

26 January 2012

Dear Sir/Madam

Quintin Kynaston School is considering changing its admission criteria for secondary transfer from the 2013-2014 school year.

Currently after the allocation of places for Special Educational Needs pupils, Looked After Children, exceptional social/Medical cases and children with siblings at the school, 50% of the remaining places are allocated to those children living nearest the school with the remainder of places allocated to other children attending primary schools in Westminster schools.

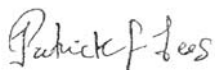
From the 2013-14 intake, the governing body is proposing to change its admission criteria so that after the allocation of places for Special Educational Needs pupils, Looked After Children, exceptional social/Medical cases and children with siblings at the school, all remaining places are allocated to those children living nearest the school on the basis of shortest walking distance.

**The Governing Body is of the view that the change to our admissions criteria would benefit local families who live nearest to the school, irrespective of which borough they are resident, thus fulfilling our commitment as a community academy.** Attached is a copy of the proposed admissions policy.

As part of the formal consultation process, we would welcome your views about the proposed changes. Please send any comments in writing to;

**Patrick Lees, Chair of Governors, Quintin Kynaston Community Academy, Marlborough Hill, London, NW8 0NL** to be received by 1st March 2012.

Yours sincerely



Patrick Lees  
Chair of Governors

# Quintin Kynaston School

## Proposed Admissions Policy 2013-14

### **Admissions criteria**

Places will be first allocated to children with statements of special educational needs who name the school with the agreement of Westminster City Council. Then, if there are more applicants than places for the school, the remaining places will then be offered in the following order of priority:

1. Looked After Children and previously Looked After Children. For the purposes of admissions previously Looked After Children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after.
2. Children with exceptional medical, social, or other needs that can only be met by providing a place at the particular school concerned rather than any other school (to be decided in consultation with the Director of Schools and Learning in each case).
3. Children with a sibling at the school at the time of admission. A sibling is defined as a brother or sister, half brother or sister or step brother or sister whose main residence is at the same address.
4. Children living closest to the school.

Within categories 3 and 4 above, priority will be given to those children who live nearest to the school. Distances are measured by the shortest walking route, using roads and lit pathways, from the centre of the child's home address to the nearest school entrance for pupils, as measured by the local authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order.

Applications made under criterion 2 will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (eg doctor or social worker) is attached to the home local authority's application form.

### **Children from multiple births (eg twins/triplets)**

Where the admission of children from multiple births would lead to exceeding the published admissions number, priority will be given to the eldest of the siblings.

### **Split residence**

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 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.

### **Method of application**

Parents / carers must apply on the Common Application Form of the local authority where they live. Forms can be completed online at [www.westminster.gov.uk/admissions](http://www.westminster.gov.uk/admissions) or on a paper form available from schools, libraries or their local council's School Admissions team.

### **Closing date and initial notification date**

Under Pan-London co-ordinated admission arrangements, the closing date for secondary transfer applications will be 31st October 2012. Notification letters will be sent out on 1st March 2013.

### **Late applications**

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 will be included on the school's waiting list ranked in order of priority under the above oversubscription criteria without regard to the date that the application was received. A waiting list will operate for both Year 7 entry and casual admissions. Any places offered from the school's waiting list will be offered strictly in accordance with the above admission criteria.

### **Appeals**

Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

### **Fair access protocol**

For in-year admissions the school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the school's governing body are empowered to give absolute priority to a child where admission is requested under any local protocol that carries the agreement of both the governing body and local authority for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.