Kilburn Grange School - Admissions Policy 2028-29

PAN and Oversubscription Criteria

The published admission number is 30 places into Reception. The school admits up to this number each year to the Reception year and, when full, the school has 210 pupils on roll.

This Admissions Policy was approved by the Bellevue Place Education Trust (BPET) Board of Trustees, as the admissions authority for the school.

In accordance with the law, children with statements with an Education, Health and Care Plan (EHCP) will be admitted to the school where the Local Authority has specifically named Kilburn Grange School as the most appropriate placement.

Where there are fewer applicants than places available, all applicants will be admitted. In the event of there being greater demand than there are place available to the school, and after the admission of children with an EHCP that names the academy places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2021:

1 Children in care, i.e. children in the care of the Local Authority as defined in the Children Act 1989. This category includes '*looked after children*' and children who have previously been looked after, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those 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.

2 Children with a sibling at the school at the time of admission.

3 Children of staff at the school.

4 Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school as determined by the London Borough of Brent's Geographical Information System.

Notes

1. A child '*looked after*' is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

2. Priority to children of staff will be given in either or both of the following circumstances:
   (i) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; and/or

(ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-4 if the need arises. Proximity to the school will be measured by the shortest route by road or maintained footpath or other public rights of way[1]. Paths through car parks, cemeteries, golf courses and any other enclosed spaces will not be used. Applicants will be prioritised by distance (starting with the nearest). Proximity to school is measured on a computerised mapping system using the shortest route by road or maintained footpath measurement. Routes will be calculated from the home address (as determined by the borough council in which the child lives) to the main entrance of the school as determined by the London Borough of Brent.

   A child's home will be their habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. A child's home must be a residential property that is the child's only or main residence[2], not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

4. In blocks of flats, internal walkways will be treated as public rights when calculating distance travelled (measurements will be taken from the door of each individual dwelling.) In other instances, where applicants have identical distance measurements, priority amongst them will be determined at random.

5. For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.

6. Sibling is defined in these arrangements as: a brother or sister, a half-brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.

[1] A public right of way is determined by The Countryside Act 1968.
[2] The address should be where the parent and the child live. Where a child has two homes due to parental responsibility being shared, the address used will be the one where the child spends most of the school week (i.e. Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If the same, reference will be made to the NHS registration address and any child care provision (nursery or childminder). If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn.

7. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the child benefit. This address must be used for all preferences.

8. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.

9. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for reception 2028-29 or the number of places in other year groups.

Tie Breaker

In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

Method of Applications for Reception

The school will be participating in coordinated admission arrangements administered by the London Borough of Brent. Parents/carers must apply on the Common Application Form (CAF), which can be completed online on the Brent Council's website or on a paper form available from the local council's School Admissions Team. The closing date for reception class applications will be 15th January 2028. Notification emails and letters will be sent out on 16th April 2028. Applications received after the set closing date will be accepted, but will not normally be considered for a place at the school until after the initial offer date.

Date of Admission/Deferred Entry

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception year. Parents should inform the school if they wish to exercise this option.

Delayed admission of children outside their normal age group (summer born children)

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year

of entry will be considered in accordance with paragraphs 2.18-2.20 of the Schools Admissions Code 2021.

The school's admission authority will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Headteacher's views will also be taken into account. Parents may, if they wish, provide supporting evidence from a professional (GP, hospital consultant or social worker) to assist the admission authority in making its decision. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list. Waiting lists will be held by the school for one school year after the year of entry, unless parents specifically request to have their child's name remain on the list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal, should submit their claim online on the Brent Council's website.

The appeal claim should be submitted and reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the decision not to offer a place.

In-Year Admissions

For in-year admissions, parents/carers must apply to the school on the In-Year Common Application Form. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the child will be added to the waiting list and the appeals procedures described above will apply. For more information and apply, visit: Make an in-year school application through Brent Council.