



Northampton School *for Boys*

Admissions Policy 2019-20

**for Admission to Year 7 in September
2020 and for In-Year Admissions for
Years 7–11 in 2019 - 20**

Approved by: Governors Admissions Committee

Date: 31st October 2018

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Review Date: October 2019

Admissions Policy for Admission to Year 7 in September 2020 and for In-Year Admissions for Years 7–11 in 2019 - 20

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 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.

IMPORTANT NOTICE

ALL students 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 Thursday 31st October 2019, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **5.00 pm on Thursday 31st October 2019**.

Admissions Number: 215

The school can admit up to 215 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 4.)
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 4 and Appendix B.)
3. 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.
4. Sibling Link – where an elder brother/sister, living at the same address, are on roll and attending the school on the closing date for applications (31 October).
(For full description see Note 4 on page 4.)

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 5 on page 4 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 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 Thursday 31st October 2019, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **5.00 pm on Thursday 31st October 2019**.

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 NSB supplementary information form. There will be no further opportunity to be tested for aptitude after these dates. The Technology Aptitude test will take place on Saturday 12th October 2019 and the Music Aptitude test will take place on Monday 21st October 2019.

ALL applicants will be required to attend on the morning of **Saturday 16th November 2019** 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. 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 Monday 2nd March 2020.

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 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 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. (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 son the opportunity to take up one of these 21 reserved 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 secondary 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.
3. Children of Staff – A 'direct employee' is taken to be any member of staff with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'.
4. Boys applying who have an elder brother or sister on roll and attending the school 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 residency order OR permission for us to access your son's primary school data,
IN ADDITION TO THIS, 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 son's GP/dentist/optician, his NHS medical card, a child trust fund document or a health record book. All documents must be less than one year old.

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.

5. 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 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.

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 215.

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

Late Applications

Any Supplementary Information Form received after the deadline of 31st October 2019 but on or before August 31st 2020 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 2020 to 30th June 2021, if a place becomes available in Year 7 (if the number of students in the year groups falls below the published admissions number of 215), it will be allocated to a boy 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 2019 to 31st August 2020

Year of Entry – 1st September 2020 to 30th June 2021

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 215 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 PAN) 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 published over-subscription criteria (excluding criteria 2 – Aptitude). All students will be placed in a single group for random allocation purposes.

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-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 215 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 Waiting List arrangements detailed in this policy.

Appendix A – Timelines for the Admissions Procedure for Year 7

For entry in September 2020:

Wednesday 25 Sept 2019 and Thursday 26 Sept 2019	Presentation Evening (Surnames A-K) Presentation Evening (Surnames L-Z)
Thursday 3 October 2019	NSB Open Evening
Saturday 12 October 2019	Technology Aptitude Test Appointment times to be booked via Eventbrite
Monday 21 October 2019	Music Aptitude Test Appointment times to be booked via Eventbrite
Friday 25 October 2019	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.
Thursday 31 October 2019	Local Authority preferences deadline (5.00 pm)
Thursday 31 October 2019	NSB Supplementary Information Form deadline (5.00 pm)
Tuesday 12 November 2019	Ability test times confirmed
Saturday 16 November 2019	Common Ability Test (for Banding purposes)
Monday 2 March 2020	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 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 31st October application deadline.

Following these tests and before 31st October, 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.

Technology Aptitude

You will be able to book your son into a test time slot to attend on Saturday 12th October 2019. The test will be computer based (though will not require specific computer skills, other than familiarity with a mouse and keyboard) and is done in groups of up to 50 students. There will be a 15 minute introduction to the test, and the test itself will take about 40 minutes.

Music Aptitude

You will be able to book your son for an individual short test (up to 10 minutes) with a music specialist at a specific time on Monday 21st October 2019. Your son will not need to bring a musical instrument.

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 still ensure they have submitted both the Local Authority Application Form by 5.00 pm on 31st October 2019 AND the NSB Supplementary Information Form by 5.00 pm on 31st October 2019.

Failure to submit both these forms means that you cannot be considered for a place at NSB.

Please note the following:

Your son does not have to do the Music or Technology Aptitude tests.

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

If your son 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 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 215, this gives 43 places from each band.

First, any boys with an 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 who are the children of staff (see definition above). Fourth, any boys with a sibling link (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 208 places. Of these, 21 would be allocated under the Aptitude criterion. This would leave 422 students for 187 places.

Each of the equal sized bands has 90 boys. As an example, consider the middle band. The 90 boys might include one with an 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 43 places (215 / 5), but 13 have now been allocated, leaving 77 boys still in the band. There are 30 places left in this band to be allocated on a random basis as described above to 30 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.