



ADMISSION OF STUDENTS INTO YEAR 7 IN SEPTEMBER 2024

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 240 students.

The Board of Directors is anxious to preserve the academy's traditional character with its emphasis on partnership between academy, students and parents. The aims, attitudes, values and expectations of both students 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 home-school agreement and policies which can be viewed on our website.

IMPORTANT NOTICE

ALL students who seek a place at the school under **ANY** criteria **MUST** complete the online **Supplementary Information Form** available on the Academy website by **5.00pm on Tuesday 31st October 2023**, as well as submitting the Local Authority Application Form to the Local Authority by **Tuesday 31st October 2023**.

The academy will consider all applications for places. Where fewer than 240 are received, the Academy will admit all those who have applied.

Sir Christopher Hatton is regularly oversubscribed.

Oversubscription Criteria

Following the allocation of places to students who have EHC Plans which name 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 students shall be admitted.

1. Looked after children and all previously looked after children (see Note A)
2. 10% (24 places) allocated on an aptitude test in ICT (see Note B)
3. Children of employees (see Note C)
4. Children who attend Hatton Academies Trust Primary schools. Specifically, Oakway Academy, Victoria Primary Academy, Ecton Village Primary Academy. A total of 80 places i.e. 16 places in each band will be allocated on a random basis using this criterion. (See Note D)
5. 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 E)

- The remaining places will be allocated using a system of Norm Referenced Banding as described in the DfE School Admissions Code. **ALL** applicants to the school must take the same Fair Banding Test. The test will be used to place **ALL** applicants into five equal sized ability bands. An equal number of applicants will be selected fairly from each band using an approved process overseen by an independent third party.

Note: Criteria 1, 2, 3, 4 & 5 will be applied strictly in the order stated above. Children allocated places under these criteria will also be included in the bands. These children will be allocated places from the bands first, before Criterion 6 is then finally applied. The total number admitted from each band will be equal. Where in any criterion the number of applicants exceeds the number of places available in a band, a process of random allocation will be applied. Such process will be overseen by an independent third party.

ALL students who seek a place at the school under any of the above criteria must complete the online Supplementary Information Form by 5:00pm on 31st October 2023, as well as submitting the Local Authority Application Form to the Local Authority by 31st October 2023.

Students who wish to have the opportunity of gaining a place under the Aptitude criterion must attend the ICT Aptitude Test. Applications to take the ICT Aptitude Test must be indicated on the online Supplementary Information Form available on the Academy website. The form must be completed by 4:00pm on Thursday 5th October 2023 at the latest. The ICT Aptitude Test will take place on Saturday 14th October 2023 - times to be confirmed after the 5th October deadline. There will be no further opportunity to be tested for aptitude after these dates.

ALL applicants will be required to sit a Fair Banding Test at the academy on Saturday 11th November or Saturday 18th November 2023 (times to be advised following the 31st October deadline) the results of which will be used to operate the banding system fairly.

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

A. 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.

This criteria includes 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.

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.

B. Aptitude test in ICT

As a Specialist Mathematics and Computing Academy, the Board of Directors have decided that 10% (24) 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 Saturday 14th October 2023 (time to be advised after the deadline).

The opportunity to take the ICT Aptitude Test must be indicated on the online Supplementary Information Form available on the Academy website. The form must be completed by 4:00pm on Thursday 5th October 2023 at the latest. **This form does not replace the Local Authority application requirements.**

C. Children of employees

PLEASE NOTE THE FOLLOWING

- Your child does not have to take the ICT Aptitude test.
- If you choose for your child not to take this test, then any subsequent application for a place at the school will not be prejudiced.
- If your child does sit the test then the result of this will not prejudice any subsequent application for a place at the school.

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.
- This criteria includes all full and part-time teaching and non-teaching staff
- For this category a child in permanent residence for over 50% of their time counts and this can be the child of a staff member or the child of a staff member's partner.

D. Trust Primary schools

The Directors have agreed to give a preference of 80 fair banding places to primary schools in Hatton Academies Trust. Specifically, Oakway Academy, Victoria Primary Academy, Ecton Village Primary Academy. If the number of applicants from the trust primary schools exceeds 80, any applicants who are not successful in this criteria will have their application considered in criteria 5 and 6.

(Please note that this criteria does not limit the number of places linked to Hatton Academies Trust to only 80 but does guarantee a minimum of 80).

E. Sibling Link.

The presence of an older brother or sister at Sir Christopher Hatton Academy at the time of the student'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.

Further information

Application form

An online application form must be completed for all applicants via the academy website. The form includes the option to register for the ICT Aptitude test. Please note that the deadline for applying for the ICT Aptitude Test is 4:00pm on Thursday 5th October 2023. The deadline for registering for the fair banding test is Tuesday 31st October 2023.

Appeals

If for any reason a student is not offered a place at Sir Christopher Hatton Academy, the parents or carers may appeal by completing a Notice of Appeal form. The Notice of Appeal and guidance notes for parents are available on our website.

Distance Criteria

Distance to the academy is not considered as part of the admissions criteria. Therefore, the distance from the applicant's home address to the academy has no bearing on any application that is submitted.

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 complete a waiting list form available on our website.**

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 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 18th September to Thursday 19th October 2023. Appointments are available to book via Main Reception from Monday 11th September.

Our Open Evenings will take place on Monday & Tuesday the 2nd and 3rd October 2023. Further information will be available in September.

Appendix -

The Fair Banding Test and the Banding system

WE WOULD WISH TO REINFORCE THAT ALL APPLICANTS ARE REQUIRED TO ATTEND THE FAIR BANDING TEST.

The academy is using a system of banding in order to ensure that there is access to the academy for children across the ability range. Since the academy draws applications from across the whole county and from independent as well as state schools, it is only fair to ALL applicants that the SAME ability test is used to allocate children to bands.

The process used is one of Norm Referenced Banding with equal sized bands as outlined in the School Admissions Code 2014. The academy will admit 10% of children selected on the basis of aptitude, and band ALL the applicants before determining the remaining places. Apart from students with statements of Special Educational Needs/Education, Health and Care plan or children in care or previously looked after, children who have sat the Fair Banding Test and been allocated to ability bands will be considered for available places before those who have not.

The Fair Banding Test will be marked objectively. The scores will be placed in rank order, then divided into five equal sized ability bands. An equal number of applicants will be taken from each band to make up the full complement of admissions.

As the Admissions Number is 240, this gives 48 places from each band.

It should be noted that the Fair Banding Test has TWO purposes – FIRST to assist us in allocating places at the academy fairly, and SECOND to enable us to allocate ALL students who are to be admitted to the academy to the correct ability range in the school's setting arrangements in Year 7.

If a child is unable to sit the fair banding test due to illness, then a doctor's note should be provided as evidence. In such cases, the parent must contact the primary school and ask them to provide the school with their advice as to which is the most appropriate of the 5 bands for their child. The child will be allocated to that band before the random selection process is carried out.