



Montsaye Academy

Admissions Policy 2025-2026

Introductory statement

Montsaye Academy is an 11-18 school in North Northamptonshire. The school is a co-educational secondary academy and is part of United Learning¹.

Montsaye Academy seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

Admission numbers

Year 7

- The school has an admission number of **240** for entry in Year 7 in September 2025

Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

Year 12

- The school has an admission number of **30** for entry into Year 12 in September 2025. This number applies only to those being admitted from outside the academy. The total year group size will be 100 including children who transfer automatically from the academy's Year 11.
- If fewer pupils transfer from Year 11, the academy will admit over the admission number up to the overall size of the Year 12 group.

Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

In any specific year, the Trust may determine that in respect of any of its academies it is able to admit pupils above the published admission number for that academy. Where such a determination is made, the Trust will notify the relevant local authority.

Responsibility for Admissions

United Learning is the overarching Admissions Authority for all schools within the Trust. Through the Trust's governance structures, responsibility for Admissions at Montsaye Academy rests with the Academy's Local Governing Body.

How to Apply

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

Application process for entry into Year 7

The application process for admission into Year 7 is coordinated by North Northamptonshire Council on behalf of the Academy.

Parents should apply online at www.northnorthants.gov.uk/secondary-school-places or here: [Secondary school places | North Northamptonshire Council](#). If you are unable to apply online, you can contact the Admissions Team at the Council through the contact details given below in order to receive a paper application form.

All applications must be received no later than the national closing date on 31st October in order to receive an offer on national offer day. Applications received after the 31st of October will be processed in accordance with dates published on the Council's website.

Offer letters will be issued by the Council on the National Offer Date (1st March or the first working day after).

North Northamptonshire Council's School Admissions Team Contact Details

- Website: www.northnorthants.gov.uk/secondary-school-places
- Telephone: 0300 126 3000
- Email: inyearadmissions@northnorthants.gov.uk

Oversubscription criteria

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children. (See Note A)
2. Children who attend a Pathfinder Schools primary / junior school. (See Note B)
3. Children who live in the linked area. The linked area being: Ashley, Barford, Brampton Ash, Braybrooke, Desborough, Dingley, Draughton, Faxton, Glendon, Hanging Houghton, Lamport, Loddington, Maidwell, Mawsley, Orton, Pipewell, Rothwell, Rushton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Weston-by-Welland and Wilbarston. (See Note D)
4. Children with a sibling link continuing at Montsaye Academy at the time of the admission of the younger child. (See Note E)
5. Other children.

Distance Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school using NNC's GIS System.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser (will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie or where two distances are equal. The random allocation process will be subject to independent verification.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health.

To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Summer born children

Parents applying for a place for summer born children who are already educated out of their normal age group, need to contact the school (head@montsaye.org) at the beginning of Year 5 if they want this to continue, and before the normal admissions round closes on 31 October. The school will respond as soon as possible and before secondary national offer day, in line with DFE guidance: [Guidance on handling admission requests for summer born children - GOV.UK](#)

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

Waiting lists – Year 7

As part of the co-ordinated scheme for secondary admissions, North Northamptonshire Council will hold an initial waiting list on behalf of Montsaye Academy. A child's name will be automatically added to the waiting list if their application is unsuccessful until 31st December.

From 1 January, if a place is still wanted at the school, the parent would need to contact the School Admissions Team at the local authority to ask that their child's name stays on the waiting list, and at the beginning of each term thereafter. Waiting lists are cleared at the end of each term unless the parent contacts the local authority (on the contact details above) and makes this request.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Please note that Looked after children, previously looked after children, and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be contacted if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions. North Northamptonshire Council manage in-year admissions requests on behalf of the Academy.

To apply for a place after the start of term or in any other year group, please apply through North Northamptonshire Council:

- Website: www.northnorthants.gov.uk/secondary-school-places
- Telephone: [0300 126 3000](tel:03001263000)
- Email: inyearadmissions@northnorthants.gov.uk

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. In such instances, admission may be refused and the child referred to the Fair Access Protocol managed by the Council.

If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Applications can be received at any time however, the school will not process in-year applications until **six weeks** before the intended start date. We will write to you within 15 school days, to notify you of the outcome of the application.

When an offer of a school place is made, it is offered on the strength of the information provided on the application form and should any information come to light which reveals false or misleading information or that important information relevant to the application was withheld, the offer may be reversed.

Where an offer is made following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible.

Waiting lists – In Year Admissions

Where an in-year application is received but a place is not available in that year group, the child's details will be held on a waiting list until the end of the current term. Parents wishing to remain on the list for the start of the next term will need to contact the School Admissions Team at the local authority and ask that their child's name remain on the list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Parents will be contacted if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Parental Disputes

Where more than one individual holds parental responsibility for a child, it is expected that all parties will reach agreement on school preferences prior to submitting an application.

The person submitting the application must confirm that:

- They have parental responsibility for the child.
- The application has the consent of all individuals with parental responsibility, or
- They hold a relevant court order authorising them to make the application independently.

If the school or local authority becomes aware of a dispute—for example, if conflicting applications are received or a challenge is raised by another parent—the application may be put on hold while the following steps are taken:

- **Verification of Parental Responsibility:** Parents may be asked to provide documentation (e.g. birth certificate, court order).
- **Court Orders:** If a court order exists, the school will act in accordance with its terms.
- **No Agreement or Court Order:** If both parents have parental responsibility and no agreement or court order is in place, the application will not be processed until:
 - Written agreement is received from all parties, or
 - A court order is provided.

If a place has already been allocated based on an application later found to be disputed or misleading, the offer may be withdrawn in accordance with the School Admissions Code.

The school and admissions team cannot mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel constituted and operated in accordance with the School Admission Appeals Code published by the Department for Education.

The panel consists of three people who are independent of the school, the school's Governing Body and the Council. The panel will consider the circumstances of the case put before them. Both the Academy and the parents must abide by the decision it makes.

All appeals in relation admissions are arranged by North Northamptonshire Council's Admissions Team on behalf of the Academy. Further information and appeal forms are available from the Admissions Team [Appeal a school place | North Northamptonshire Council](#)

If parents decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents to put forward their case and ask questions. If the appeal is refused, a further appeal for admission in the same academic year will not be considered unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol (FAP)

Montsaye Academy participates in the In-Year Fair Access Protocol managed by North Northamptonshire Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.

Notes:**A. Looked After Child:**

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B. Feeder Primary Schools:

Rothwell Junior, Havelock Junior, Loatlands Junior, Rushton Primary, Wilbarston CE Primary

C. Home address:

For the purpose of admissions a child’s normal residence is a residential property that is owned or rented by the child’s parent(s) and where they live together with the child. The home address or normal residence is where a child normally lives.

Where a child lives with a parent with shared responsibility for part of a week or month, the address where the child lives will be determined by confirmation of the registered address from which the child in question is registered with a doctor. If this is not applicable, then residence at which the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening lives will be taken as the home address.

For the purpose of admissions, proof of address would need to be from the following list:

- Council tax bill.
- A rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord.
- A letter from your Solicitor confirming exchange of contracts on the new property you are purchasing stating the full postal address. Preferably with a completion date.
- If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we

will also need to see a recent utility bill for the friend/relative dated within the last three months.

- Current Gas or Electricity Bill
- Tied/Work Accommodation with letter from employer

We will withdraw school places which have been gained using false information or documentation.

D. Linked Area:

The linked areas are: Ashley, Barford, Brampton Ash, Braybrooke, Desborough, Dingley, Draughton, Faxton, Glendon, Hanging Houghton, Lamport, Loddington, Maidwell, Mawsley, Orton, Pipewell, Rothwell, Rushton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Weston-by-Welland and Wilbarston.

E. Sibling:

For the purposes of admission, the definition of a sibling is as follows: children aged between 11 and 16, living in the same family household, who have an older sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother or sister, half brother or sister, legally adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

F. Children of staff:

Where the member of staff has been employed at the school for 2 or more years 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 skills shortage for the vacant post in question. This is in accordance with paragraph 1.39 of the School Admissions code.

G. Age:

For the purpose of admissions, proof of date of birth would need to be a valid passport, birth certificate (short form) or a doctor letter showing date of birth.