



# **Northampton School** *for Boys*

## **Admissions Policy 2023-24** **for Admission to Year 7 in September** **2024 and for In-Year Admissions for** **Years 7–11 in 2023 – 24**

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

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

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

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

## **Admissions Policy for Admission to Year 7 in September 2024 and for In-Year Admissions for Years 7–11 in 2023 - 24**

Northampton School *for Boys* is regularly over-subscribed. This Admissions Policy meets the requirements of the most recent DfE School Admissions Code (September 2021). 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 **midnight on Tuesday 31<sup>st</sup> October 2023, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **midnight on Tuesday 31<sup>st</sup> October 2023**.

### **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. 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 page 4.)
3. Sibling Link – where an elder brother/sister, living at the same address, are on roll and attending either Northampton School *for Boys* or Northampton School on the closing date for applications (31 October).  
(For full description see Note 3 on page 4.)
4. 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 4 on page 5 and Appendix B.)

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 5 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 **midnight on Tuesday 31<sup>st</sup> October 2023, AS WELL AS** submitting the Local Authority Application Form to the Local Authority by **midnight on Tuesday 31<sup>st</sup> October 2023**.

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 14<sup>th</sup> October 2023 and the Music Aptitude test will take place on Monday 16<sup>th</sup> October 2023.

**ALL** applicants will be required to attend on the morning of **Saturday 18<sup>th</sup> November 2023** 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. Those sitting the test will be considered for a place before those who do not sit the test, unless we are provided with a reason with supporting evidence for non-attendance. Those missing the test will be distributed evenly across the five bands, starting with band C, then A, then E, followed by B, then D. 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 Friday 1<sup>st</sup> March 2024.**

### **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.

Parents of children with delayed admission to primary school under the government's 'Summer Born' scheme should make contact with NSB when their son is in Year 5 (chronologically Year 6 age) to request a deferral of their application to the following year.

## **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 the School Admissions Code. The determination of the Appeal panel will be made in accordance with the School Admission Appeals Code 2022 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. 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.)

Although their place is not dependent on the performance in the Common Ability Test, all boys applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

2. Children of Staff – A 'direct employee' is taken to be any member of staff (Teaching or non-teaching) 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'. 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.

Although their place is not dependent on the performance in the Common Ability Test, all boys applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

3. Boys applying who have an elder brother or sister on roll and attending either Northampton School for Boys or Northampton 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 permission for us to access their son's primary school data, and 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. One document should be less than three months old. If a Residence Order or Child Arrangements Order is in place, this can be provided as an alternative to the documents above.

(\*Section 1.12 of the School Admissions Code allows schools to give priority to siblings attending another state funded school with which they have close links)

Although their place is not dependent on the performance in the Common Ability Test, all boys applying for a place under this criterion are required to sit the test in order that the overall ability range of the intake reflects that of the applicants.

4. 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.

Although their place is not dependent on the performance in the Common Ability Test, all boys applying for a place under this criterion 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 sibling 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 application received after the deadline of 31<sup>st</sup> October 2023 but on or before August 31<sup>st</sup> 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. If a late applicant has not sat the admissions test then we allocate them a band which will be distributed evenly across the five bands, starting with band C, then A, then E, followed by B, then D.

## **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 1<sup>st</sup> March 2024 to 30<sup>th</sup> June 2025, 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 1<sup>st</sup> November and 31<sup>st</sup> August of the offer year) or In Year applications (applications for a place in Year 7 made on or after 1<sup>st</sup> September in the year of entry) that are unsuccessful, will also be added to this Waiting List if the applicant so wishes. From 1<sup>st</sup> September to 30<sup>th</sup> 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 C(3), then A(1), then E(5), followed by B(2), then D(4).

The Waiting List for a place in Year 7 will be maintained until 30<sup>th</sup> 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 ready for 1<sup>st</sup> July in each subsequent year. Further details can be found on the website.**

**Offer Year – 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**

**Year of Entry – 1<sup>st</sup> September 2024 to 30<sup>th</sup> June 2025**

## **In-Year Admission Applications Years 8, 9, 10 and 11 for AY23/24**

**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 1<sup>st</sup> September onwards in the year of entry) is deemed as an In-Year application.**

To make an application for a place at the school parents must complete 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.

In Year 7, if a place becomes available at any time of the year, the school will decide whether PAN has been reached. If it has not, then the Waiting List will be operated as per the oversubscription criteria of the school.

In Years 8 to 13, if a place becomes available at any time of the year, the school will decide whether the admission of another child to replace the student who left would prejudice the provision of efficient education or efficient use of resources at the school. If it does not, then the Waiting List will be operated as per the oversubscription criteria of 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 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 4 – 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 30<sup>th</sup> June each year. The waiting lists will be maintained from 1<sup>st</sup> July to 30<sup>th</sup> June the following year. In-Year applications made after 1<sup>st</sup> 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 1<sup>st</sup> 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 30<sup>th</sup> 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 ready for 1<sup>st</sup> July in each subsequent year. Further details can be found on the website.**

### **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 2024:

### Presentation Evenings

Monday 18 <sup>th</sup> September 2023	Presentation Evening 1 (6:00pm to 7:00pm)
Monday 18 <sup>th</sup> September 2023	Presentation Evening 2 (7:30pm to 8:30pm)
Wednesday 20 <sup>th</sup> September 2023	Presentation Evening 3 (6:00pm to 7:00pm)
Wednesday 20 <sup>th</sup> September 2023	Presentation Evening 4 (7:30pm to 8:30pm)

**Parents/Carers will be able to book a place at the Presentation Mornings via Eventbrite**

### Open Morning Tours

Open Morning Tours will run on the dates below with two tours per day

Monday 25 <sup>th</sup> September 2023	at 9:00am and 9:45am
Tuesday 26 <sup>th</sup> September 2023	at 9:00am and 9:45am
Wednesday 27 <sup>th</sup> September 2023	at 9:00am and 9:45am
Thursday 28 <sup>th</sup> September 2023	at 9:00am and 9:45am

**Parents/Carers will be able to book a place on the Open Morning Tours via Eventbrite**

Saturday 14 October 2023	Technology Aptitude Test <b>Appointment times to be booked via Eventbrite</b>
Monday 16 October 2023	Music Aptitude Test <b>Appointment times to be booked via Eventbrite</b>
Friday 20 October 2023	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.
Tuesday 31 October 2023	Local Authority Application Form deadline ( <b>midnight</b> )
Tuesday 31 October 2023	NSB Supplementary Information Form deadline ( <b>midnight</b> )
Friday 10 November 2023	Ability test times confirmed
Saturday 18 November 2023	Common Ability Test (for Banding purposes)
Friday 1 March 2024	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 31<sup>st</sup> October application deadline.

Following these tests and before 31<sup>st</sup> 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 14<sup>th</sup> October 2023. 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 25 students. There will be a 15 minute introduction to the test, and the test itself will take about 25 minutes.

Whilst no previous experience is required in order to take the test, it is expected that applicants wishing to apply under this criterion have a keen interest in technology and would wish to make the most of the opportunities available in these areas should they gain a place at the school. Candidates will be tested for technology aptitude. It will not be a test of technology attainment.

### **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 16<sup>th</sup> October 2023. Your son will not need to bring a musical instrument.

Whilst no previous experience is required in order to take the test, it is expected that applicants wishing to apply under this criterion have a keen interest in music and would wish to make the most of the opportunities available in this area should they gain a place at the school. Candidates will be tested for musical aptitude, which will test musical potential in areas which include pitch, melody, improvisation and rhythm. It will not be a test of musical attainment.

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 the Local Authority Application Form by **midnight** on 31<sup>st</sup> October 2023 AND the NSB Supplementary Information Form by **midnight** on 31<sup>st</sup> October 2023.

Failure to submit an application to the Local Authority 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. 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 an Education, Health and Care plan, children who have sat the Common Ability Test and been allocated to ability bands from this 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, any boys who are the children of staff (see definition above). Third, any boys with a sibling link (see definition above), will be allocated places from each band. Fourth, those offered an Aptitude place. 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 an 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. These 2 boys would be allocated a place. Of the remaining 88 boys, 7 might have a sibling link and 4 gain an Aptitude place, so these 11 boys would also 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 primary school will be contacted 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.