



KINGSBURY HIGH SCHOOL

The School's Published Admission Number is 336

Admission Arrangements for September 2018

Co-ordination Admission Scheme for transfer from Primary to Secondary

All applications for transfer to Year 7 are co-ordinated by the Local Authority. Applications for transfer must be made directly to the Local Authority of the borough in which the child lives.

Completed common transfer forms should be returned to the Local Authority for processing in accordance with the Co-ordinated Admissions Scheme in accordance with the published timeline.

In the event that the School receives more applications for places than it can accommodate according to its Published Admissions' Limit of 336, the School's Oversubscription Criteria will be applied in the order given below:

Oversubscription Criteria:

- 1. Children in public care (looked after children) identified and supported by social services and children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.**
- 2. Where the child has a brother or sister currently attending the School and will continue to do so on the date of admission. This criterion does not apply to siblings of students who have newly joined the School in the Sixth Form.**
- 3. 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 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, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons why Kingsbury High School is the most suitable school and difficulties that would be caused if the child had to attend another school.

- 4. Where the child attends one of the four feeder primary schools (Fryent Primary, Kingsbury Green Primary, Oliver Goldsmith Primary, Roe Green Junior)**

Where the number of applications arising from this criterion exceed the number of places available, those living closer to the school will be 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 Upper and Lower School, using the Local Authority's computerised measuring system. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

Any places still remaining will be filled according to the distance of the child's parents' home from the School, with those living nearer being accorded the higher priority. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled (measurements will be taken from each individual property to a point midway between the two sites of the School).

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 parents will be asked to determine which is the residential address for the purpose of admission to 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.

Admission of Students with a Statement of Special Educational Needs

Applications for students with a Statement of Special Educational Needs (SEN) are made by the SEN team at the Local Authority (LA). The placement of students with such a Statement is made after a process of consultation between parents/carers, the school and the LA. Students with a Statement of SEN receive priority over others for admission where the school is named in the Statement.

Tie Breaker

If two or more applicants have equal priority under the criteria, the criterion of proximity to the school will apply.

Twins, triplets and other children of multiple births

In considering applications from twins, triplets or children from multiple births it will be policy of the school not to separate them even if this means temporarily exceeding the published admission number to ensure that policy is achieved.

Application Procedure

If you wish to make an application for this school, you will need to contact your local council. If you are a Brent resident, you will need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. All applications will be considered in line with our published admission arrangements. Outcomes of application will be sent to you by Brent Council on behalf of the Governing Body. Unsuccessful applicants will be placed on the waiting list.

Waiting Lists

In the event that the School receives more applications for places than it can accommodate according to its published admissions' limit of 336, a waiting list will operate.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants.

The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to Brent Council's School Admissions Service.

Primary Transfer to High School

Offers for places to pupils transferring to High School will be sent on 1st March (unless this date falls on a weekend, then offers will go out on the first working day after 1st March) each year by the Local Authority under the Co-ordinated Admission Scheme.

In Year Fair Access

The School will work closely with the LA, in accordance with local protocols. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In Year Fair Access Protocol, will take precedence over those on a waiting list.

Sixth Form Admission

260 places in Year 12 (Sixth form) 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:

1. Children in public care (looked after children) and children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
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.
3. External candidates must apply before Friday 23rd March 2018.

Students must meet the entry requirements for their chosen programme of study as published in the Sixth Form Prospectus.

Students must meet the individual subject specific criteria as published in the Sixth Form Prospectus.

Late applicants may be admitted if places are available on their chosen course.

Appeals Process

You have the right to appeal against a decision not to admit your child to the School.

The School's Appeals procedure is as follows:-

1. Contact the Admissions Officer and ask for an Appeals Notification form.
2. Complete the form stating the reasons for your appeal, why you wish your child to attend the School and return the completed form to the School as directed.
3. You will be invited to an Appeals Hearing. The Appeals Committee will be made up of three people who are Independent of the School. At the hearing you will be asked to present your case, the School will present its case and you will be questioned and can ask questions yourself.
4. Any decision by the Appeals Committee will be binding.

Appeals for Primary transfer on time applications will be heard before 18th June 2018.

Application documents should be returned by no later than the published date.

N.B.

The term 'parent' includes:

- **All natural parents, whether they are married or not;**
- **Any person who, although not a natural parent, has *parental responsibility* for a child or young person; and**
- **Any person who, although not a natural parent, *has care* of a child or young person.**

The term 'sibling' includes:

- **Brother or sister**
- **Half brother or sister;**
- **Adopted brother or sister;**
- **Step brother or sister;**
- **The child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.**