

KINGSBURY HIGH SCHOOL



ADMISSIONS POLICY

Governance:	Full Governing Body
Reviewed:	Annually
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Owner:	Anton McLean



Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

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1. AIMS

This policy aims to:

- 1.1. Explain how parents¹ can apply for a place at the school for their child(ren).
- 1.2. Set out the school's arrangements for allocating places to applicants.
- 1.3. Explain how to appeal against a decision not to offer a place to a child.

2. LEGISLATION AND STATUTORY REQUIREMENTS

- 2.1. This policy is based on the following advice from the Department for Education (DfE):
 - 2.1.1. [School Admissions Code](#)
 - 2.1.2. [School Admission Appeals Code](#)
- 2.2. 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

Normal admissions round

- 3.1.1. Parents must use the application form provided by their home Local Authority (regardless of whether or not they live in Brent).

In-year admissions

- 3.1.2. Parents can apply for a place for their child at any time outside the normal admissions round.
- 3.1.3. Parents can apply for an in-year admission by completing the [application form on the school's website](#). Parents will be notified of the outcome within 15 school days.
- 3.1.4. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Local Authority's Fair Access Protocol take precedence over those on the waiting list.
- 3.1.5. We participate in Brent Local Authority's Fair Access Protocol. This helps to ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.
- 3.1.6. 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 the Local Authority for action under the Fair Access Protocol. This provision does not apply to a looked after child, a previously looked after child or a child with an Education, Health & Care Plan (EHCP) which names the school.

¹ A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. ALLOCATION OF PLACES

- 4.1. Kingsbury High School has a published admission number (PAN) of 336 students for entry in Year 7.
- 4.2. If the school is not oversubscribed, all applicants will be offered a place.
- 4.3. 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.
- 4.4. All children whose Education, Health & Care Plan (EHCP) names the school will be admitted before any other places are allocated.
- 4.5. We will maintain a clear, fair and objective waiting list for children until at least 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children based on the date their application was received, or when their name was added to the list. Under the School Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with the Local Authority's Fair Access Protocol must take precedence over those on the waiting list.

Oversubscription criteria

- 4.6. Priority 1: **Looked after children** and all **previously looked after children**².
- 4.7. Priority 2: Children with **siblings** on the roll of the school at the point of application for the new student³.
- 4.8. Priority 3: Children with **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 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.
- 4.9. Priority 4: **Children of staff at the school**. This criterion relates to members of staff who have been employed for two or more years at the time at which the application for admission to the school is made, or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4.10. Priority 5: Children who attend named **feeder schools**. Our named feeder schools are: Fryent Primary School; Kingsbury Green Primary School; Oliver Goldsmith Primary School; Roe Green Junior School.
- 4.11. Priority 6: Any remaining places will be filled according to the **distance of the child's home to 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 to the Lower School, Bacon Lane, NW9 9AT. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s). Where a child lives with parents with shared responsibility, each for part of a week, the

² **Looked after children**, as defined in Section 22 of the Children Act (1989), 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 (defined in Section 8 of the Children Act (1989), as amended by Section 12 of the Children and Families Act (2014)), or (iii) became subject to a special guardianship order (defined in Section 14A of the Children Act (1989)).

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

³ A **sibling** is defined as a full brother/sister; a step-brother/sister; a half brother/sister; an adopted brother/sister living at the same address. It is the school's policy not to separate twins, triplets or children from multiple births even if this means exceeding the PAN.

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.

- 4.12. **Tie-break:** In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie-break to decide between applications. This process will be independently verified.

Sixth Form Admissions

- 4.13. Students must meet the individual specific entry requirements for their chosen programme of study as published in the Sixth Form prospectus.
- 4.14. 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.
- 4.15. Places in Year 12 will be awarded in the following priority:
- 4.15.1. Looked after children and previously looked after children who meet the academic entry criteria
 - 4.15.2. 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.
 - 4.15.3. External candidates applying before the deadline.
 - 4.15.4. Late applicants may be admitted if places are available on their chosen course.

5. WITHDRAWING AN OFFER OF A PLACE

- 5.1. We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.
- 5.2. Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.
- 5.3. If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.
- 5.4. We will not withdraw an offer of a place once a child has started at our school, except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

6. APPEALS

- 6.1. If an application for a place at the school is unsuccessful, parents will be informed why the admission was refused and will be given information about the process for hearing appeals.
- 6.2. If you wish to appeal, you must complete an admissions appeal response form and return it to: admissions@kingsburyhigh.org.uk or Admissions Officer, Kingsbury High School, Princes Avenue, London, NW9 9JR.
- 6.3. You can find details of the school's appeals timetable on the [school website](#).
- 6.4. Appeals will be heard by an independent appeal panel.

7. MONITORING ARRANGEMENTS

- 7.1. This policy will be reviewed and approved by the Governing Board every year.
- 7.2. Whenever changes to admission arrangements are proposed (except where the change is an increase to the PAN), the Governing Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.