



**KINGSDALE 11-19 FOUNDATION SCHOOL**

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**THE PROCEDURE FOR A FAST-TRACK ADMINISTRATIVE CHECK AGAINST A  
 DECISION NOT TO ADMIT A CHILD TO KINGSDALE FOUNDATION SCHOOL  
 IN YEAR 7 FOR SEPTEMBER 2018**

**Fast-Track Administrative Check**

Kingsdale is required by the Department for Education (**DfE**), to take part in the Pan London Co-ordinated Admission Scheme. However, the School will not be held responsible for errors made by a Local Authority (**LA**). **The Fast Track Administrative Check procedure is intended to highlight any discrepancies between the School and a Local Authority so that errors can be addressed as soon as possible.**

Where a Parent/Guardian/Carer with Parental Authority feels that an administrative error has occurred or there is a special reason for their case to be examined quickly, they are encouraged to use our Fast-Track administrative checking process which may result in a decision within 30 days, subject to the Local Authority providing the School with all relevant data. **This process does not affect a parent's right to an independent appeal under the School Standards & Framework Act 1998.**

<b>Child's last name</b>		<b>Child's first name</b>											
<b>Date of birth</b>		<b>Male/Female</b>											
<b>Address</b>													
<b>Post Code</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											<b>Email Address</b>	
<b>Telephone – Home</b>		<b>Telephone – Work/Mobile</b>											
<b>Name of Primary School last attended</b>													
<b>Please give details of any brothers or sisters already attending the School or offered a place at the School for September 2017</b>													
<b>Name (s) of brother/sister</b>	<b>Date of birth</b>	<b>Year Group</b>											
<b>*Have you been offered a place at a school you selected as a higher preference to Kingsdale Foundation School on your Common Application Form (CAF)</b>	<b>Yes</b>		<b>No</b>										

If the answer to the above question is Yes, please state the name of the school:	
#Provisional position on our waiting list for appropriate Band on (date)	was
#Provisional position on our waiting list for Scholarship Band (if applicable) on (date)	was
*Please be advised that our provisional waiting list positions are subject to change and may rise or fall on a daily basis. Information on provisional waiting list positions is subject to the accuracy of data provided by the Local Authority.	

### \*OVERSUBSCRIPTION CRITERIA

Please identify which, if any, of the following criteria you would like the school to consider for your administrative check.

If there are more applicants than the number of places available the following oversubscription criteria will be applied:

The applicants who do not satisfy our scholarship criteria (see paragraph ii. below) will be placed in one of 3 ability bands according to their assessment scores, including those with a Statement of Special Educational Needs or Educational, Health Care Plan (EHCP) that names the School.

After places have been allocated to children with a Statement of Special Educational Needs or EHCP (see *Note 4 – Admission Policy*) that names the School in accordance with the Code of Practice, places within each band will be allocated in the following order of priority:

- i. Children in public care (Looked After Children) or children who were Looked After but ceased to be so because they were adopted (or became subject to a residence or special guardianship order) i.e. Previously Looked After (see *Note 5 – Admission Policy*)
- ii. Children who satisfy our scholarship criteria based on aptitude for music or sport i.e. 15% of admissions entry number. Please refer to (*Admission Policy*) paragraph 1.2 and scholarship oversubscription criteria (Appendix A) for more information
- iii. Children who will have brothers or sisters attending the School at their time of entry (see *Note 6 – Admission Policy*)
- iv. Children of members of staff where the member of staff has been employed permanently at the School for two or more years at the time at which the application for admission to the School is made and will still be employed by the School on the date of admission
- v. Where professional evidence indicates that there are particular psychological, medical or social needs which the School's Learning Support Faculty agrees only Kingsdale has the capability of addressing or meeting and significant difficulties would arise were the applicant to attend a different school (see *Note 7 – Admission Policy*)
- vi. Random allocation within each ability band. This process will be supervised by a person not employed by or independent of the School (see *Note 8 – Admission Policy*)

***Please complete Section A, B or C as appropriate.***

**A. I wish to have an administrative check carried out on the decision not to offer my child a place at Kingsdale Foundation School because:-**

**B. I have already submitted my case for a Fast Track Administrative Check to Ms E. Otubu, Acting Admissions Officer by e-mail/post dated . I do not wish to add any further information.**

**C. I have already submitted my case for a Fast Track Administrative Check to Ms E. Otubu, Acting Admissions Officer by email/post dated . I would also like the following information to be considered:**

***Continue on a separate sheet if necessary***

