



# Kettering Buccleuch Academy

## Admissions Policy

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|----------------------------------|---------------|
| <b>REVIEWED BY:</b>              | Full LGB      |
| <b>DATE AGREED BY GOVERNORS:</b> | December 2018 |
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**Kettering Buccleuch Academy**

**Admissions Policy**

### **PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

#### **1. Admission Number(s)**

Kettering Buccleuch Academy has the following agreed admission numbers for the academy for the year 2019/2020.

- a) 60 for pupils in the Reception Year
- b) 180 for pupils in Year 7. This number applies only to those being admitted from outside the academy. The total year group size will be 240 including children who transfer automatically from the academy's Year 6. If fewer pupils transfer from Year 6, the academy will admit over the admission number up to the overall size of the Year 7 group as per the Secondary Phase Criteria set out below.
- c) 30 for pupils in Year 12. This number applies only to those being admitted from outside the academy. The total year group size will be 180 including children who transfer automatically from the academy's Year 11. If fewer pupils transfer from Year 11, the academy will admit over the admission number up to the overall size of the Year 12 group as per the Secondary Phase Criteria set out below.

#### **2. Process of Application**

Arrangements for applications for places at the academy will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form

provided and administered by the Local Authority. Details of the Local Authority's scheme are available on its website.

The closing date for applications are available from Northamptonshire Local Authority's website.

### **3. Primary Phase Criteria**

Where the number of applications for admission is greater than the published admission number of 60, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care Plans where the academy is named on the statement subject to its right of appeal to the Secretary of State, the criteria will be applied in the order in which they are set out below:

#### **Oversubscription criteria**

- a) Looked After Children and children who have been previously looked after. Looked after children are children 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 (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- b) To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage **or** where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made.
- c) Children who are siblings of students who attend the academy, and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years. The term 'siblings' refers to full, step, half, adopted or fostered brothers or sisters living permanently at the same address. The academy reserves the right to ask for proof of relationship such as a short birth certificate.
- d) Children whose home address is nearer the address point of the academy's primary site than any other maintained or academy primary school provision as determined by the Local Authority's mapping system. When we talk about a child's home address we mean the permanent residence of the child. The address must be the child's only or main residence that is either:
  - Owned by the child's parent, parents or carer/guardian.
  - Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives.



We may require written proof of ownership or a rental agreement and proof of actual permanent residence at the property. We cannot allocate places on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts with a completion date, or the signing of a formal lease agreement.

e) Other children whose permanent address is nearer the address point of the academy's primary site than any other maintained or academy primary school provision as determined by the Local Authority's mapping system.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn. In the event of a tie-break being necessary within the criteria b) to e), this will be conducted through a process of random allocation.

### **Tie Breaker**

In the event of a tie-break being necessary within the criteria b) to e), this will be conducted through a process of random allocation, independently supervised.

## **4. Secondary Phase Criteria**

Students who are on roll in Year 6 of Kettering Buccleuch Academy will automatically be allocated a place in Year 7.

Where fewer than 180 external applications are received, the academy will offer places to all those who have applied.

When more than 180 applications are received, and after the students with statements of special educational needs/EHC Plan where Kettering Buccleuch Academy is named as the appropriate provision have been admitted, all external applicants will undertake a suitable cognitive ability test.

Test Takers will be divided into 9 equal bands based on the results of this test and places will be allocated to each band in proportion to national averages.

In the event of an individual band not being oversubscribed, places will be allocated to students from the nearest bands, taking equally from the band above and the band below (where relevant).

Children who take the test will be given priority over children who do not.

Applicants will be invited to attend for approximately two hours on **Saturday 7<sup>th</sup> December 2019**.

Priority to the criteria will be given in each band in the following order:

### **Oversubscription criteria**

a) Looked After Children and children who have been previously looked after. Looked after children are children 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 (see the definition in Section 22 (1) of

the Children Act 1989) at the time of application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

b) To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage **or** where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made.

c) Children who are siblings of students who attend the academy, and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years. The term 'siblings' refers to full, step, half, adopted or fostered brothers or sisters living permanently at the same address. The academy reserves the right to ask for proof of relationship such as a short birth certificate.

d) Children whose home address is nearer the address point of the academy's secondary site than any other maintained or academy secondary school provision as determined by the Local Authority's mapping system. When we talk about a child's home address we mean the permanent residence of the child. The address must be the child's only or main residence that is either:

- Owned by the child's parent, parents or carer/guardian.
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives.

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e) Other children whose permanent address is nearer the address point of the academy's secondary site than any other maintained or academy secondary school provision as determined by the Local Authority's mapping system.

If false or misleading information is used to gain entry to the academy, the offer of a place may be withdrawn. In the event of a tie-break being necessary within the criteria b) to e), this will be conducted through a process of random allocation.

### **Tie Breaker**

Given the admissions test, a tie-breaker is only likely to be relevant when:

- A particular band is oversubscribed; and
- Two or more students have exactly the same admissions test score.

In such circumstances, this will be conducted through a process of random allocation, independently supervised.



## **5. Post 16 Admission Criteria**

The academy will admit internal and external applicants to the sixth form if there are spaces and the same academic entry requirements apply to all.

Detailed information regarding entry requirements is contained within the academy's Sixth Form Prospectus published annually.

Children already on roll are entitled to transfer to year 12 if they meet the standards for entry published in the academy's Sixth Form Prospectus.

## **6. Operation of waiting lists**

Where, on the year of entry, the academy receives more applications for places than there are places available, a waiting list will operate until the final day of the first term (December). This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

## **7. Arrangements for admitting pupils to other year groups i.e. other than Year R, 7 and 12, including to replace any pupils who have left the academy.**

The academy will consider all such applications and, if the year group applied for has a place available, admit the child unless it has reasonable reason(s) not to admit in accordance with Schools Admissions Code. Parents whose application is turned down shall be entitled to appeal to an independent appeal panel.