Kingsmead School & Sixth Form

Admission Policy

This plan is reviewed bi-annually in the summer term.

Next Review Due: July 2026

History of Document:

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	2025	C. Batteson	Trust Board	Revised Annually

Year 7 Admissions

Each year in September the school will admit 252 students into Year 7. As a school with a specialise in Performing and Visual Arts, up to 10% of this intake may be admitted according to aptitude in one of Music, Drama, Art or Dance.

In any of the above application categories, if demand exceeds places available, priority will be given to applicants in the following order:

1. Children in public care - looked after children and all previously looked after children, 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 (or became subject to a residence order or special guardianship order).

2. Students who can demonstrate an aptitude for Performing and Visual Arts (as set out above).

3. Students who have brothers or sisters (siblings*) attending the school (including 6th form) who are on the roll of the school at the time applications are made.

4. Children of members of staff will be given a place at Kingsmead School (staff must have been employed for a minimum of 2 years).

5. Children living nearest to the school (measured as the crow flies*2), that is, in a straight line from the child's home to the main entrance of the school. Travel by private car or public transport will not be considered.

Admissions to Year 7 On the Basis of Aptitude in Music, Drama, Art or Dance

If your child can demonstrate that they show promise in the areas of Music, Drama, Dance or Art, she or he may be eligible for one of the special Performing and Visual Arts places.

Parents wishing to apply for one of these places should acquire a specific supplementary application form from the school.

Each candidate applying under the Performing Arts criteria will be invited to attend auditions/workshops to test aptitude. They will also be required to bring a portfolio of certificates/work to show evidence of aptitude in their selected subject. Candidates will be notified in advance of the audition date and venue. Those unable to attend on this date due to compelling religious, medical or other reasons will be offered one alternative date. The purpose of the audition/workshop is not to assess ability but rather to determine whether the candidate has the capacity to learn or develop musical, dramatic or artistic skills. Further details of the selection process are available from the school.

* A sibling is a child who has one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility as defined in the Children Act 1989, Part 1 Section 3.

*2 All distances will be calculated by the Local Authority admissions IT system using ADDRESS-BASE PREMIUM ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE PREMIUM ® is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

In Year Admissions

The Local Authority's co-ordinated admission arrangements relate to applications submitted for Year 7 to Year 11 other than the normal year of entry. The Academy will consider all such applications and if the year group applied for has a place available, admit the child.

If more applications are received than there are places available, the oversubscription criteria (see below) shall apply. Parents/carers whose application is refused are entitled to appeal. Appellants should contact the Academy for information on how to appeal.

In any of the above application categories, if demand exceeds places available, priority will be given to applicants in the following order:

1. Children in public care - looked after children and all previously looked after children, 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 (or became subject to a residence order or special guardianship order).

2. Students who have brothers or sisters (siblings*) attending the school (including 6th form) who are on the roll of the school at the time applications are made.

3. Children of members of staff will be given a place at Kingsmead School (staff must have been employed for a minimum of 2 years).

4. Children living nearest to the school (measured as the crow flies*2), that is, in a straight line from the child's home to the main entrance of the school. Travel by private car or public transport will not be considered.

Waiting lists

Waiting lists for in-year admissions into Year 7 to Year 11, will be administered by the Local Authority's co- ordinated admission scheme. The Academy reserves the right to refuse admission where it cannot meet the needs of a pupil or where to do so would require additional resources that the Academy cannot reasonably be expected to provide.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria see above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/carers have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The

arrangements for appeals will be in line with the School Admission Appeals Code published by the Department of Education.

Appellants should contact the Academy for information on how to appeal:
admissions@kingsmead.org or telephone 020 8351 5000.

Special Educational Needs

Children with an Education, Health and Care Plan (EHCP), naming the Academy, follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an EHCP will be subject to the published admission arrangements.

Admission of children outside their normal age group

The school's policy is for children to be educated within their correct chronological year group. An application for a child to be educated out of their age group must be supported by information submitted with the application. When assessing such an application, the school will consider headteachers' views, parents' views, information about the child's academic, social and emotional development, whether they have been previously educated out of their normal age group and, where relevant, their medical history and the views of medical professionals. Having considered the request, the school will write to the parents to notify them of the decision and set out the reasons for the school's judgement. The governing body is under no obligation to comply with a request nor to offer the child a place in any other year group. Such an outcome does not constitute the refusal of a place and carries no right of appeal.

Tiebreaker

Tie-breaker: In the event that two or more children are equally entitled to be offered a place under a criterion, it will be offered to the child whose normal home address is nearest to the school, using the 'straight line' distance measurement system applied by Enfield Council. In the event of two children living an equal distance from the school (e.g. in a block of flats) the applicants will be ranked numerically by house/door number, the lower number taking priority. If the children live at equal distance but in different locations, the place will be allocated by independently verified random allocation.

Year 12 Admissions

Each year there are places available for external students to join Year 12 who are transferring from Year 11 at a previous school. The places are for advanced courses only. Places available will be dependent upon the number of Year 11 Kingsmead students wishing to continue into Year 12 but it is estimated that the minimum number of places available to external applicants will be 20. It is anticipated that the maximum size of the whole Y12 cohort will be 200.

Students must meet the general requirements of 8 or more GCSE passes at grade 5 or above, including English and Maths. One of these passes must be at a grade 6 or higher. They must also provide a supporting reference from their previous school. In addition, several subjects will have additional compulsory admission requirements (e.g. for Maths Science A levels a 6 is needed in those subjects). These can be found in the 6th form prospectus.

Offers of places will be given following attendance at the enrolment day and evidence that entry requirements have been met.

When there is oversubscription, places will be determined by three criteria. These are:

1. Children in public care - looked after children and 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).
2. Students for whom places on appropriate courses are available.
3. In order of GCSE points score.