

Kilburn Grange School - Admissions Policy 2018/19

PAN and Oversubscription Criteria

The published admission number is 60 places in each year of entry into Reception from September 2018. The school will admit up to this number each year to the Reception year and when full the school will have 420 pupils on roll.

In accordance with the law, children with statements of Special Educational Need (or with an Education Health and Care Plan) 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 places available to the school, and after the admission of children with a statement of Special Educational Needs or Education Health and Care Plan that names the academy places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2014:

- 1 Looked After Children and Previously Looked After Children. This category includes children in the care of the Local Authority as defined in the Children Act 1989 or children who have previously been looked after and immediately after being looked after became subject to adoption, residence, child arrangements order or a special guardianship order. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence.
- 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 using a GIS computerised mapping 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 way¹. 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).

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.
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 60 for reception 2018/19 or the number of places in other year groups.

¹ A public right of way is determined by The Countryside Act 1968

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). This can be completed online 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 2018. Notification letters will be sent out on 16th April 2018. 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.

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 obtain an appeal form from Kilburn Grange School at Priory Park Road, London NW6 7UJ or from the school website at www.kilburngrangeschool.org.uk. The form should be sent to reach the Clerk to the Appeal Panel for Kilburn Grange School (c/o Kilburn Grange School Priory Park Lane, London NW6 7UJ), within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

In Year Admissions

For in year admissions, parents/carers must apply to the local authority 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 waiting list and a place is still required the appeals procedures described above will apply.

Fair Access Protocol

All schools are under a legal duty to participate in their local authority's Fair Access Protocol to ensure that un-placed children (in particular those most vulnerable) are offered a place at a suitable school as quickly as possible. Kilburn Grange School recognises that pupils identified as coming within the protocol will have priority on waiting lists over pupils in schools seeking a transfer.

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 can also request that their child attends part-time until he/she reaches compulsory school age.

Admission of children outside their normal age group

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 2.17-2.17B of the Admissions Code. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception in the following year as opposed to Year 1.

The school's governing body 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. Each case must be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admissions outside of the chronological year group. 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.