POLICY TITLE: Admissions Policy for September 2027

STATUS: Statutory

DATE OF REVIEW: September 2026

**School Status and Provision**

The Latimer Arts College is a Foundation School for students aged 11-18. The school is committed to offering a high-quality educational experience to children from the local community. It also places 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 2026/27, there were 1254 students on the roll aged 11 to 18.

**Number of Places available for Year 7**

Our Published Admission Number (PAN) for Year 7 in 2027 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 villages 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 Gazeteer (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 5 October 2026 at 9.00am. 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 12 October 2026. 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) 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) 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 30 March 2026. 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.

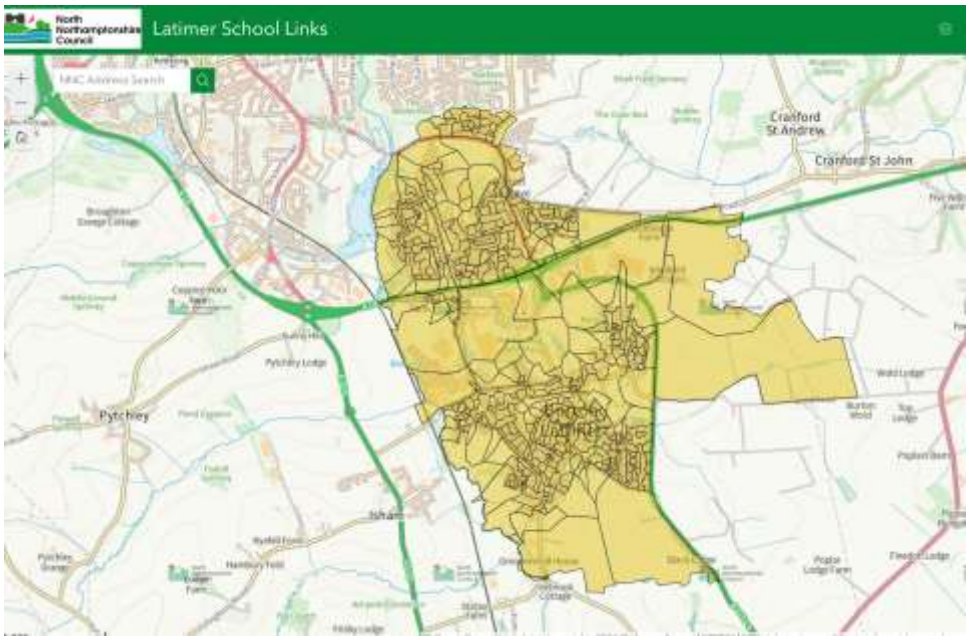
For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

**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)]




| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 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 5FF | 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 5LR | 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 6UU | 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 | | |