

**Determined Admission Arrangements for
The Robert Napier School (part of the Fort Pitt Grammar School Academy Trust) for
September 2016**

Arrangements:

The Robert Napier School has adopted the following arrangements with respect to the admission of students to the school for the academic year 2016-2017:

Into Year 7 at age 11
Into Years 8-11 if there is a vacant place
Into Year 12 at age 16

Procedure for admission into Year 7

Detailed information and guidance will be published in the Medway LEA booklet '**Admission to Secondary School: A guide for parents**'. Applications should be made using a common application form (CAF) and returned to the primary school headteacher by the due deadline.

The age of admission is 11 years. The planned admission number (PAN) for the academic year commencing September 2016 and thereafter will be 180. Offers of places will be posted to parents/carers by the LEA, on behalf of the Trustees. Places must first be offered to those children with Statements of Special Educational Needs in which Robert Napier is named.

Fair Banding Test

Robert Napier accepts students of all abilities, and in order to secure an all ability intake, all applicants for admission should take a Fair Banding test which is prescribed by NFER (National Foundation for Educational Research). This is not a pass or fail test. It determines which band each child will be placed in, should they be successful in gaining a place at Robert Napier. All applicants for places in the school will be banded according to the principles of Fair Banding, using the national profile.

Children in public care (Looked After Children) including those with a SEN statement, will be required to take the Fair Banding test.

Medway operate an equal preference system which means that parents/carers who intend to put Robert Napier down on the preference form as either first, second, third, fourth, fifth or sixth choice will need to take the school Fair Banding test.

The test will be administered during September/October – a year ahead of entry. Parents and Carers can access the test for their child by filling in and returning a test registration form which will be available via the school website (<http://www.robertnapier.org.uk>) and from the school reception from Wednesday 10th June 2015 until Friday 17th July 2015. This test registration form should be returned by the deadlines indicated on the registration form together with the preferred test date. All applicants will be offered fair access to the test, and reminders of when and where the tests are being held.

The applicants will be split into 5 equally sized bands based on their NFER results. Within each band places will be offered in the following order:

- a. Children in public care or previously looked after, but no longer so because they have been adopted (or become subject to a residence order or special guardianship order).
- b. Statemented children

Then the order will be as described in the oversubscription criteria below.

Oversubscription Criteria

If the number of applications for admission to the school received via the Medway coordinated scheme is greater than the published admission number, applications will be considered against the criteria set out below.

- a. Children in public care, or previously looked after
- b. Current family association (i.e. elder brother or sister in the school at time of application who will still be attending when the applicant child is admitted. This means:
 - A natural brother or sister (including adopted siblings)
 - Step brother or sister
 - Foster brother or sister
 - Those who live as brother or sister in the same house
- c. Siblings from children attending any other school belonging to the Trust.
- d. Children of staff (where the member of staff has been employed for three years or more within the Fort Pitt Grammar Academy Trust at the time at which the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
- d. Nearness of children's home/distance* to The Robert Napier School. Applicants are prioritised in order of nearness to the school. The distance calculated is the shortest available safe walking route known to the geographical information software (GIS) used by the Student Services Admissions Team. This geographical information software may not know all footpaths that are in existence, and certain new roads may not be known. Where a footpath or new road is not known to the software, an alternative route will be used. Where a child's home is situated on a new road, the distance calculated will begin from the nearest available known road plotted in the software. New developments may be subject to this. In certain cases, it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances, the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

Tiebreaker – in the event of a tie within any criterion a-d (i.e. if two or more children have the same priority in any criterion), places will be allocated firstly to those living closest to the school, and then if there is a tie for this, random allocation supervised by an independent authority.

Students who have not taken the banding test (apart from children in care and statemented students who must always be given priority) will be considered after children who have sat the banding test. They will be prioritised on the basis of criteria a to e above.

The Trustees will establish an Independent Statutory Appeal Panel to hear appeals against non-admission.

Waiting Lists

A waiting list will be maintained for one term in year 7. The Trustees will be advised by the Admissions Team of the LEA in the first instance, who will co-ordinate the waiting list for a fixed period of time, and in accordance with the published over-subscription criteria of the

school. This will then be maintained by the school for the remainder of the time. Each additional name added to the waiting list will cause the list to be re-ranked.

Procedure for Admissions into Years 8 – 11

All applications for admissions for students in Year 8 – 11 will be referred to Medway LEA admissions office. Students will be admitted if there is a vacant place in the relevant year group.

Oversubscription Criteria for Year 8 and Above

- 1) Children in 'Public Care'.
- 2) Those with siblings on roll at the time of application, living in the same household.

'sibling means brother or sister, step brother or sister, foster brother or sister and those who live as brother or sister'.
- 3) Nearness to Robert Napier School. Nearness is the shortest available walking route along which a child, accompanied as necessary, can walk with reasonable safety to the school's main reception. It is measured using Medway Council's Geographical Information System.

Procedure for Admissions into Year 12

In addition to students applying for sixth form places from Year 11, up to 30 students may be admitted for the first time up to the Planned Admission Number, providing the following criteria are met:-

- a) Advanced Level Courses: The minimum entry requirements of 5 GCSE grades A*-C (or the equivalent) are met. Offers of places will remain conditional until actual results are verified. Course entry requirements for specific advanced courses are published in the Sixth Form Prospectus.
- b) Intermediate Level Courses: The minimum entry requirement of 5 GCSE grades A*-E including English and maths (or the equivalent) are met.

Note: Looked after Children and previously Looked after Children have priority for admission to the sixth form.

Oversubscription Criteria

The oversubscription criteria for students in Year 8 and above will also be applied for Year 12 students. Where there is a tie break situation (e.g. Students living the same distance* away from the school), the place will be offered by random selection, conducted by an independent authority.

Admissions are subject to a vacancy existing on the course for which the student is applying.

Definitions and notes

***Distance** – the distance calculated is the shortest available walking route known to the Medway GIS, using the centre point of streets and available walking routes. The Medway

GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road, the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this. In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances, the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken. The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths known to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point: - The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home. (The seed point is a grid reference for the property taken from the Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property, this will be used.

The end point: - A predefined centre point of the road adjacent the school site or a predefined centre point within the school site. In this case, the school's main reception. The same end point is used for all distance calculations to the school.