

# KINGSBURY HIGH SCHOOL



## ADMISSIONS POLICY

Responsible Committee:	Full Governing Body
Reviewed:	Every Year
Adopted by Governors:	13 December 2018
Reviewed & Ratified by Governors:	13 December 2018
Next Review Date:	Autumn 2019
Owner:	Anton McLean

## 1. AIMS

This policy aims to:

- Explain **how to apply** for a place at Kingsbury High School
- Set out Kingsbury High School's **arrangements for allocating places to applicants**
- Explain **how to appeal** against a decision not to offer a place to a child

## 2. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The School is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act (1998).

## 3. HOW TO APPLY

For applications in the normal admissions round parents should use the application form provided by their home local authority (regardless of which local authority the schools they wish to apply to are in). They should use this form to express a preference for a minimum of 3-state funded schools in rank order.

Parents will receive an offer for a place for their child directly from their home local authority.

## 4. ALLOCATION OF PLACES

Kingsbury High School has an agreed published admission number (PAN) of 336 students for entry in Year 7. All children whose statement of Special Educational Needs (SEN) or Education Health and Care (EHC) plan names the School will be admitted before any other places are allocated.

If the School is not oversubscribed, all applicants will be offered a place. In the event that the School receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

- 4.1 Highest priority will be given to **looked after children** and all **previously looked after children**<sup>1</sup> who apply for a place at the School
- 4.2 Priority will next be given to children with **siblings**<sup>2</sup> who will continue to attend the School on the date of admission.
- 4.3 Priority will next be given to children for whom there is evidence it is essential to be admitted to Kingsbury High School because of **significant medical needs** requiring a level of education best met

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<sup>1</sup> 'Looked after children' are children who, at the time of making an application to a school, are: (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in exercise of its social services functions. 'Previously looked after children' are children who were looked after but ceased to be so because they: (i) were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002 or (ii) became subject to a child arrangements order, or (iii) became subject to a guardianship order.

<sup>2</sup> A 'sibling' is defined as a full brother/sister; a step/half-brother/sister living at the same address or an adopted brother/sister. Priority will not be given to children with siblings who are former students at the School or in the Sixth Form. It is the School's policy not to separate twins, triplets or children from multiple births even if this means exceeding the PAN.

by admission to this School. Applications should be supported in writing with a recommendation from a recognised professional of senior status. This criterion relates to the *child's* medical needs and does not include another member of the child's family. The supporting evidence should set out the particular reasons why Kingsbury High School is the most suitable school for the child and the difficulties that would be caused if he/she had to attend another school.

- 4.4 Priority will next be given to **children of staff at the School** where the member of staff has been employed for two or more years at the time at which the application for admission to the School is made or who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4.5 Priority will next be given to children who attend named **feeder schools**. Our named feeder schools are: Fryent Primary School; Kingsbury Green Primary School; Oliver Goldsmith Primary School and Roe Green Junior School.
- 4.6 Any remaining places will be filled according to the **distance of the child's home from the School**, with those living nearer being accorded the higher priority. The distance will be measured in a straight line from the child's home address (including flats) to the mid-point between the Lower and Upper School, using the Local Authority's computerised measuring system. Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then the parents will be asked to determine which is the residential address for the purpose of admission to the School. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

TIE BREAK: If two or more applicants have equal priority under the criteria, criterion 4.6 will apply. Where the distance between two children's homes and the School is the same, random allocation will be used to decide between them. This process will be independently verified.

## 5. REQUEST FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the School, but it is not in their preferred age group.

## 6. IN-YEAR ADMISSIONS

Parents can apply for a place for their child at any time outside the normal admissions round. Brent Local Authority co-ordinates the School's waiting list for in-year admissions. Priority is not given to children based on the date their application was received or their name was added to the list. Each added child will require the list to be ranked again in-line with the School's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

If the School does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to Brent Local Authority for action under the Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with a statement of SEN or EHC naming the School.

## 7. SIXTH FORM ADMISSIONS

Students must meet the individual subject specific entry requirements for their chosen programme of study as published in the Sixth Form prospectus.

260 places are available for internal applicants who fulfil the individual course requirements. A limit of 40 places are available to external applicants. Where places are not filled by internal applicants, the School will consider making more places available to external applicants.

Places in Year 12 will be awarded in the following order of priority:

- 7.1 Looked after children and previously looked after children who meet the academic entry criteria
- 7.2 Students who are on roll at Kingsbury High School at the end of the academic year immediately preceding the proposed date of entry into the Sixth Form.
- 7.3 External candidates applying before the deadline.
- 7.4 Late applicants may be admitted if places are available on their chosen course.

## 8. APPEALS

If an application for a place at the School is unsuccessful, parents will be informed why the admission was refused and given information about the process for hearing appeals. If parents wish to appeal, they should do so in writing within 20 school days from the date of notification that the application was unsuccessful. The appeal should be sent to: Admissions Officer, Kingsbury High School, Princes Avenue, London, NW9 9JR.

Parents will receive at least 10 school days' notice of their appeal hearing. The Appeal Committee will consist of three members who are independent of the School. Parents are required to submit evidence at least five school days before the date of the hearing; evidence received outside of this timeframe may

not be considered. The decision of the Committee will be binding. The decision letter will be sent within five school days of the hearing.

For applications made in the normal admissions round (relating to decisions sent on the national offer date), an appeal will be heard within 40 school days of the deadline for lodging the appeal. For late applications, appeals will be heard, where possible, within 40 school days from the deadline for lodging appeals or within 30 school days of the appeal being lodged. For sixth form appeals, where the offer of a place is conditional upon exam results, appeals will be heard within 30 school days of confirmation of those results or within 40 school days if the offer of a place is not conditional upon exam results. For in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.

## 9. MONITORING ARRANGEMENTS

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Body will publicly consult on these changes. If no changes are made, then this policy will be publicly consulted on every seven years.