



## ADMISSION OF PUPILS INTO YEAR 7 IN SEPTEMBER 2018

Sir Christopher Hatton Academy is a co-educational, non-denominational academy providing education for boys and girls in the 11-18 age range. From September 2004 the school was designated by the DfES as a Specialist Mathematics and Computing College. The school converted into an academy under the Department for Education's high performing schools converter academy programme in March 2012.

The admission of children to the academy is the responsibility of the Board of Directors under admissions arrangements made between the Directors and the Secretary of State for Education. The academy's published admission number (PAN) is currently 210 pupils.

The Board of Directors is anxious to preserve the academy's traditional character with its emphasis on partnership between academy, pupils and parents. The aims, attitudes, values and expectations of both pupils and parents are expected to be in harmony with those of the academy. Parents and their children if admitted to the academy are expected to support the ethos of the academy as detailed in the prospectus, the home-school agreement and policies which can be viewed on our website.

The academy will consider all applications for places. Where fewer than 210 are received, the academy will admit all those who have applied.

### Oversubscription Criteria

Following the allocation of places to pupils who have a statement of special educational needs or EHC plan which names the academy as appropriate provision, where applications for admissions exceed the academy's PAN, the following criteria will be applied, in the order set out below, to decide which pupils shall be admitted.

1. Looked after children and all previously looked after children (see Note 1)
2. 10% (21 places) allocated on an aptitude test in ICT (see Note 2)
3. Fair Banding allocation (see Note 3) in the following order:
  - a. Children of employees (see Note 4)
  - b. Children with an older sibling already in attendance and expected to continue at the academy at the time of admission of the younger child (see Note 5)
  - c. Children who attend Hatton Academies Trust Primary schools. Specifically, Oakway Academy, Victoria Primary Academy, Ecton Village Primary Academy. A total of 25 places i.e. 5 places in each band will be allocated on a random basis using this criterion. (See Note 6).
  - d. Any remaining places in each band will be allocated on a random basis to primary schools with a traditional link to Sir Christopher Hatton Academy (see Note 7).
  - e. Other children.



**If there are remaining places after the Aptitude and Fair Banding allocations, then criterion 4 and 5 will apply.**

4. Attendance at a primary school that has traditional links to Sir Christopher Hatton Academy (Note 7)
5. Other children.

### **Allocation of places**

In all criteria where there are more applicants than available places, priority will be determined through a process of random allocation. Names of applicants will be selected at random in the presence of an independent observer.

### **Notes**

#### **1. Looked after Children and Previously Looked After Children**

A looked after child is one who is (a) in the care of the 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.

A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

#### **2. Aptitude test in ICT**

As a Specialist Mathematics and Computing Academy, the Board of Directors have decided that 10% (21) places are allocated on the basis of aptitude in Information Technology established by tests taken at the academy. Applicants are invited to take the ICT Aptitude Test at the academy on **14<sup>th</sup> October 2017**.

Applications to take the ICT Aptitude Test must be made on the supplementary information form. This form is available on the academy website, from the academy reception, and also provided in the prospectus. The form must be returned to the academy **by October 11<sup>th</sup> 2017** at the latest. **This form does not replace the Local Authority application requirements.**

Applications can sit the ICT aptitude test and the fair banding test as these are different criteria.

#### **3. Fair Banding applications**

All children under criteria 3 (i.e. 3a, 3b, 3c, 3d, 3e) will be required to undertake a fair banding test. The test will be used to place all applicants into five equal bands based on the results of the test, and places will be allocated equally to each band. ***Children who take the test will be given priority over children who do not.*** Applicants are invited to take the test at the Academy on **Saturday 18<sup>th</sup> or Saturday 25<sup>th</sup> November 2017**.

Applications to take the Fair banding test must be made on the supplementary information form. This form is available on the academy website, from the academy reception, and also provided in the Prospectus. The form must be returned to the academy **by October 31<sup>st</sup> 2017** at the latest. **This form does not replace the Local Authority application requirements.**



#### 4. Children of employees

Priority will be given under this criterion 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 academy is made, or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 5. Sibling Link.

The presence of an elder brother or sister at Sir Christopher Hatton Academy at the time of the pupil's intended admission. For the purposes of this criterion, 'sibling' is taken to include a stepbrother/sister, half-brother/sister, or child who is adopted or fostered, in all cases provided they are living at the same address.

#### 6. Trust Primary schools

The Directors have agreed to give a preference of 25 fair banding places to primary schools in Hatton Academies Trust. These are local school that have developed closer links with the academy than other primary schools through shared staff, events and services.

#### 7. Schools with traditional feeder links

All Saints CE Primary School; Croyland Primary School; Earls Barton Junior School; Freemans Academy; Great Doddington Primary; Little Harrowden Community Primary School, Mears Ashby CE Endowed Primary; Park Junior School; Redwell Primary School; Oakway Academy; Our Lady's Catholic Junior School; Wilby Church of England Primary School, Victoria Primary Academy; Ecton Village Primary Academy.

### Further information

#### Application forms

Application forms for the ICT Aptitude test and the fair banding test are available on the academy website and in the prospectus. Alternatively a copy can be requested by contacting the academy reception. The completed ICT Aptitude Test form must be returned to the academy by Wednesday 11<sup>th</sup> October and the completed fair banding test form by 31st October 2017 at the latest.

#### Appeals

If for any reason a pupil is not offered a place at Sir Christopher Hatton Academy, the parents or carers may appeal in writing to the academy c/o Assistant to the Board of Directors. They will, in due course, be invited to state their case before an Independent Admissions Appeals Panel.

#### Address

The address given must be where the child and parent / carer live permanently. It should not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then we may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays.



## Waiting list

The academy will maintain a waiting list for the first term of the academic year of year 7 admission. **Any parent wanting their child to be included on the waiting list should contact the academy to request this.**

The position on the waiting list will be determined by the priority order of the admission policy and nothing else.

Where a place becomes available in the relevant year, an offer will be made to the child who has highest priority in the waiting list. The position on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires him/her to be considered against a different priority order of the academy's oversubscription criteria.

Parents are advised to contact the academy, if they want their child's details to be kept on the waiting list, from the spring term onwards.

## Withdrawing an offer of a place

The academy reserves the right to withdraw an offer of a place if it was made in error, a parent fails to respond to the offer of a place within a reasonable period of time, or it is established that the offer of a place was obtained through a fraudulent or misleading application. Where a parent fails to respond to the offer of a place, the academy will give the parent a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the academy will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

## Admission of children outside their normal age group

As a general rule, the academy would expect children to be educated in their normal age group. Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, may decide to seek admission to a year group outside their child's normal age. The academy will make a decision based on the circumstances of each case and will advise parents of the information they are required to submit with their application. In some certain circumstances the academy may determine that a child is to be educated in another year group apart from their age range. Any such decision will be determined on educational grounds and will be a condition of admission to the academy.

## Open Weeks and Evening

***The academy is open to visits by appointment from Monday 2<sup>nd</sup> October to Thursday 18<sup>th</sup> October 2017. Open Evening is Tuesday 10<sup>th</sup> October 2017.***