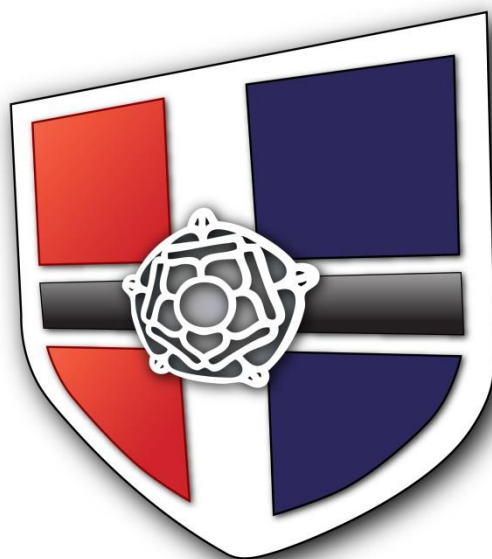


# ***Sponne School***



## **Admissions Policy 2023-24**

	<b>Sponne School Admissions Policy</b>	<b>Issue/Revision Date Page</b>	2021/01 October 2021 Page 2 of 6
--	--	---	--

## For Admissions in to Sponne School for the Academic Year 2023-2024

### Contents

1. Aims
2. Legislation and statutory requirements
3. Definitions
4. How to apply
5. Requests for admissions outside the normal age group
6. Allocation of places
7. In-year admissions
8. Appeals
9. Sixth Form
10. Monitoring arrangements

#### 1. Aims

This policy aims to:

- explain how to apply for a place at Sponne School
- set out the school's arrangements for allocating places to the students who apply
- explain how to appeal against a decision not to offer your child a place.

#### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department of Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school 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](#).

#### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority (in Sponne's case this is West Northamptonshire Council).

**Looked after children** are children who, at the time of making an application to a school, are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- were adopted under the Adoptions Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangement order, or
- became subject to a special guardianship order

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.



## Sponne School Admissions Policy

Issue/Revision  
Date  
Page

2021/01  
October 2021  
Page 3 of 6

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. The deadline for the return of this form is set by the local authority.

You will then receive an offer for a school place directly from your local authority soon after 1 March.

#### 5. Requests for admissions outside the normal age range

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- parents' 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
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

#### 6. Allocation of places

##### 6.1 Admission number

Sponne School is a converter Academy. The school's published admission number (PAN) in September 2023 for Years 7 to 11 is 232 students. The school was oversubscribed for September 2021.

##### 6.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) plan names the school as appropriate provision will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

If the school receives more applications than the number of places it has available, places will be allocated to those children who meet any of the criteria set out below, in order until all places are filled.

	<b>Sponne School Admissions Policy</b>	<b>Issue/Revision Date Page</b>	2021/01 October 2021 Page 4 of 6
--	--	---	--

**Oversubscription Criterion 1:** Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order, including children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted

**Oversubscription Criterion 2:** Children, including step-children, living with **current staff** working at the school where the member of staff has been employed at the school for at least two years at the time at which the application for admission is made. Alternatively, the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Oversubscription Criterion 3:** Children who will have an older brother or sister continuing at Sponne School during the year of application of the younger child and who live at the same address.

**Oversubscription Criterion 4:** Children who live in the linked area associated with the school i.e Abthorpe, Adstone, Blakesley, Bradden, Caldecote, Easton Neston, Farthingstone, Foxley, Greens Norton, Litchborough, Maidford, Silverstone, Slapton, Tiffield, Towcester, Wappenham, Whittlebury, Wood Burcote and Woodend.

**Oversubscription Criterion 5:** Children attending the designated contributory primary schools (Blakesley, Greens Norton, Nicholas Hawksmoor, Silverstone, Tiffield, Towcester CE, Whittlebury primary schools) and continuing in attendance until the final offer of places is made.

**Oversubscription Criterion 6:** Other children will be allocated any further places that remain once the other criteria have been satisfied up to the published admission number using a distance tiebreaker. Distances will be measured in a straight line from the door of the child's home address to the main school gate using postcodes and house numbers. A geographical information system via Ordnance Survey is used to establish the straight line distance and priority is given to those who live closest to the school.

### 6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Brackley Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the

	<b>Sponne School Admissions Policy</b>	<b>Issue/Revision Date Page</b>	2021/01 October 2021 Page 5 of 6
--	--	---	--

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.

All applications for in-year admissions should be made through West Northamptonshire Council.

### 8. Appeals

If your child's application for a place at Sponne School is unsuccessful, you should contact the school at [info@sponne.org.uk](mailto:info@sponne.org.uk) and the local authority at [AppealsTeam.NCC@westnorthants.gov.uk](mailto:AppealsTeam.NCC@westnorthants.gov.uk), setting out the grounds for your appeal. Full details relating to transfer between mainstream schools are contained in the booklet 'Schools in Northamptonshire, 2023 - 2024, A Guide for Parents'. A copy may be obtained direct from West Northamptonshire Council or can be viewed on their website [www.westnorthants.gov.uk](http://www.westnorthants.gov.uk).

### 9. Sixth Form

Entry to the Sixth Form is by application and subject to meeting minimum academic qualifications relevant to particular courses, as outlined in the Sixth Form courses booklet, available from the school and on the school's website. Admission arrangements for children attending schools other than Sponne School are outlined in Appendix 1.

### 10. Monitoring arrangements

This policy will be reviewed and approved by the local governing body every year. Whenever changes are proposed (except where the change is an increase to the agreed admission number), the local governing board will publicly consult on these changes.

Date/update of Policy	October 2021
Reviewed by	Iain Massey
Agreed by	Local Governing Body



## Sixth Form Admission Arrangements for External Applicants Sept 2023

<b>Sponne School Sixth Form</b>	
Admission Numbers	All internal Year 11 students, with a PAN of 50 External Students, who meet the minimum entrance requirements
Entry Requirement	<p>The minimum entrance requirements for A level programmes is 6 GCSE grades 4 or above including at least one grade 6 and including Maths and/or English.</p> <p>In addition to this, minimum entry requirements for each subject need to be met as published on an annual basis by the school.</p>
Oversubscription Criteria	<p>Places will be offered to children in each category under the following criteria until all places are full:</p> <ul style="list-style-type: none"><li>(i). <b>Children in public care</b> (looked after children), or previously in public care but immediately after being looked after, became subject to an adoption, residence or special guardianship order. To include children who have been in public care outside of England.</li><li>(ii). <b>Children of current staff</b> working at Sponne School at the time of application and/or in the September of the year the student will be in Year 12 or 13.</li><li>(iii). <b>Children who live in the linked area associated with the school:</b> Abthorpe, Adstone, Blakesley, Bradden, Caldecote, Easton Neston, Farthingstone, Foxley, Greens Norton, Litchborough, Maidford, Silverstone, Slapton, Tiffield, Towcester, Wappenham, Whittlebury, Wood Burcote, Woodend.</li><li>(iv). <b>Children who will have a brother or sister</b> continuing at Sponne School at the time of admission.</li><li>(v). <b>Other children.</b></li></ul>
Other Information	<p><b>Distance Tiebreaker</b> If the admission number is exceeded priority will be given to those who live closest to the school. Distance will be measured from the front gates of the school on Brackley Road to the child's home address (see above section 6.3).</p> <p><b>Appeals</b> There is an appeals procedure for applicants who are not successful. An appeals form can be requested from the Headteacher's PA Mrs K Fell via email, <a href="mailto:kfell@sponne.org.uk">kfell@sponne.org.uk</a> or by telephone, 01327 350284.</p>