

NORTHAMPTON SCHOOL FOR GIRLS

Policies and Procedures

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| Title: | Admissions Arrangements for 2026-27 academic year |
| 1 | Statement |
| | <p>Northampton School for Girls (NSG) is a single sex comprehensive school for girls aged 11-18. Boys are admitted to the Sixth Form only. The school has Academy status and the Governing Body is the admission authority for the school.</p> <p>At NSG, we believe that a single sex school provides a qualitatively different learning environment for girls, and we would hope that the parents of applicants to the school for entry to Year 7 are convinced that a girls' school is the most appropriate school for their daughter. We are committed to providing a learning environment with an ethos of high expectations for students of all abilities.</p> <p>Our admission arrangements aim to ensure a balanced intake into the school that is fully representative of those who have applied to the school for that year of entry, through a fair and objective process.</p> |
| 2. | Aims and Legislation |
| | <p>These admission arrangements aim to:</p> <ul style="list-style-type: none">● Explain how to apply for a place at NSG● Set out NSG's arrangements for allocating places to those who apply, including the school's oversubscription criteria <p>The arrangements have been formulated using the Department for Education's (DfE) legislation:</p> <ul style="list-style-type: none">● School Admissions Code (2021)● School Admission Appeals Code (2022) <p>As an academy, NSG is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.</p> |
| 3. | How to apply for a place in the Normal Admissions Round |
| | <p>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 (Year 7), using the Common Application Form (CAF) provided by their home local authority.</p> <p>Parents/carers should use the application form provided by their home local authority (regardless of which local authority their preferred schools are in) to express a preference for a minimum of 3 state-funded schools, in rank order of preference.</p> <p>All parents/carers who submit an on-time application (i.e. by midnight on 31 October) will receive an offer for a school place directly from their home local authority on National Offer Day (1 March or the next working day).</p> |

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| | <p>Parents/carers of children living in West Northamptonshire should visit the following website on the WNC School Admissions website here: https://www.westnorthants.gov.uk/school-admissions-and-appeals.</p> <p>All applicants seeking a place under any of the oversubscription criteria (see 4.3 below) are required to sit a Cognitive Ability Test (CAT) for banding purposes (see 4.2 below). The test will take place at the school on Saturday 8th November 2025.</p> <p>Apart from children with an Education, Health and Care Plan (EHCP) naming the school, any applicants not sitting the test will only be allocated places should any be available once all those who have sat the test have been offered. Details of the CAT will be sent to all applicants following the application deadline on 31 October.</p> <p>Following submission of their CAF to their home local authority, parents/carers of applicants seeking a place at the school should register for the CAT online via our supplementary information form, by midnight on Monday 3 November 2025. After this date, invites and more details will be sent out to applicants.</p> |
| 4 | Allocation of places |
| 4.1 | <p><i>Published Admission Number (PAN)</i></p> <p>The school has an agreed Published Admission Number (PAN) of 270 for entry in Year 7.</p> |
| 4.2 | <p><i>Banding</i></p> <p>NSG operates a fair-banding system as permitted by the School Admissions Code. This process is to ensure that in any given year, the students admitted to the school in the relevant age group (Year 7) are representative of all levels of ability among the applicant, and that no level of ability is substantially over or under-represented.</p> <p>All applicants are therefore invited to sit a Cognitive Ability Test (CAT). For admission in September 2026, this test will take place on Saturday 8th November 2025.</p> <p>Following the test, applicants will be ranked according to their CAT score and then divided into five equal bands, e.g., if 500 applicants sit the test, the highest 100 scoring applicants will be assigned to Band 1, the next highest scoring 100 to Band 2 and so on. The scores are used only for banding purposes prior to the oversubscription criteria being applied (see 4.3 below).</p> <p>Places will first be allocated to children who have an Education, Health and Care Plan (EHCP) that names the school as appropriate provision. These children are not required to sit the CAT.</p> <p>Following the allocation of children with an EHCP naming the school, the remaining available places will be divided equally by 5. This will be the number of places to be allocated within each band (see 4.5 for more information).</p> |

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| | <p>Places within each band will be allocated using the oversubscription criteria in 4.3 below.</p> <p>All applicants sitting the CAT will be considered for available places before those that have not.</p> |
| 4.3 | <p><i>Oversubscription criteria</i></p> <p>When there are more applications for places than there are places available, and after the admission of children with an EHCP naming the school, priority within each band will be given in the following order:</p> <ol style="list-style-type: none">1. Looked after children and all previously looked after children2. Children with an older sibling on roll at NSG at the time of application and continuing at NSG at the time of admission of the child3. Children of staff4. Other children |
| 4.4 | <p><i>Tie-breaker</i></p> <p>If the number of places available within any band is reached within any criterion, or if two or more applications cannot otherwise be separated, random allocation using a computerised randomiser will be used to determine who should be allocated the place.</p> |
| 4.5 | <p><i>Random Allocation</i></p> <p>Where necessary, random allocation is used to rank applicants within a criterion. This takes place as follows:</p> <ul style="list-style-type: none">• Applicants are ordered alphabetically and numbered, e.g. from 1 to 100. An electronic randomiser is used to produce the numbers 1 to 100 in a random order. For example, if the random order produced was as follows: 62, 13, 34, 26... then the applicant numbered 62 would be ranked 1, applicant 13 would be ranked 2, applicant 34 would be ranked 3 and so on.• Available places are then allocated to in this order. |
| 5 | Definitions |
| 5.1 | <p><i>Looked after children</i></p> <p>A “looked after child” is a child who, at the time of making an application to a school, is:</p> <ol style="list-style-type: none">a) In the care of a local authority, orb) 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) |
| 5.2 | <p><i>Previously looked after children</i></p> <p>Previously looked after children are children who were looked after, but ceased to be so because they:</p> |

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| | <p>a) 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</p> <p>b) 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</p> <p>c) 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).</p> <p>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.</p> |
| 5.3 | <p><i>Siblings</i></p> <p>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 include:</p> <ul style="list-style-type: none">• 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. <p>Cousins are not regarded as siblings.</p> |
| 5.4 | <p><i>Children of Staff</i></p> <p>Priority will be given to children of staff (teaching and non-teaching, full and part-time, permanent members of staff) employed directly by the school in either or both of the following circumstances:</p> <p>a) Where the member of staff has been employed at the preferred school for two or more years at the time at which the application for admission to the school is made, and/or</p> <p>b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.</p> <p>The child must be living at the same address as the staff member and includes adopted, foster and step-children, living as part of the same family unit (including those where the parents are not married/in a civil relationship).</p> |
| 6 | <p>Multiple Birth Groups</p> |
| | <p>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.</p> |

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| | <p>In the case of siblings (see definition in 5.3) 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.</p> |
| 7 | Fraudulent or Misleading Applications |
| | <p>The admission authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns 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.</p> |
| 8 | Late Applications |
| | <p>Late applications are any common application forms (for the normal point of entry) received by the local authority after the statutory deadline on 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1 March or the next working day).</p> <p>Late applications will be processed in the subsequent rounds of allocations between April and August. For more details, refer to West Northamptonshire Council's (WNC) timescales on their here: https://www.westnorthants.gov.uk/secondary-school-places/key-dates-and-deadlines-secondary-school-admissions</p> <p>Late applicants will not be invited to sit the CAT. Instead, in the reallocation rounds, late applicants, along with any on-time applicants on the waiting list who did not sit the CAT, will be equally and randomly assigned to bands using a computerised randomiser. If places become available in a particular band, they will be considered according to the oversubscription criteria.</p> |
| 9 | In-year Admissions |
| | <p>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.</p> <p>WNC co-ordinates all in-year applications. Applications should be made online to the local authority on WNC's School Admissions website.</p> <p>There is no Cognitive Ability Test for in-year applications and banding will not be used. Available places will be allocated according to the over-subscription criteria as above.</p> |
| 10 | Waiting Lists |
| | <p>Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.</p> |

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| | <p>Waiting lists are held for all year groups by WNC and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.</p> <p>Waiting lists will be held until 31 December. 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, in writing via email by 31 December and again by 31 March to renew your interest. A new in-year application will be required for a new academic year.</p> <p>Until 31 August during rounds of reallocation banding will be in operation for the allocation of Year 7 places for September. Late applicants, along with those who applied on time but did not sit the CAT, will be equally and randomly assigned to one of the 5 bands. Each band will be ranked according to the oversubscription criteria in Section 4 and should a place become available in any band, this will be reallocated accordingly.</p> <p>From 1 September, banding will no longer be used. If a place becomes available at the school, it will be allocated according to the over-subscription criteria only.</p> |
| 11 | Appeals |
| | <p>Parents/carers wishing to appeal against the decision not to offer their child a place at the school should submit their appeal in writing, giving their reasons for appeal, via the online appeal form on the WNC website.</p> <p>Appeals against decisions not to offer a place at a school in the normal admissions round must be lodged by the date published on the appeals website. Appeals submitted after this deadline will still be heard, but there is no guarantee they will be heard before the start of the new term in September.</p> <p>For appeals against decisions not to offer a place at a school resulting from an in-year application, the appeal must be submitted before the end of the academic year for which the application was submitted.</p> |
| 12 | Requests for admission outside the normal age group |
| | <p>Parents/carers wishing to seek a place for their child out of their normal age group at NSG, including those currently being educated out of their normal age group who would like to apply for a Year 7 place out of the normal age group a year later than normal, must put their request in writing to the school giving some information about their child and explaining why they would like to apply for a place out of the normal age group.</p> <p>Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at their current/previous school.</p> <p>The admission authority will 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. This will include taking account of the parent's/carer's views, information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group and the views of the head teacher.</p> |

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| | <p>The admission authority will then inform parents/carers in writing of their decision about the year group the child should be admitted to prior to an application being processed. If it is decided that an application for Year 7 out of the normal age group will be accepted, parents/carers will be able to apply as part of the main admission round for a place at the school.</p> |
| 13 | Children moving to the UK from overseas |
| | <p>Documentary evidence to verify an address may be required if an application is made following a move to the UK, or as a result of an impending move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient.</p> <p>The admission authority or the LA acting on their behalf, reserves the right to seek further documentary evidence as necessary.</p> |
| 14 | Children of UK Service Personnel (UK Armed Forces) and Crown Servants |
| | <p>Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.</p> <p>For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, the admission authority will endeavour to allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. NSG will not refuse to process an application or refuse to offer a place solely because the family do not yet have an intended address, or do not yet live in the area.</p> |
| 15 | Review |
| | <p>The school's admission arrangements will be monitored as part of the school's annual internal review and/or as required by legislative changes and a separate set of admission arrangements will always be published for a new academic year's intake as outlined in the School Admissions Code.</p> |