.

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 270 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.

Those parents whose application is turned down because the specific year group in the school is full (above 270) may put their daughter's name on the Waiting List (see Appendix B for further information) and are also entitled to appeal to an Independent Appeals Panel. All appeals are dealt with by the Local Authority, School Admissions Team at West Northamptonshire Council. Any appeals must be lodged directly with the Local Authority on their website and not the school.

### OUT OF COHORT ADMISSION APPLICATIONS

An Out of Cohort Admission Application is an application that is made for a place at Northampton School for Girls outside the normal age group for the student.

Parents/carers wishing to make this request will have the opportunity provide the school with evidence to demonstrate their reasoning, and are strongly advised to do so. The school will make the decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; the views of the head teacher.

When informing a parent of their decision on the year group the child should be admitted to, the school will provide the reasons for the decision.

If you have any queries about our Admissions Policy or Procedures, please telephone the school and ask to speak to the Headteacher's PA. The Admission team at the Local Authority will also be able to answer any queries (telephone 0300 1261 000).

	All parents who are unsuccessful in gaining a place at the school for their daughter will be sent information explaining how they may, if they so wish, place their child's name on a waiting list. Please see Appendix B for further information.
6	<b>Policy Review</b>
	<b>6.1</b> This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.

	<b>Appendix A</b>
	<b>Fair Allocation of Places</b>  Where there are more applicants than places available, following the allocation of places to students with an education, health and care plan (EHC), the following criteria will then be applied in order:  <ol style="list-style-type: none"><li>1. Children in public care (looked after children) or previously in public care;</li><li>2. Students who will have an older sibling continuing at NSG at the time of admission;</li><li>3. Children of staff;</li><li>4. Other Pupils</li></ol> After the allocation of places to students with EHC plans and oversubscription criteria 1 to 3, the remaining students will be placed in five bands of cognitive ability. The following process is used:  <ol style="list-style-type: none"><li>(i) The bands of cognitive ability will be of equal size and will be based on the same common ability test.</li><li>(ii) The number to be admitted from each band is determined by dividing the places remaining by five.</li></ol> <b>Tiebreaker</b>  If the admission number is exceeded within any criterion, random allocation (fair allocation) will be used to determine to which pupils in this criterion a place will be offered. Pupils are ordered alphabetically and numbered. These numbers are then put into a random order using an electronic randomiser. This denotes the order in which these pupils will be allocated within this criterion. A more detailed explanation of this process can be found on the Local Authority website <a href="http://www.northamptonshire.gov.uk/admissions">www.northamptonshire.gov.uk/admissions</a> .  <b>Note:</b>  <ul style="list-style-type: none"><li>• Banding only operates when the number of applications exceeds the number of places available.</li><li>• If places remain vacant in one (or more) bands after the allocation places, these will be filled by children in the adjacent bands (in oversubscription admission criteria order), before children who have not sat the test are considered.</li></ul>

### Appendix B

#### **Waiting Lists**

Waiting lists are held for all year groups by the Local Authority.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. 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 Northampton County Council, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest.

When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy.

Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority.

A new application will be required for a new academic year.