

# Northfleet Technology College

## Admission & Over-Subscription Criteria

**Last Revised:** March 2020

**Responsibility:** FGB

**Review Date:** March 2021

### **ADMISSION:**

Entry is without testing.

Parents must complete a Secondary Common Application Form (SCAF) which will be available from the child's Primary School or the Local Authority. This application form must be completed either on-line or be returned to the Primary School. A Supplementary Information Form (SIF) should also be completed and returned to the Senior Inclusion Officer at Northfleet Technology College.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names Northfleet Technology College will be admitted. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Completion of the Supplementary Information Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Supplementary Information Form should be returned directly to the School. A copy of the Supplementary Information Form may be either downloaded from the school website, obtained directly from the school or if you were able to attend the EXPO evening a copy would have been available in the Welcome Pack. The Supplementary Information Form must be returned to the school no later than 31 October 2020.

## OVER-SUBSCRIPTION:

The school admits up to 164 students of all abilities\*. The following criteria will be applied in the order set out here to decide which children will be admitted. If there are more applications than there are places the following oversubscription criteria will be applied by the Governors.

1. Children in Local Authority Care or Previously in Local Authority Care – a ‘child in care’ (CiC) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Where the child has a sibling attending Northfleet Technology College or Northfleet School for Girls at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Health and Special Access Reasons – medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents’/guardians’ physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. Nearness of children's homes to school - we use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant’s address is to the school.

A student’s home address is considered to be a residential property that is the child’s only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the student’s home address on the day you completed your application form and which is either:

- **owned by the child’s parent, parents or carer**

**OR**

- **leased to or rented by the child’s parent, parents or carer under a lease or written rental agreement.**

If you live separately from your partner but share responsibility for your child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

NB A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

**Tie Breaks:** In the event of there being more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the school. This will be done using the distance between their main residence (main residence is their home address where they spend most of their time) and Northfleet Technology College, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

Where two or more children have an otherwise equal priority under the oversubscription criteria random selection will be used to establish which is ranked ahead of the other. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants, whether they are an internal or external applicant.

**Late Applications and Waiting Lists:** Waiting lists will be maintained in priority order according to our over-subscription criteria. Late additions to the waiting list will be added in their correct position accordingly to the over-subscription criteria.

**Appeals:** Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Senior Inclusion Officer at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Parents/Carers have the right to make oral representations to the Appeal Panel. Such appeals must be made in writing within 20 school days of the date of the letter informing the parent that their child has not been admitted to the School. This will enable the appeal to be heard in time for any successful appellants to join the school in September. The letter must set out the grounds on which the appeal is made. Any appeals lodged after this date will be dealt with on an ad hoc basis.

**Fair Access Protocol:** The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

**Notes:**

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a

deferred application for entry into year 7 the following year. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions).

\*In accordance with the Gravesham Inclusion Forum's Protocol, a Year Group may be increased by a maximum of two places at any one time in order to facilitate the transfer of students on Managed Move or Monitored Transfers.

## **VI FORM ADMISSIONS:**

Admission number for Year 12: priority will be given to existing students transferring from Year 11. The PAN for external candidates will be 20 but this figure may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall total figure for the year group, which is 120.

Arrangements for admission to Post-16 provision: to gain entry to the Sixth Form, applicants need to meet the specific entry requirements for each subject and study pathway they wish to take and these are published on the school's website or can be accessed via UCAS progress.

Broadly for a student wishing to follow the IBCP pathway they will need a grade 4 or better in both Maths and English Language GCSE. For students taking BTECs they should have achieved a grade 4 or better in Maths and English language GCSE, as well as meeting the specific course entry criteria. For Post 16 applicants with an EHCP who are already at NTC, we will offer relevant guidance and support to enable them to access onward provision, either at NTC or elsewhere with another provider, best suited to their needs. For External Post 16 applicants with an EHCP, we will endeavour to support them with an appropriate course to meet their needs, where possible.

Jane Partridge

**Headteacher, on behalf of the Governing Body.**

## ADMISSION 2020/2021 – SUPPLEMENTARY FORM

Son's Name: .....

Full Home Address: .....

Town: ..... Post Code .....

Date of birth: .....

Please put a tick in the relevant box if any of the following statements are correct:

- I have a son who attends Northfleet Technology College at the time of entry

☐

(Name of son: .....)

- I have a daughter who attends Northfleet School for Girls at the time of entry

☐

(Name of daughter: .....)

- My son has a medical reason, supported by a doctor's certificate,  
which requires that he attends Northfleet Technology College

☐

I/We confirm that I/we wish my/our son to attend Northfleet Technology College from September 2021.

Signed: ..... (Parent/Carer)

Name: *(please print)* ..... (Parent/Carer)

Date: .....

*If you wish to be kept up-to-date with Newsletters etc., please include your email address*

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**Please return to the Ann Walden, Senior Inclusion Officer at Northfleet Technology College, Colyer  
Road, Northfleet Kent DA11 8BG**