Kettering Buccleuch Academy
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ADMISSIONS POLICY
SEPTEMBER 2028 ENTRY

KBA Policy 28/29

PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission Number(s)

Kettering Buccleuch Academy has the following agreed admission numbers for the academy for the year 2028/2029.

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.

Process of Application

Arrangements for applications for places at the academy will be made in accordance with the applicant's home 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 for schools in North Northamptonshire are available from North Northamptonshire's website.

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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) including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

*The term 'children' is defined by the academy as a child whose permanent address is the same as a member of staff. The child may be the biological child of the member of staff or the child of a partner living at the same address.

**The term 'staff' is defined by the academy as both teaching and non-teaching staff who work at the academy on either a full-time or part-time basis.

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 parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night to Thursday night inclusive.) If the child spends

equal amounts of time at two addresses the parents must agree which address they wish to be the child's home address.

The child's home address must be 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 with priority being given to those who live closest to the school.

If false or misleading information is used to gain entry to the academy, the offer of a place may be withdrawn.

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.

Children below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.

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 4th December 2027***.

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

Oversubscription criteria

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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.

*The term 'children' is defined by the academy as a child whose permanent address is the same as a member of staff. The child may be the biological child of the member of staff or the child of a partner living at the same address.

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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 parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night to Thursday night inclusive.) If the child spends equal amounts of time at two addresses the parents must agree which address they wish to be the child's home address.

The child's home address must be 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 with priority being given to those who live closest to the school.

If false or misleading information is used to gain entry to the academy, the offer of a place may be withdrawn.

Tie Breaker

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

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, places will be offered from the academy's waiting list according to over-subscription criteria and not on a 'first-come, first-served' basis. The academy's waiting list is maintained by the local authority on behalf of 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.

In-year applications are processed by the local authority and parents/carers wishing to apply for an in-year place should do so via the North Northamptonshire Council website. 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.

8. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the NNC website

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to the appeals team via NCC@northnorthants.gov.uk within 10 working days of the submission of the appeal.

Appeals for places at the normal points of entry (Reception and Year 7) must be lodged in writing, giving the reasons for appeal, by the date given on North Northamptonshire Council's co-ordinated scheme. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions rounds, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

9. Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Requests for admission to Reception outside the normal age group (summer born children)

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may

wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, that is their choice. There are then 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full in Year 1 and unable to offer a place;

2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who wish to delay their child's school start and apply for a Reception place to start in the September following the child's 5th birthday, are advised to make an application for a Reception place for their child's normal year of entry before the primary application deadline on 15 January via their home local authority. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - 15 January. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at Kettering Buccleuch Academy for the September following their child's 5th birthday, should be made in writing or via email for the attention of the Principal in the first instance.

In their request, parents/carers should provide some information about their child to explain why they think their child should be educated out of their normal age group and start school in Reception instead of Year 1 once they reach compulsory school age. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to

provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission authority who have to decide which year group they feel will be most appropriate for the child. The decision must be made on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code (2021) requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

What happens next?

Parents/carers will be informed of the admission authority's decision on which year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

What happens if the request is approved?

If the request to be admitted outside normal age group is approved by the admission authority of the school, parents/carers will need to forward this approval to their local authority's School Admissions team to ensure that an application will be accepted in the normal admission round for the September following the child's 5th birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean that a child has been, or will be, offered a place in the Reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

What happens if the request is refused?

If the request to be admitted outside normal age group is rejected by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place or make an application to other schools to see if they will accept a delayed start in Reception.

Parents/carers who are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, should complain directly to the admission authority.

Parents/carers whose requests for delayed entry into Reception are refused, do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

10. Requests for admission to Year 7 outside the normal age group

Children who are currently being educated out of normal age group in Primary school do not automatically transfer to Year 7 at secondary school at the same time as their adopted cohort.

They have to again request to be able to apply for a place out of the normal age group. As above, parents/carers who wish to delay their child's start at Kettering Buccleuch Academy by a full year and transfer at the same time as their adopted cohort are advised to make an application for Year 7 for their child's normal age group, i.e. when their child is in Year 5 (but the age of a year 6 child) and at the same time, put their request in writing to the school. If our admission authority agrees that an application will be accepted out of normal age group, the current application for the child's normal age group will be withdrawn and the parent will reapply the following year with their adopted cohort.

11. General requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group to other year groups. They must make a formal request in writing or via email for the attention of the Principal in the first instance.

The admission authority of the school will consider the request and make a 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/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned

The admission authority of the school will set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

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