

**POLICY TITLE: Admissions Policy for September 2025**

**STATUS: Statutory**

**DATE OF REVIEW: Feb 2024**



### **School Status and Provision**

The Latimer Arts College is a Foundation School for students aged 11-18. The school places great importance on the Performing Arts and the benefits that this can bring to the personal development of each individual student. We offer 10 places each year to students who have an aptitude for the Performing Arts.

### **Numbers on Roll**

At the start of the academic year 2023/24, there were 1116 students on the roll aged 11 to 18.

### **Number of Places available for Year 7**

Our Published Admission Number (PAN) for Year 7 in 2025 is 216 places.

### **Admissions Oversubscription Criteria**

Following the allocation of places to students who have an Education, Health and Care (EHC) Plan, which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care (looked after children) or previously looked after.\*
2. Students who will have a sibling continuing at The Latimer Arts College at the time of admission of the younger child.\*\*
3. Children of staff where that member of staff is employed by the school at the time the application for admission to the school is made and who have been employed at the school on a permanent contract for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area.
4. 10 students will be selected for their aptitude in dance, drama or music. They will be selected through workshops.
5. Students living in the villiages of Barton Seagrave or Burton Latimer as determined by the local authority map and list of postcodes. See Appendix 1.
6. Other students. Priority will be given to those who live closest to the school.\*\*\*

## Distance Tiebreaker

If the published admission number is reached within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using the Local Authority's Geographical Information System.

Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority.

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

## Notes on Admissions Criteria

### \* Looked after Children (LAC)

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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. All LAC and previously LAC are given the highest priority for school admissions.

### \*\* Siblings

A sibling living at the same address (within a family unit) including adopted, half or step-children and children in foster care. The sibling must be attending the school at the time of application and be likely to remain in the school at the proposed date of admission.

**Note:** checks will be made with teaching staff to see if there is a realistic possibility of a sibling in Year 11 continuing into the sixth form.

***For the sibling link to apply, they must live at the same address when the application is made. If siblings live between two addresses, applicants must provide proof to show that the main address is the same for both children.***

### \*\*\* Proof of Residence

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The school reserves the right to seek further documentary evidence to support your claim to residence. The school will withdraw any place allocated if the address is found to be false.

## **Child's Home Address**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October)

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is:

- owned by the child's parents/carers, or
- leased to or rented by the child's parents/carers under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e., Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be used as the child's main address.

Where parents move house after the closing date, we can only use the new address if house moves have been confirmed through the exchange of contracts or the signing of a formal lease.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned.

## **Operation of the Performing Arts Places Criteria**

Parents and carers complete both the Local Authority application form and the Performing Arts College application form if applying for a Performing Arts place (10 places). Completed Performing Arts College application forms should be returned to the school by Monday 7 October 2024 at 9.00 am TBC. Applications will not be accepted after this deadline.

During October, contact will be made with parents and carers of Performing Arts College applicants selected on the basis of their application form. Workshops with these students will then be held week commencing Monday 14 October 2024 TBC. The students will be required to take part in an informal workshop in their preferred art form, as selected on the application form. Final selection will occur after these workshops.

## **Late Applications for Year 6 into Year 7 Admissions**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1 March).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales on the NNC website).

The Local Authority will send the school the details of late applications. If there is a space, the school will rank the applications applying the admissions criteria and send the rank order back to the Local Authority. The Local Authority will then allocate the place.

Applicants will be added to the waiting list if the parent or carer requests this.

## **Waiting List Information for Year 6 into Year 7 Admissions**

The waiting list is kept by the Local Authority until 31 December of each admission year.

The Local Authority will ask the school to rank order the waiting list, applying the admissions criteria.

When a place becomes available it will be allocated to the student on the waiting list who has the highest priority when applying the oversubscription criteria.

## **In-year Applications and In-year Waiting List**

Applications made for places outside the normal admissions round should be made via the local authority. Please visit [Move school during the school year \(in-year\) | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/move-school-during-the-school-year-in-year) to make an in-year application.

Following an unsuccessful application, a parent/carer may ask for their child's name to be placed on the waiting lists for the schools. NNC will maintain waiting lists for its schools for the whole of the academic year. Each child added will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list. Waiting lists will be held until the end of the school term in which parents applied and they will then be cleared before the start of the next term. If parents would like their child's name to remain on the waiting list, they must email the School Admissions Team before the start of each term. In North Northamptonshire, there are three terms in the school year: Spring, Autumn and Summer.

## **Requests for Admission Outside the Normal Age Group**

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

All decisions of the school about admission out of cohort will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parents or carers views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and
- the views of the Principal of the school.

When informing a parent or carer of the decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

Where the school agrees to a parent or carer request for their child to be admitted out of their normal age group, the local authority and the school will process the application on the basis of the school's published admissions criteria, including the application of oversubscription criteria where applicable.

Parents and carers 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 school but it is not in their preferred age group.

## **Fraudulent Applications or Misleading Applications**

The school would report any fraudulent applications or misleading applications to the Local Authority, which has the right to investigate any concerns they may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## **Conflicting Applications**

If the school receives more than one application for the same child (made by separated parents) and where the home address and/or the preferences do not match, neither application will be processed until such time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of a child being allocated a place at the school.

## **Year 6 into Year 7 Appeals**

If a parent's or carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place.

For more information and to submit an appeal, parents/carers should visit the [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/appeal-a-school-place) on the NNC website.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam.NCC@northnorthants.gov.uk](mailto:appealsteam.NCC@northnorthants.gov.uk) within 10 working days of the submission of the appeal. Appeals must be lodged in writing, giving the reasons for appeal, by no later than 5.00pm on 31 March 2025 TBC. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

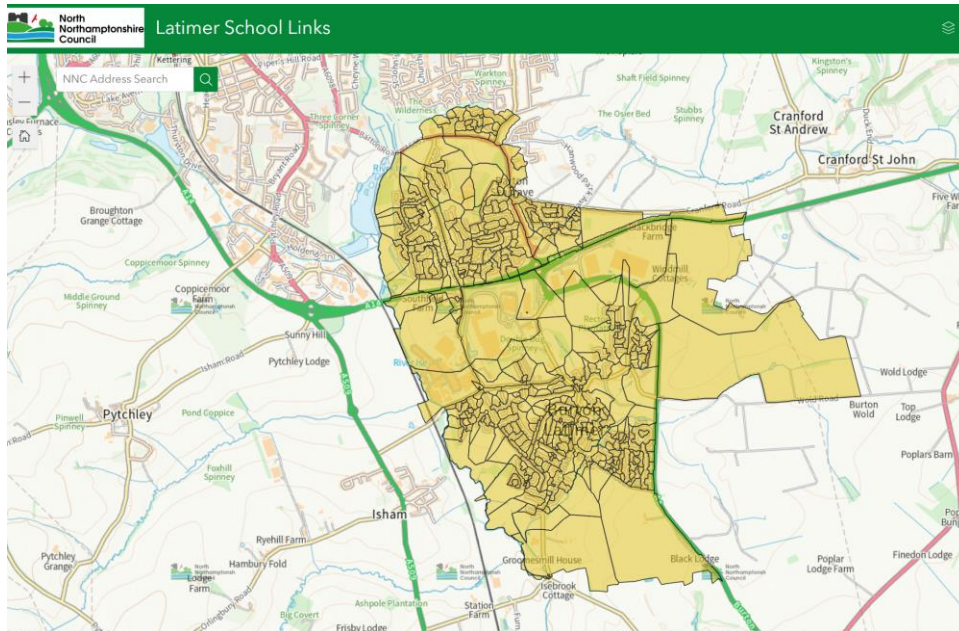
For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

## **Co-ordinated Process**

We adhere to the North Northamptonshire Co-ordinated Admissions scheme and we follow their admission timelines.

## Appendix 1

The map below shows the areas considered to be Barton Seagrave and Burton Latimer, postcodes listed below. An interactive version is available through the link: [Latimer School Links \(arcgis.com\)](https://arcgis.com)



NN14 4AG	NN15 5GN	NN15 5LZ	NN15 5PF	NN15 5QF	NN15 5RF	NN15 5SG	NN15 5TG	NN15 5WA	NN15 5XJ
NN15 5FA	NN15 5GP	NN15 5NA	NN15 5PG	NN15 5QG	NN15 5RG	NN15 5SH	NN15 5TH	NN15 5WB	NN15 5XN
NN15 5FD	NN15 5GS	NN15 5NB	NN15 5PH	NN15 5QH	NN15 5RH	NN15 5SJ	NN15 5TJ	NN15 5WD	NN15 5XP
NN15 5FE	NN15 5GZ	NN15 5ND	NN15 5PJ	NN15 5QJ	NN15 5RJ	NN15 5SL	NN15 5TL	NN15 5WE	NN15 5XQ
NN15 5FH	NN15 5JH	NN15 5NE	NN15 5PL	NN15 5QL	NN15 5RL	NN15 5SN	NN15 5TN	NN15 5WF	NN15 5XR
NN15 5FH	NN15 5JJ	NN15 5NF	NN15 5PN	NN15 5QN	NN15 5RN	NN15 5SP	NN15 5TP	NN15 5WG	NN15 5XS
NN15 5FU	NN15 5JP	NN15 5NG	NN15 5PP	NN15 5QP	NN15 5RP	NN15 5SQ	NN15 5TQ	NN15 5WH	NN15 5XU
NN15 5FW	NN15 5LA	NN15 5NH	NN15 5PQ	NN15 5QQ	NN15 5RQ	NN15 5SR	NN15 5TR	NN15 5WJ	NN15 5XW
NN15 5FX	NN15 5LB	NN15 5NJ	NN15 5PR	NN15 5QR	NN15 5RR	NN15 5SS	NN15 5TS	NN15 5WL	NN15 5XY
NN15 5FY	NN15 5LF	NN15 5NQ	NN15 5PS	NN15 5QS	NN15 5RS	NN15 5ST	NN15 5TT	NN15 5WN	NN15 5YF
NN15 5FZ	NN15 5LG	NN15 5NS	NN15 5PT	NN15 5QT	NN15 5RT	NN15 5SU	NN15 5TW	NN15 5WP	NN15 5YG
NN15 5GA	NN15 5LH	NN15 5NT	NN15 5PU	NN15 5QU	NN15 5RU	NN15 5SW	NN15 5TX	NN15 5WQ	NN15 5YH
NN15 5GB	NN15 5LJ	NN15 5NU	NN15 5PW	NN15 5QW	NN15 5RW	NN15 5SX	NN15 5TY	NN15 5WR	NN15 5YJ
NN15 5GD	NN15 5LN	NN15 5NX	NN15 5PX	NN15 5QX	NN15 5RX	NN15 5SY	NN15 5TZ	NN15 5WS	NN15 5YL
NN15 5GE	NN15 5LP	NN15 5NY	NN15 5PY	NN15 5QY	NN15 5RY	NN15 5SZ	NN15 5UJ	NN15 5WY	NN15 5YN
NN15 5GF	NN15 5LH	NN15 5NZ	NN15 5PZ	NN15 5QZ	NN15 5SA	NN15 5TA	NN15 5UN	NN15 5XA	NN15 5YP
NN15 5GG	NN15 5LS	NN15 5PA	NN15 5QA	NN15 5RA	NN15 5SB	NN15 5TB	NN15 5UW	NN15 5XB	NN15 5YQ
NN15 5GH	NN15 5LU	NN15 5PB	NN15 5QB	NN15 5RB	NN15 5SD	NN15 5TD	NN15 5UX	NN15 5XE	NN15 5YR
NN15 5GJ	NN15 5LW	NN15 5PD	NN15 5QD	NN15 5RD	NN15 5SE	NN15 5TE	NN15 5UY	NN15 5XG	NN15 5YS
NN15 5GL	NN15 5LY	NN15 5PE	NN15 5QE	NN15 5RE	NN15 5SF	NN15 5TF	NN15 5UZ	NN15 5XH	NN15 5YT
NN15 5YU	NN15 5AA	NN15 6BS	NN15 6PJ	NN15 6RD	NN15 6SE	NN15 6TF	NN15 6UG	NN15 6WL	
NN15 5YW	NN15 5AB	NN15 6BW	NN15 6PL	NN15 6RE	NN15 6SF	NN15 6TG	NN15 6UH	NN15 6WP	
NN15 5ZA	NN15 5JH	NN15 6DH	NN15 6PN	NN15 6RF	NN15 6SH	NN15 6TH	NN15 6UJ	NN15 6WQ	
NN15 5ZB	NN15 5JN	NN15 6FA	NN15 6PQ	NN15 6RG	NN15 6SJ	NN15 6TJ	NN15 6UL	NN15 6WR	
NN15 5ZD	NN15 5PD	NN15 6FB	NN15 6PW	NN15 6RJ	NN15 6SL	NN15 6TL	NN15 6UN	NN15 6WS	
NN15 5ZE	NN15 5PR	NN15 6FG	NN15 6QH	NN15 6RL	NN15 6SN	NN15 6TN	NN15 6UP	NN15 6WT	
NN15 5ZF	NN15 5TU	NN15 6FH	NN15 6QJ	NN15 6RN	NN15 6SP	NN15 6TP	NN15 6UQ	NN15 6WU	
NN15 5ZJ	NN15 5UA	NN15 6FJ	NN15 6QN	NN15 6RP	NN15 6SQ	NN15 6TQ	NN15 6UR	NN15 6XD	
NN15 5ZN	NN15 5UB	NN15 6FL	NN15 6QP	NN15 6RQ	NN15 6SR	NN15 6TR	NN15 6US	NN15 6YB	
NN15 5ZP	NN15 5UD	NN15 6FP	NN15 6QQ	NN15 6RR	NN15 6SS	NN15 6TS	NN15 6UT	NN15 6YD	
NN15 5ZS	NN15 5UE	NN15 6FQ	NN15 6QR	NN15 6RS	NN15 6ST	NN15 6TT	NN15 6UJ	NN15 6YF	
NN15 5ZT	NN15 5UF	NN15 6FR	NN15 6QS	NN15 6RT	NN15 6SU	NN15 6TU	NN15 6UW	NN15 6YG	
NN15 5ZW	NN15 5UG	NN15 6FS	NN15 6QT	NN15 6RU	NN15 6SW	NN15 6TX	NN15 6UX		
NN15 6DH	NN15 5UQ	NN15 6FT	NN15 6QU	NN15 6RW	NN15 6SX	NN15 6TY	NN15 6UY		
NN15 6FR	NN15 5YQ	NN15 6FU	NN15 6QW	NN15 6RX	NN15 6SY	NN15 6TZ	NN15 6UZ		
NN15 6FT	NN15 5YT	NN15 6GE	NN15 6QX	NN15 6RY	NN15 6SZ	NN15 6UA	NN15 6WD		
NN15 6TE	NN15 5ZS	NN15 6GF	NN15 6QY	NN15 6RZ	NN15 6TA	NN15 6UB	NN15 6WE		
NN15 6TP	NN15 5ZW	NN15 6GG	NN15 6QZ	NN15 6SA	NN15 6TB	NN15 6UD	NN15 6WF		
NN9 5NQ	NN15 6BN	NN15 6GH	NN15 6RA	NN15 6SB	NN15 6TD	NN15 6UE	NN15 6WG		
NN9 5NX	NN15 6BP	NN15 6GT	NN15 6RB	NN15 6SD	NN15 6TE	NN15 6UF	NN15 6WH		