



# **Northampton School** *for Boys*

## **Sixth Form Admissions Policy 2023-24**

**for Admission to Year 12  
in September 2024**

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

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

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

**Review Date:** **November 2023**

# Sixth Form Admissions Policy – 2023-24

This policy was written following discussions with the Department for Education in order to be compliant with the current DfE School Admissions Code (September 2021).

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.

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 a minimum of four grades at 4 which must include both English and Maths. 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 undergo a Course Guidance screening where their preferred choice of subjects will be considered. Where appropriate, students may be contacted to discuss their choice of courses. 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 Screening Process. 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 conditional offer of a place in the Sixth Form. On GCSE results day, this will only turn into a confirmed place provided they meet the minimum entry and subject specific academic requirements. They must complete a Sixth Form Application Form.

The number of conditional offers 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 completing a Sixth Form Application Form will be considered for a conditional offer of a place in the Sixth Form. In the case where the number applying is more than the Published Admissions Number, the following over-subscription criteria will be used to determine to whom conditional 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 EHCP 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.(For full description see Note 2 on the following page.)
3. 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 (28 January 2024).  
(For full description see Note 3 on the following page.)
4. Random Allocation
  - 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. 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. They must also supply proof that their child was previously in the care of the Local Authority.)
2. 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 totaling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered, in all cases providing they are living at the same address as the parent who is employed by the school.
3. Students applying who have an elder brother or sister on roll and attending the school or who have a twin in Year 11 on roll and attending the school at the point of application will take priority. 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.

In all cases, the academic admissions criteria must be met in order to turn a conditional offer into a confirmed place at the school in September.

These random allocation 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 given a conditional offer of a place at the school. The place will be subject to meeting the academic criteria and to spaces being available in classes for the desired combination of subjects (see Appendix B point 2). 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. If a space is not available, the student would need to submit a new application which will then be reconsidered with the new subject information. This new application may be rejected and an appeal offered.

If, on GCSE results day, there are more external students holding a conditional offer than there are places available in subjects the over-subscription criteria will be re-applied to those external students holding a conditional offer, initially given on 1<sup>st</sup> March 2024, and a minimum of 60 places will be offered.

It should be noted that this has never needed to be enacted by the school.

**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 each year.

### **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 midnight on Sunday 28 Jan 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.

### **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 60.

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

### **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 and on the school's website. 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.

## Appendix A–Timelines for Admissions in September 2023

**Please note that all dates and evenings will be subject to Coronavirus restrictions and government guidance/advice in place**

### **All Applicants:**

Thurs 11 Jan 2024	Open Evening	Internal students 5.00 – 6.30 pm External students 6.30 – 9.00 pm
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External students will need to book a ticket via the Ticketsource website for one of three presentations at the Open Evening taking place at either 6:30pm, 7:30pm or 8:30pm.

Please see the website for further information.

### **Internal Applicants:**

Sun 28 Jan 2024	Deadline for submission of application form (23:59)
Throughout February 2024	Course Guidance Process takes place to finalise subject choices
Fri 1 March 2024	Notification sent offering conditional place and agreed course

### **External Applicants:**

Sun 28 Jan 2024	Deadline for submission of application form (23:59)
Fri 1 March 2024	Notification sent to successful applicants, subject to Course Guidance Process Notification sent to unsuccessful applicants with details of Waiting List and appeal
Throughout March 2024	Course Guidance Process to finalise subject choice
Fri 19 April 2024	Notification sent confirming conditional place and agreed course
End of June 2024	Tours of the school site. These take place in the days immediately following the end of GCSE exams for any applicants. Bookable via Ticketsource.

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

Wed 4 Sept 2024	Year 12 Induction
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## 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 after offers have been made to internal 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 criteria one, two and three 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 undergo a Course Guidance screening to assess whether their combination of subjects is appropriate, 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.
8. 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. It should be noted that internal students with a conditional offer who do not gain the subject specific entry requirements will be placed into subjects before the Waiting List is run for external students, provided that the internal student meets the subject specific requirements for the alternative combination of subjects and that there are spaces available in those subjects.
9. All unsuccessful applicants will be informed by letter/e-mail 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