

POLICY TITLE: Year 7 Admissions for September 2023

STATUS: Statutory

DATE of REVIEW: January 2022



School Status and Provision

The Latimer Arts College is a Foundation School for students aged 11-18. The College places great importance on the Performing Arts and the benefits that this can bring to the personal development of each individual student. We offer 20 places each year to students who have an aptitude for the Performing Arts.

Numbers on Roll

At the start of the academic year 2021 / 2022, there were 1116 students on the roll aged 11 to 18.

Number of Places

Our Published Admission Number (PAN) for Year 7 in 2023 is 203 places.

Admissions 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 an older brother or sister 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 College at the time the application for admission to the College is made and who have been employed at the College on a permanent contract for two or more years at the time at which the application for admission to the College 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. 20 students will be selected for their aptitude in art, dance, drama or music. To be selected through workshops.
5. Those students who live with their parents or carers at an address in Barton Seagrave **or** the linked town/villages of Burton Latimer, Cranford and Isham (using wards as according to North Northamptonshire Unitary Authority).***
6. Other students.

Distance tiebreaker

If the published admission number is reached within any criterion (apart from criterion 4), priority will be given to those who live closest to the college. 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 arrangements 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 brother or sister living at the same address (within a family unit) including adopted children, step-brothers, step-sisters, half-brothers, half-sisters and children in foster care. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Note: checks may be made with the school 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, a brother or sister 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**

Ward boundaries can be viewed at <http://maps.kettering.gov.uk>
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 College reserves the right to seek further documentary evidence to support your claim to residence. The College will withdraw any place allocated if the address is found to be false.

Home Address (Child's)

The child's home address is defined as the address at which the child normally resides with their parent or 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 parent(s) or carer(s) or
- leased to or rented by the child's parent(s) or carer(s) 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 the child's main address.

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

Operation of the Arts Places Criteria

Parents and carers complete both the Local Authority application form and the Arts College application form if applying for an 'Arts College' place (20 places). Completed Arts College application forms should be returned to the College by Monday 10 October 2022 at 9.00 am. Applications will not be accepted after this deadline.

During October, contact will be made with parents and carers of Arts College applicants selected on the basis of their application form. Workshops with these students will then be held week commencing Monday 17 October 2022. 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 College the details of late applications. If there is a space, the College 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 College waiting list is kept by the Local Authority until December of each admission year.

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

When a place becomes available it will be filled by one of the applicants on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

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 \(northnorthants.gov.uk\)](http://northnorthants.gov.uk) to make an in-year application.

The Local Authority will then contact the College when there are any new in-year applications. If the College has a space available and there are no students on the waiting list, the applicant would be offered a place.

The College keeps a waiting list for in-year applications and ranks this applying the admissions criteria. If there is not a place available, the applicants can request to be added to the waiting list.

Waiting lists will be cleared at the end of each school term. If a parent or carer wishes their child's name to remain on the waiting list for the remainder of the academic year, they will need to inform the College in writing, by the start of each subsequent term.

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 College 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 College.

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 College agrees to a parent or carer request for their child to be admitted out of their normal age group, the local authority and the College will process the application on the basis of the College'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 College 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 College 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 College.

Year 6 into Year 7 Appeals

If a parents or carer's application for a place at the College 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) 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 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 29 March 2023. 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 Admission process and we follow the admission timelines.