

# East Midlands Academy Trust

## Admissions Policy 2026/27

**'Every child deserves to be the best they can be'**

Scope: East Midlands Academy Trust & Academies within the Trust	
<b>Version: V8</b>	<b>Filename:</b> EMAT Admissions Policy
<b>Approval: February 2025</b>	<b>Next Review: Autumn 2025</b> <i>This Policy will be reviewed by the Trust Board annually</i>
<b>Owner:</b> East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

Policy type:	
Statutory	Proposed Admission arrangements for the 2026-2027 academic year
<p><b>Admissions policy review</b></p> <p><b>Consultation:</b></p> <p>When changes are proposed to the school’s admission arrangements, the academy trust <b>must</b> consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities <b>must</b> consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period. <b><i>Consultation last took place in 2024 for 2026-27 admissions.</i></b></p> <p><b>Determination:</b></p> <p>All admission authorities <b>must</b> determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities <b>must</b> determine admission arrangements by <b>28 February</b> in the determination year.</p>	

## Revision History

RevisionDate	Revisor	Description of Revision
<b>October 2024 v8</b>	<b>A Rigler</b>	Inclusion of priority to staff children into oversubscription criteria. Addition of 6 <sup>th</sup> form admissions process. Increase of Prince William School PAN. Clarification of approach to admissions of children outside their normal age group.
<b>October 2023 v7</b>	<b>A Rigler</b>	Consultation on Prince William School PAN changes Consultation on Northampton International Academy 6 <sup>th</sup> Form PAN changes.  Update of Orchard & Shepherdswell over subscription criteria to maximise availability for those living within the catchment areas and to reflect that their waiting lists are operated by the school not the LA.
<b>December 2022 – V6</b>	<b>M Juan</b>	Reviewed policy including: <ul style="list-style-type: none"> <li>• Consultation on Hardingstone PAN changes</li> </ul>

## East Midlands Academy Trust Admissions Policy 2026-27

### Introduction

As the admission authority for our academies, East Midlands Academy Trust is responsible for the admission arrangements. The policy for the Trust is to follow the relevant local authorities' coordinated admission scheme:

- Orchard Academy and Shepherdswell Academy: **Milton Keynes Local Authority**
- Northampton International Academy, Hardingstone Academy, Castle Academy, Stimpson Avenue Academy: **West Northamptonshire Council**
- Prince William School: **North Northamptonshire Council**

### Definitions

#### *Looked after children*

A “looked after child” is a child who, at the time of making an application to a school, is:

In the care of a local authority, or

being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

#### *Previously looked after children*

Previously looked after children are children who were looked after, but ceased to be so because they: were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or

became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or

became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians)).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **Siblings:**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **Children of Staff**

The staff member must be a full or part-time member of teaching or non-teaching staff directly employed by the school/trust. This does not include staff working for outside agencies on the school site. The staff member and child must live at the same address as part of the same family unit for this criterion to apply."

### **Home Address (Child's):**

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – 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 main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### **Children below Compulsory School Age**

When 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.

### 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)**

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 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's start at school until the September after their 5<sup>th</sup> birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be 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 are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception should make a formal request in writing (email is sufficient) directly to the school, giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The request will be passed to the admission authority who will then consider the request and decide on the best year group for the child to start school in on the basis of the circumstances of the case and in the best interests of the child concerned. The admission authority of the school will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

### **General requests for admission outside the normal age group**

Parents/carers wishing to seek a place for their child out of their normal age group at the school for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to the School in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The school will pass the request to the admission authority who will then consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned.

The admission authority will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

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.

### **How to apply for a place in the Normal Admissions Round**

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Reception for Primary and all-through schools, Year 3 for junior schools and Year 7 for secondary schools and the secondary phase of all-through schools, using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day. **For Primary will be 16<sup>th</sup> April or the next working day and for Secondary will be 1<sup>st</sup> March or the next working day.**

If you live in the North Northamptonshire Council area, you should apply through NNC:

- [School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/school-admissions)

If you live in the West Northamptonshire Council area, you should apply through WNC:

- [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions)

If you live in the Milton Keynes Council area, you should visit:

- [www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions](http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions)

### **Late Applications**

Late applications are any common application forms (for the normal point of entry) received by a local authority after the statutory closing date of 31<sup>st</sup> October for Secondary and 15<sup>th</sup> January for Primary. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1<sup>st</sup> March or the next working day for Secondary and 16<sup>th</sup> April or the next working day for Primary).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales on their website).

### **In-year Admissions**

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If it is not possible to offer a place, parents/carers can ask for their child's name to be added to the waiting list and they have the right to appeal against the decision not to offer a place (see section on Appeals).

Applications for in-year admissions should be made online to the school's local authority on the local authority website.

### **Waiting Lists**

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Waiting lists are held for all year groups by the school's local authority, with the exception of Orchard and Shepherdswell Academies that operate their own waiting lists.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team or school, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest.

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria for the school. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.



## Appeals

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

EMAT admissions appeals across all our schools are coordinated by **Warwickshire School Admission Team**. Please talk to the admissions service if you have been refused a place at the school you prefer. You can visit <https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement> to obtain more information about the appeal process.

Parents/carers wishing to appeal should contact the admissions service directly to obtain the necessary forms and guidance:

- By phone **01926 412954**
- By email [schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk).

### **Multiple Birth Groups**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place, as long as this does not breach infant class size legislation.

### **Fraudulent or Misleading Applications**

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

### **Conflicting Applications**

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

## Sixth Form Admissions

EMAT has two co-educational Sixth Form provisions based at Prince William School and the Northampton International Academy.

Entry into Year 12 is on the basis of academic ability demonstrated by achievement at GCSE. Places in Year 12 can therefore only be confirmed following GCSE results day in August. The entry requirements for each course are published in the Sixth Form prospectus of the relevant school.

### **Application**

All applicants for the Sixth Form are required to complete an online application form. For students already on roll in year 11, this will represent their expression of interest in continuing into Sixth Form. The closing date for receipt of applications is held in the Sixth Form prospectus which is published on the school website. Application forms received after this date will be treated as late and applicants may be placed on a waiting list. Places will only be offered to waiting list candidates after the applications of all applicants who applied on time have been considered.

On receipt of a completed application, a guidance discussion will be arranged (normally in the Spring Term preceding entry). The discussion is intended to ensure that all students make informed choices. Provisional offers of places are made subject to the entry requirements being met, and to there being places in the subjects of the student's choice.

Students will be informed of the outcome of their application by the end of March and places will be offered conditionally on the student achieving the necessary grades for the courses they have selected.

On Key Stage 4 results day, students will need to confirm their acceptance of their place, if they have achieved the grades they needed.

### **Confirmation of places**

#### **Internal student**

If an internal student was offered a conditional place in the Sixth Form and has achieved the Key Stage 4 grades needed to meet the conditions of that offer, they will get a letter in their results envelope confirming that they have a place. To secure the place the student must confirm acceptance, either in person at the school or by email, by 12 noon on the day after the results day. If they do not, their place will not be secured and may be offered to someone else.

#### **External student**

If an external student was offered a conditional place in the Sixth Form and has achieved the Key Stage 4 grades needed to meet the conditions of that offer, they must confirm, by emailing the Head of Sixth Form, their acceptance of that place with a copy/photo of their results by 12 noon on the day after the results day. If they do not, their place may be offered to someone else.

If a student was offered a conditional place in the Sixth Form but did not attain the Key Stage 4 grades required for entry, it should be assumed that they no longer have a place at the Sixth Form.

No consideration can be made of circumstances that might have affected a student's performance in any or all of their Key Stage 4 exams. If circumstances were such that the school applied for 'special consideration' by the exam boards, then the grade received on results day will reflect that consideration of their circumstances. If their circumstances were not sufficient to be considered by the exam boards then they will not be considered when allocating places in the Sixth Form either.

If a student and their parents/carers wish to request a re-mark by the exam board of one or more of their papers, they may do so at their own cost and should inform the Head of Sixth Form that they are taking that course of action. If, when the re-mark is returned, their grade(s) has/have risen and they have achieved the entry requirements for the Sixth Form they will be admitted, provided the Sixth Form is not full by then. The school cannot guarantee that a place will still be available for the originally chosen year of entry but will honour our offer of a place for the following September. Places will not be held open for students waiting for the outcome of re-marks in preference to admitting students who have achieved the entry requirements in full on the Key Stage 4 results day.

### **Oversubscription**

When there are more eligible, external applicants than the published admissions number, and once any pupils with a statement of special educational needs (which names the School and which the School has agreed) have been admitted, the oversubscription criteria will be implemented and can be found in each school's Individual Academies Oversubscription Criteria appended to this policy.

### **Appeals on or after Key Stage 4 results day**

Stage 1: If an applicant believes that they have had their offer of a place at the Sixth Form unfairly withdrawn because of their Key Stage 4 results, they should speak to the Head of Sixth Form on the results day.

Stage 2: If that conversation does not resolve the matter, they should write to the Headteacher setting out why they think this admissions policy has not been applied fairly to them. It is not sufficient to argue that the student should have performed better in their exams, or that they are only a mark or two away from the next grade. The Headteacher will only consider cases where there are grounds to investigate that the procedures set out in this policy have not been followed correctly and fairly. The Headteacher will respond to the appeal letter within 5 working days of receiving it.

Stage 3: Should you remain dissatisfied with the Head Teacher response, an admissions appeal should be submitted to the **Warwickshire School Admission Team**. You can visit <https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement> to obtain more information about the appeal process.

Parents/carers wishing to appeal should contact the admissions service directly to obtain the necessary forms and guidance:

- By phone **01926 412954**
- By email [schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk).



## **Individual Academy Admissions Oversubscription Criteria**

### **Orchard Academy**

**The catchment area is defined as Campbell Park south of the park, Springfield, Fishermead – roads north east of Pencarrow Place and Mullion Place, South Central Milton Keynes and Woolstone.**

#### **Oversubscription Criteria**

Places will be allocated to pupils who have a statement of SEN or EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children.
2. A child with a sibling at the school, or at Shepherdswell Academy, who is expected to be on roll at the school or Shepherdswell Academy at the time of admission and is living within the school's defined area.
3. Children of staff employed at Orchard Academy: 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. Children who live in the defined area served by the school. Proof of residence may be required.
5. Children who live outside the defined area of the school with a sibling on roll.
6. Any other child.

#### **Allocation of PAN**

**The Published Admission Number (PAN) for Year 3 is 90.**

If the published admission number (PAN) is exceeded within any criterion priority will be given to children living nearest the school. Distances are measured from the address point of the child's normal home address to the school's main entrance, measured in a straight line, using the Local Authority's computerised measuring system with those living closest to the school receiving the higher priority.

#### **Tiebreaker**

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

#### **Definition of sibling**

Please see definition on page 2.



## Shepherdswell Academy

**The defined catchment area is Campbell Park south of the park, Springfield and Woolstone.**

### Oversubscription Criteria

Children who have a statement of SEN or an Education, Health Care Plan naming Shepherdswell Academy will be given priority for admission within the normal admission round. Where there is oversubscription, the following criteria will be used to allocate places:

1. Looked after children and previously looked after children.
2. A child with a sibling at the school, or at Orchard Academy, who is expected to be on roll at the school or Orchard Academy at the time of admission and living in the defined catchment area.
3. Children of staff employed at Shepherdswell Academy: 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. A child whose place of residence is within the defined catchment area of the school with no sibling on roll.
5. A child living outside the defined catchment area of the school with a sibling on roll.
6. Any other child.

### Allocation of PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

In the event of there being more applicants meeting any of the criteria above places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance, measured in a straight line, using the council's computerised measuring system with those living closest to the school receiving the higher priority.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

Please see definition on page 2.



## Castle Academy

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children.
2. Pupils with a sibling continuing at the school at the time of admission.
3. Children of staff employed at Castle Academy: 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. Pupils who live closer to the preferred school than any other school.
5. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number is exceeded within criterion (3) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

Please see definition on page 2.





## Stimpson Avenue Academy

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children
2. Pupils with a sibling continuing at the school at the time of admission.
3. Children of staff employed at Stimpson Avenue Academy: 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. Pupils who live closer to the preferred school than any other school.
5. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number is exceeded within criterion (3) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

'Please see definition on page 2.



## Hardingstone Academy

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children.
2. The governing body may admit up to one pupil on social and medical grounds, where appropriate professionals have clearly identified that the school can fully meet the needs of the pupil. These applications should be accompanied by documentary evidenced by appropriate professionals within the Health, or Social Care Services. Evidence needs to be sent to the school by 15<sup>th</sup> January the latest.
3. Children permanently resident in Hardingstone or Wootton Hall Park
4. Children who have a sibling continuing to attend Hardingstone Academy at the time of admission.
5. Children of staff employed at Hardingstone Academy: 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.
6. Other children

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 30.**

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change. The governing body reserves its entitlement to take reasonable steps to verify the accuracy and permanence of such residence.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

Please see definition on page 2.



## Prince William School

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children.
2. To children who have a sibling continuing at the school at the time of transfer.
3. Children of staff employed at Prince William School: 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. To students attending one of the feeder schools of Kings Cliffe Endowed, Thrapston, Trinity, Polebrook, Titchmarsh, Warmington, Oundle Primary, Glapthorn and Nassington.
5. To other children who live within the linked villages of Achurch, Aldwincle, Apethorpe, Armston, Ashton, Barnwell, Benefield, Blatherwycke, Bulwick, Clopton, Cotterstock, Collyweston, Deene, Deenethorpe, Denford, Denford Ash, Duddington, Easton-on-the-Hill, Fineshade, Fotheringhay, Glapthorn, Hemington, Islip, Kings Cliffe, Laxton, Lilford-cum-Wigthorpe, Lowick, Luddington, Lutton, Nassington, Oundle, Pilton, Polebrook, Southwick, Stoke Doyle, Sudborough, Tansor, Thorpe Waterville, Titchmarsh, Thrapston, Thurning, Wadenhoe, Wakerley, Warmington, Woodnewton and Yarwell.
6. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for Year 7 is 240.**

**The Published Admission number for Year 12 is 30.** This is the number of external students the school will take in addition to children already on roll moving from Year 11 to the sixth form.

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance will be measured on a 'straight line' basis, with distances measured using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

Please see definition on page 2.

### **Sixth Form – confirmation of places**

All students in the Sixth Form must achieve the entry requirements as set out in the course prospectus and there is no right of appeal process. There is no flexibility in the process if the student has not achieved the entry requirements necessary.



## Northampton International Academy

### Primary Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children.
2. Siblings of pupils who will continue to attend NIA.
3. Children of staff employed at Northampton International Academy: 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. Pupils who live closer to the preferred school than any other school.
5. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

Please see definition on page 2.

**N.B. children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.**

### Secondary and Sixth Form Oversubscription Criteria

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and previously looked after children.
2. Siblings of pupils who will continue to attend NIA.
3. Children of staff employed at Northampton International Academy: 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. Pupils from Castle Academy for admission to the Secondary Phase.
5. Pupils who live closer to the preferred school than any other school.
6. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for Year 7 is 240.** This is the number of external students the school will take in addition to children already on roll moving from Year 6 to Year 7.

**The Published Admission number (PAN) for Year 12 is 50.** This is the number of external students the school will take in addition to children already on roll moving from Year 11 to the sixth form.

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance is measured from the address point of the child's home to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### Definition of sibling

Please see definition on page 2.

**N.B. children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.**