



# **NORTH LEAMINGTON SCHOOL**

## **ADMISSIONS POLICY SEPTEMBER 2025 ENTRY**

**Approval and Review**

This policy is reviewed in discussion with staff and governors.

**Effective from:** September 2025

**Approved by:** NLS Governing Body

**Review Date:**

**Review Leader:** Deputy Head Teacher

## **NLS –Admissions Policy (September 2025 entry)**

North Leamington School became an academy on 1 November 2016 and the admission authority for North Leamington School is the academy trust - "North Leamington School". The trust is also responsible for arranging an independent appeal against refusal of a place at the school. The trust must act in accordance with admissions legislation and the School Admissions Code.

### **Purpose of this Policy**

The purpose of the Policy is to ensure that places at North Leamington School are allocated and offered in an open and fair way in accordance with the School Admissions Code.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school. A parent requesting a place at the school in year 7 must apply to the local authority - Warwickshire County Council). The annual closing date for applications to be made to the local authority is 31st October for a place the following September.

### **Published admission number**

North Leamington School will have an admission number of 240 for entry into year 7. If North Leamington School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, it will rank applications in order against its published oversubscription criteria below and return that list to the local authority.

### **Oversubscription criteria**

1. A 'looked after child' or a child who was previously looked after. 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). A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order or (2) a child who appears 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.
2. Children who live within catchment and have a brother or sister on roll at the time of application and who are (or are likely to be) on roll at the time of admission. For these arrangements the term brother or sister includes half brother or sister or legally adopted child being regarded as the brother or sister who are living in the same household.
3. Children who live in North Leamington School catchment area for the majority of the school week.
4. Children living outside the catchment area and have a brother or sister on roll at the time of application and who are (or are likely to be) on roll at the time of admission.
5. Children of staff employed by North Leamington School where the member of staff has been employed at the school for two years or more at the time 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.

6. Other children, with priority for admission given to children who live nearest to North Leamington School as the crow flies.

### **Notes**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Where two or more children receive equal admission priority given the above criteria, random allocation will be used as a tie-break in any criterion to decide who has highest priority for admission.

This process will be independently verified by a person appointed by the school. North Leamington School may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangements or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

The catchment area for North Leamington School includes:

- The parishes of Cubbington, Blackdown, Eathorpe, Hunningham, Offchurch, Old Milverton Westonunder-Wetherley and Bubbenhall.
- The town of Royal Leamington Spa bounded in the south by the River Leam from the Radford Semele parish boundary to Milverton Court and following Milverton Court (excluded) and Warwick New Road (only properties on the north side are included) to the Warwick parish boundary. The western boundary follows the Warwick parish boundary to the Old Milverton parish boundary.

### **Right to Appeal**

Parents have the right to appeal against North Leamington School's decision to refuse admission. When North Leamington School informs a parent of a decision to refuse their child a place at the school, it will include:

The reason why admission was refused.

- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. North Leamington School will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal North Leamington School is required to admit the child.

### **Withdrawing an offer or a place**

North Leamington School will withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable period of time to the offer of a place (20 school days). During this 20 school day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.
- It has been offered in error.

North Leamington School will not withdraw a place once a child has started at North Leamington School, except where that place was fraudulently obtained.

### **Waiting list**

If North Leamington School is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to re-ranking when new applicants are added to the list. The waiting list will be maintained for the first academic term in the year of admission.

### **In year applications**

North Leamington School is responsible for administering in-year applications. A parent requesting a place at the school should download an application form from the school's website. On receipt of an in-year application the school will:

- Allocate a place if one is available.
- If a place is not available, inform parents of that fact and the reasons why and inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

### **In Year Fair Access Protocol**

As required by the School Admissions Code, North Leamington School will participate in the Fair Access Protocol arrangements.

### **Children out of normal age group**

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.18 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent / carer wishes to request that their child is taught out of year group they should submit their request to North Leamington School along with their reasons. Parents are encouraged to do this ahead of the relevant closing date for applications.

Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request for a child to be taught out of year group will be looked at on an individual basis with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents will be notified once a decision is reached along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group.

### **Separated Parents**

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with. North Leamington School will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, North Leamington School reserves the right not to process either application until an agreement between the parents is reached.

### **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where North Leamington School agree - even if this means going above the school's Published Admission Number.

### **Sixth Form Admissions**

North Leamington School sixth form is a local community school and will consider all applications from parents/carers who wish to send their children to this school. The Published Admission Number for entry to the sixth form for external candidates is 15. However, the school may admit more than the PAN where it is able to do without causing prejudice to efficient education.

North Leamington School will continue to operate an open access policy, however the sixth form specialises in advanced level course provision. We will endeavour to offer the best advice and guidance to prospective students regarding the suitability of courses to meet their needs and to ensure their success in the sixth form.

### **The Admissions criteria are:**

#### **1. GCSE performance**

The criteria for entry to the Academy Sixth Form will be a minimum of 5 GCSE qualifications at grade 5 or above in English and Maths and grade 5 or above in at least three other GCSE subjects. Furthermore, students will need to meet the specified entry requirements for each individual subject/course as specified in the sixth form prospectus. The entry criteria apply equally to internal and external applications.

## **2. An appropriate course is on offer**

We cannot offer all subject combinations. By 'appropriate course' we mean that we are both able to offer the combination of subjects the student wishes to study and the student has met the subject specific entry requirements as specified in the sixth form prospectus.

### **Internal Students**

All internal students who meet the above criteria will be offered a place in the sixth form.

### **External Students**

The school admits students who are studying elsewhere in Year 11. External applicants to the School will need to complete an application form and provide the following evidence:

- Proof of date of birth
- Proof of address

If the combined number of internal and external applicants does not exceed the Published Admission Number, all external applicants who meet the admission criteria will be admitted.

If the number of applicants exceeds the Published Admission Number, then the oversubscription criteria for external students will be applied.

### **Oversubscription Criteria: (for external students only)**

The criteria for oversubscription will be applied in the following order until all places have been allocated and the Admission Number is reached. All students must meet the entry criteria:

- a. Students who are in the care of the Local Authority (looked after children) or previously looked after children. The same definition as main school entry will be applied.
- b. Other students, with priority for admission given to children who live nearest to North Leamington School as the crow flies, subject to maximum group numbers not being exceeded in individual subjects.

### **Tiebreaker – Distance to the door**

If the sixth form receives more applicants than there are places, priority will be given to those living nearest to the school. Where two or more students receive equal admission priority given the above criteria, random allocation will be used as a tie-break in any criterion to decide who has highest priority for admission. This process will be independently verified by a person appointed by the school.

The distance that determines how close the child lives to the school is the shortest straight-line distance, as the crow flies, between the entrance to the child's permanent address and the entrance door to the school main building. The distance is measured in kilometres to four decimal places, using dataMAP SMART Education GISD software or equivalent. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application.

The student's permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the sixth form, the offer of a place will be withdrawn and the application cancelled.

Applicants not offered a place are sent details of how to appeal and can ask to be placed on the School's Waiting List. Applicants are offered a place from the waiting list in order of their ranking on the list up until the end of the autumn term following Year 12 entry. The waiting list may be subject to re-ranking whether further requests are made to join the list.

All students interested in a place in the Sixth Form should apply by the 15 December in the year before admission is requested. Applications received after 15 December will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.