

# Admissions Policy 2026/2027

## What Kind of School is Studio West?

Studio West is a Studio School that provides an academic curriculum based around a general core of GCSEs including English, Mathematics and Science at KS4 and Project Based Learning. We expect and aim to ensure that all students will progress to university, an apprenticeship or a job. Studio West is a small school, with students who will be very well known and supported by staff and we will be able to provide high quality teaching in a wide range of subjects through to Key Stage 5 because of our links with Kenton School.

## How Do I Apply for a Place at Studio West?

### Admission to Years 7 to 11

#### How and when to apply for places

There will be 90 places available in Year 7. All applications for a place at Studio West should be made through Newcastle City Council's application process, they encourage online applications via the Citizen's portal: [Citizen Portal - Sign in](#)

A paper application form is available as an alternative; this is available from the school or the School Admissions Team at [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk) and must be returned to Newcastle City Council.

Applications for Year 7 transfer places (the entry year for the school) for September 2026 must be submitted by **31 October 2025**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

### Applications for Year 12 (Post 16)

Students and their families should make Y12 Post 16 applications directly to Northern Leaders Trust as soon as possible or by 28 February 2026. Any applications received after that date will be considered, but after those that were in on time. Successful applicants (and unsuccessful if any) will be contacted in writing by the end of March 2026.

Students or their families who wish to apply or to discuss making an application can do so in the following ways:

**Either:** Telephone 0191 2142200 for a personal discussion with the Head of Sixth Form;

**Or:** Visit the Kenton School website at <https://ks.northernleaderstrust.org/>, where you can download a prospectus, download the application form and read further details and/or request an appointment to discuss the matter with the Head of Sixth Form.

**Or:** Visit Kenton School reception and pick up a Prospectus and/or make an application using one of our computers and/or make an appointment to discuss the matter with the Head of Sixth Form;

**Or:** Write to:

Mr Andrew Swan  
Head of Northern Leaders Trust Sixth Form  
Kenton School  
Drayton Road  
Newcastle upon Tyne  
NE3 3RU

## Will My Son or Daughter Get a Place at Studio West?

### How places will be allocated

Where fewer applications than the published admission number(s) are received, Studio West will offer places to all those who have applied.

### Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school before all other applicants.

### Oversubscription Criteria for Studio West

Where there are more applications for admission than places available, the following oversubscription criteria in the order shown will be used to determine which students will be allocated places. Please refer to the definitions at the end of this policy if needed.

1. Children who are currently looked after by a local authority (in care), children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, child arrangements (residence) order or special guardianship order, including children who appear to Newcastle City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children who have a brother or sister (a sibling) who will be attending the school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner where the children live at the same address. However the sibling link does not apply to students in the Sixth Form.
3. Children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

### Tie-Break

In the event that more than one child has an equal right to an available place, the school will use random allocation as a tie-break.

### Parental Responsibility

1. Parents/carers have two weeks (fourteen days) to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
2. Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute all applications will be placed on hold and will not be processed until:
  - One joint application is made; or
  - Written agreement is provided from both parents
  - A Court Order is obtained confirming which parent's application carried precedence.
3. When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
4. If the child lives part of the week between two parents, the child's address should be the address where the child lives most of the time. Only one address can be used. If the child lives at two addresses, Newcastle City council will decide which address to use. If a Court Order is in place,

this will be the determining document. Otherwise, a decision will be made based on GP registration and/or which parent is in receipt of Child Benefit, Child Tax or Universal Credit.

## Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time, if the School has places available.

## Admission of children outside their normal year group

Parents may request that their child is admitted outside their normal age group, for example because the child has suffered ill health. Requests must be submitted in writing to the LA and include any supporting evidence from relevant professionals. Requests must be submitted before the closing date in the child's normal age group in good time for the LA to be able to consult the governing body and Principal of the school and inform the parent of the outcome before the closing date. The LA will consider each case individually.

## Waiting Lists

Where in any year Studio West receives more applications for places than there are places available, a waiting list will operate until 31 December of the same year. The waiting list will be maintained by Studio West and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Position on the waiting list and allocation of places will be determined solely in accordance with the oversubscription criteria outlined above. When a place becomes available, the name at the top of the list will be automatically contacted.

## Appeals

If your child is not offered a place at Studio West you have the right to appeal. You must write to the School stating that you wish to appeal and the forms will be sent to you directly. To request an appeals form, you should write to:

Mr A Dryden  
Principal  
Studio West  
West Denton Way  
Newcastle upon Tyne  
NE5 2SZ

Studio West appeals process is compliant with the School Admission Appeals Code. Studio West will arrange for an Independent Appeals Panel to consider the reasons for refusal and your reasons for wanting to attend Studio West.

The panel will consist of three people (two will have education experience and one will be an independent person with no education experience). The panel will consider the case put forward. It must consider the admission arrangements for Studio West and the reasons why you want to attend this particular school. The panel must exercise its discretion by balancing the weight of arguments. Studio West will provide Parents / Carers with the right to attend the Appeals Panel meeting in person; notification of the appeal date will be sent at least fourteen days prior to the hearing. The decision of the Independent Appeals Panel is binding on the both Studio West and the student/parents.

## Definitions

- A **Looked after Child** is a child who is in the care of a local authority in accordance with Section 22 of the Children Act 1989 at the time the application for admission to the school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

## Objections to this Policy

There is a right for people to object about the policy to the Schools Adjudicator (OSA). See the [Schools Adjudicator website](#) for more information on how to do this. Objections for the admissions arrangements for 2026/2027 must be made by 15 May 2025.