3.0 **OVERSUBSCRIPTION**

3.1 Admission arrangements will be put forward for consultation in accordance with the regulations set out in the Admissions Code and in liaison with the local authority.

3.2 The governing body will review oversubscription criteria on an annual basis and any changes will be put forward for consultation with all interested parties in accordance with the timetable set out in the Admissions Code and in liaison with the local authority.

3.3 At the normal time of intake places will be offered to applicants in the following way:

Pupils with a statement of special educational needs which names the school as appropriate provision will be admitted regardless of the number of applications received.

In the event of applications exceeding available places, the following criteria are used to determine successful applications:

1. Children in public care (looked after children)

2. Those girls who have a sister attending the school or a brother attending the 6th form at the time of application, and who will be continuing at the school for the next academic year.

3. Those girls who have a parent who is a member of staff at Southfield School.

4. Up to a maximum of 30% of intake places will be allocated to girls living outside the boundaries of the Kettering Schools Area, with the closest having preference. (See notes (c) (d) (e) and (f) below)

5. The remaining places will be allocated to girls living within the boundaries of the Kettering Schools Area, with the closest having preference.

**N.B.**

a) In the event of oversubscription within criterion 1, 2 or 3, places will be allocated on the basis of proximity.

b) For those whose parent is a member of staff, the member of staff must have been employed by the school for two or more years at the time the application was made.
c) The figure of 30% in criterion 4 above will include children allocated a place under criteria 1, 2 and 3 and those with a statement of special educational needs.

d) Any places remaining after allocation under criterion 4 above will be included in the allocation of places under criterion 5.

e) Distance will be measured on a straight line basis from the school to the home address using a geographical information system.

f) The Kettering Schools Area means the town of Kettering and the associated towns and villages for Kettering secondary schools and Montsaye Academy. The associated towns and villages are:


3.4 No other form of selection is employed.

3.5 A waiting list will be maintained for an oversubscribed year group. If a place becomes available, the above criteria will be applied to decide who will be offered the place.