



Policy Name	ADMISSIONS POLICY SEPTEMBER 2026 ENTRY
Policy Type	Statutory
Issue Date	20th January 2025
To Be Reviewed	Annually – February 2026
Approved by	Board of Trustees
Policy Owner	Jamie Hartnett

Glossary of Acronyms and Abbreviations:

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1. KINGSTHORPE COLLEGE – ADMISSIONS POLICY - SEPTEMBER 2026 ENTRY

The Published Admission Number (PAN) at Kingsthorpe College for entry into Year 7 is 240.

Kingsthorpe College is part of the secondary co-ordinated admissions scheme for secondary schools in the area of West Northamptonshire. Parents will need to complete the common application form supplied by their home local authority and submit it to their home local authority.

2. ADMISSION CRITERIA

Following the admission of children with an Education, Health & Care Plan (EHCP) naming the college as appropriate provision. Where the College is oversubscribed places will be allocated using the following criteria:

- a. Children in public care (looked after children) and all previously looked after children (see full definition below)
- b. Children of staff at Kingsthorpe College where any of the following conditions are met:
 - The member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made, or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- c. Up to 24 students with a demonstrated particular aptitude in the visual or performing arts (art, dance, drama or music). Students will be selected through workshops. All applicants will be scored across a range of skills within their area of aptitude. If you wish your child to be considered for a place under the criterion aptitude for visual or performing arts, please complete an 'Aptitude Admissions' form (Supplementary Information Form) available from the college and return it to Kingsthorpe College. Please check the College website or call for confirmation of the workshop dates.
- d. Students who live in the postcode areas NN2 8, NN2 7, NN3 6.
- e. Students who will have an older brother or sister continuing at Kingsthorpe College at the time of admission of the younger child (see full definition below).
- f. Other students.



3. TIE BREAKER

Should there be an oversubscription in any category places will be awarded to those students who live nearest to the school. Distances are measured from the address point of the home address to Kingsthorpe College on a straight-line basis using the WNC's Geographical Information System. If a student lives with separated parents for different parts of the week, the College will treat their home address as the place the student sleeps for most of the school week. If the student spends equal amounts of time at the two addresses, the parents must agree which address they wish to use as the student's main address.

If two students live exactly the same distance away from the College, random allocation will be used as an additional tiebreak to decide who has the highest priority for admission.

4. APTITUDE APPLICATIONS

Up to 24 places will be offered to children who apply under this criterion by completing the Supplementary Information Form and returning it to Kingsthorpe College. If there are more applications than places available, applicants who meet the scoring requirements will be ranked in order of distance to the school.

Students will be selected through our aptitude workshops. All applicants will be scored across a range of skills within their area of aptitude.

Aptitude applications are only accepted at the point of entry in year 7 and not applied to in year admissions.

5. WAITING LISTS

All parents who are unsuccessful in gaining a place at the school for their child will be sent information explaining how they may, if they so wish, place their child's name on the waiting list. A request to be added to the waiting list can be made upon receipt of a letter declining a school place. This includes late applications.

Requests for your child's name to be added to the waiting list must be made in writing (via letter or email) directly to the Local Authority.

If a place becomes available in any year group (if the number of students in the year group falls below the published admissions number of 240), it will be allocated to the next child on the waiting list according to the over-subscription criteria in the Admissions Policy, not on a first come, first served basis. Waiting lists will be held until the 31 December and are cleared again at the end of March and the end of the school year in July. Parents must contact the LA if they want their child to remain on the waiting list for the next academic term. A new application form is required for a new academic year.

6. LATE APPLICATIONS

Late application (i.e. those received after the original deadline of 31 October 2025) will be processed according to the timescales set out in WNC's secondary co-ordinated scheme. Any places available will be allocated using the oversubscription criteria above.



7. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Kingsthorpe College will, in accordance with the School Admissions Code, consider requests from parents for their child to be admitted to a year group outside that of their chronological age.

For applications out of normal age group for Year 7, parents should make their application at the normal time for their child's age group but at the same time, make a formal request in writing to the school, explaining their reasons for the request. Additional evidence can be submitted with this request to help the admission authority make its decision about the appropriate year group for the child. For applications outside the normal age group for any other year group, parents should submit an application to the local authority indicating which year group they are applying for and at the same time submit a formal request to the school for the year group they would like.

We will consider all requests upon receipt on their own merit and individual circumstances.

8. IN YEAR ADMISSIONS

Kingsthorpe College will consider all such applications made via the Local Authority.

9. POST 16 ADMISSIONS

The PAN for external students seeking entry into Year 12 is 10 students. The Post 16 admissions criteria for entry to Kingsthorpe College Post 16 will be a minimum of five GCSE qualifications at Grade 4 or above, including English Language and mathematics along with a completion of the Post 16 application form.

Furthermore, students will need to meet the specified entry requirements for each individual subject / course as specified in our prospectus which is available on our website.

10. RIGHT OF APPEAL

Parents whose application is turned down shall be entitled to appeal to an independent appeal panel. Further details are available from the Local Authority, using the link below;

[Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/appeal-a-school-place)

11. DEFINITION OF A LOOKED AFTER CHILD OR A PREVIOUSLY LOOKED AFTER CHILD

'Looked After Children' are those who are (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 at the time of making an application to the school. 'Previously Looked After' children are defined for the purpose of the legislation as those who immediately after being in care become subject to adoption, child arrangements, or special guardianship order. (Parents must supply a copy of the relevant order as evidence of their child's status.) This includes 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.



12. DEFINITION OF A SIBLING

- a. A brother or sister living at the same address, who shares the same parents;
- b. A half-brother or half-sister living at the same address, where two children share one common parent;
- c. stepbrother or stepsister living at the same address, where two or more children are related by a parent's marriage;
- d. Adopted or fostered children living in the same household.

Appendix A: Aptitude Application Form/ Supplementary Information Form

1. Name of student

2. Date of birth

3. Gender

4. Home address including postcode

5. Contact telephone numbers home/mobile

6. Email address, this must be supplied

7. Please indicate which workshop you would like your child to attend:

Please note: Children may only attend one workshop each, we would recommend you choose the workshop that you feel your child will best be able to demonstrate their aptitude in.

- ☐ Art
- ☐ Drama
- ☐ Music
- ☐ Dance

8. I have read and understood the aptitude information pack and wish to apply for a place at Kingsthorpe College under the Visual and Performing Arts Criteria.

- ☐ Yes

9. Parent/Carers(s) name:

10. Please select date form submitted