

Kingsdale Foundation School Admission Policy 2025 - 26

1 General

1.1 Kingsdale Foundation School is an inclusive school and welcomes all children regardless of ability or faith. The Governors are committed to ensuring that admissions to the school reflect the wide diversity of the community that the school exists to serve.

1.2 Kingsdale Foundation School will admit no less than 420 pupils in Year 7 i.e. Published Admission Number (PAN). The planned student capacity of the school is 2,500 in the age range 11-19, including a Sixth Form of 400 places.

A maximum of the equivalent of 15% of our Admission Number per year group will be designated for music or sports scholarships which qualify for use for entry to the school (see Note 1). The admission arrangements described in this document will apply to admissions for the academic year which begins in September 2025.

1.3 In order to ensure that the intake to the School represents the full range of ability, the School will use Banding as part of its admission arrangements. Other than to determine the ability band into which a pupil will be placed, the assessment of a pupil's ability plays no other part in the admission arrangements for Kingsdale Foundation School. Ability bands will be adjusted to make sure they are identical in size where possible i.e. numerically equal or to the nearest whole number; so that there is no material advantage or disadvantage in random allocation rankings between different ability bands (see Note 2).

1.4 Aptitude assessments are administered separately for candidates for music or sports scholarships. A pupil with aptitude is one who we identify as being able to benefit from teaching in a specific area or who demonstrates a particular capacity to succeed in that area (see Note 3).

1.5 In order to enable limited preferential entry to operate for applicants attending 'named' primary schools (*within a 3-mile straight line radius of Kingsdale's main front entrance to primary school main front entrance*), no more than 55 places will be designated for these Feeder Primary Schools in accordance with the stipulated allocations per school and Clause 1.15 of the School Admissions Code 2021 (see Note 9).

1.6 Admissions to Kingsdale Foundation School will be co-ordinated through the Pan London Co-ordinated Admissions System and its timetable. Applications must be submitted on the Common Application Form (CAF) to the Local Authority responsible for the parental address (see Note 4).

1.7 A Supplementary Form (online or paper copy) must be completed if a parent/guardian/carer wishes their child to be considered for a music or sports scholarship (see Note 3). Please be advised that applicants who submit supplementary forms after **Monday 7th October 2024** will not normally be eligible to be considered for scholarship awards.

2 Admission and Oversubscription Criteria

2.1 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 an Education, Health and Care Plan (EHCP) that names the School. After places have been allocated to children with an EHCP (see *Note 5*) 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 - PLAC or Internationally Adopted Previously Looked After Children - IAPLAC (see *Note 6*)
- ii. Children who satisfy our scholarship criteria based on aptitude for music or sport i.e. 15% of admissions entry number. Please refer to 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 7*)
- 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 8*)
- vi. A maximum of 55 Children applying from designated Feeder Primary Schools in accordance with the number of allocated places per school (See *Note 9*)
- vii. Random allocation within each ability band. This process will be supervised by a person not employed by and who is independent of the School (see *Note 10*)

2.2 Where places become vacant in a band, for example, because parents accept offers of places at independent schools, and no applicants in those bands remain without a place, they will be filled alternately in rank order by children falling into the next nearest band(s) i.e. the band(s) on either side, below or above.

- 2.3 Late applications will be dealt with in accordance with the procedures set down by Southwark Local Authority within the Pan London Co-ordinated Admissions System.

3 Admission of Children Outside of their Normal Age Range

- 3.1 Prospective parents/guardians/carers who wish their child to be admitted to Kingsdale Foundation School outside of their normal age range, for any reason e.g. because their child is gifted and talented, Summer born, premature or has experienced ill health, may do so by attaching their written request to their application for admission. They must set out in detail their reasons for making the request attaching current relevant documentation from at least two medical, health or educational professionals who support the request.
- 3.2 A request for such an admission should be made on the relevant Local Authority's request form which should be available from each Local Authority. The Local Authority will be expected to forward to Kingsdale Foundation School the details of every application where Kingsdale has been named in this way. The request form may be available via the respective Local Authority's website and must be completed in addition to the CAF (see *Note 4*). Please contact our Admissions Office for further information and advice as necessary.
- 3.3 Where the School agrees to the request to admit the applicant outside of their normal age group, there can be no guarantee of a School place being available at Kingsdale Foundation School. This is dependent on whether the applicant fulfils our admissions criteria including oversubscription criteria and their ranking position as determined by our Admission Policy.
- 3.4 Prospective parents/guardians/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. The right to appeal does not apply if the child is offered a place at the School but the place offered is not within the applicants' preferred age group (see *Section 6*).

4 Waiting Lists

- 4.1 Kingsdale Foundation School will operate separate waiting lists for each ability band. Where in any year Kingsdale Foundation School receives more applications for places than there are places available, waiting lists will be maintained indefinitely by Kingsdale Foundation School from 1st September of the year to which the application applied in accordance with Local Authority guidelines (see *Note 11*).

A scholarship band waiting list shall be maintained, where applicable, in rank order of performance as set out in Appendix A.

- 4.2 An applicant's position on the waiting list(s) will be determined in accordance with our oversubscription criteria, taking into account late applicants, in accordance with the School Admissions Code. Any prospective parent may ask for an applicant's name to be placed on a waiting list for Kingsdale

Foundation School. The addition of an applicant to a waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria.

- 4.3 Children considered for a place via the Local Authority's Fair Access Protocol must take precedence over those on a waiting list determined solely by random allocation.
- 4.4 Children who are the subject of a direction by the Secretary of State to admit will be given precedence for admission over children on the waiting lists.

5 In-year Admissions

- 5.1 Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School will consider all such applications and if the year group applied for has a place available, a place will be offered. If a place is not available, the parent can ask for his or her child's name to be added to the appropriate waiting list, as described in Section 4. Parents whose application is turned down are entitled to appeal to an independent appeals panel.
- 5.2 Kingsdale Foundation School may refuse admission to particular applicants in cases where less than the Published Admission Number (PAN) have applied. These are applicants who have been permanently excluded from two or more schools. The ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the pupil concerned reached compulsory school age do not count for this purpose.

6 Appeals

- 6.1 Parents/Guardians/Carers whose children are not offered a place have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain the appropriate appeal form from the school. Independent appeal forms should be sent to reach the Clerk to the Appeal Panel, care of Kingsdale Foundation School, within 30 working days of receipt of the Appeal Form or before our published deadline to receive appeals (whichever is earlier). Appeals information is also accessible via our website as appropriate. Every effort is made to hear appeals during the same period of time (*see Note 12*). Should an independent appeal be unsuccessful, the Governing Body will not arrange to consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

7 Other Points to Note

7.1 Twins and in-year Siblings or Triplets

Where applications are received from twins, triplets or in-year siblings the following procedure will be followed. If one child is selected for a scholarship place, by random allocation or another admission criteria, the

twin/triplet/same year sibling will be ranked in their respective band immediately below their sibling, children who will have brothers or sisters attending the school at their time of entry or children of members of staff in accordance with paragraph 4.2 (whichever is the lower).

8 Arrangements for Admission to Kingsdale Foundation School Sixth Form for Year 12 in September 2025

Kingsdale's Sixth Form provides choice and diversity of pathways for a planned capacity of 400 students. Applicants are invited to visit our dedicated specialist Sixth Form Centre to experience the excellence of the provision.

There are three main study programme pathways for students applying to Kingsdale Foundation School Sixth Form, each with different entry requirements as summarised below:

A Level Pathway: Students study 3-4 courses and will need to have gained a minimum of six 9-7 grades at GCSE including English Language and Mathematics. Additionally, individual subjects may require specific grades in particular qualifications to enable study of a designated course. Please see our published course guide for specific subject entry requirements.

Technical Pathway: Students study up to three technical courses, from the course list and will need to have gained a minimum of six 9 - 6 grades at GCSE including English Language and Mathematics. Additionally, individual subjects may require specific grades in particular qualifications to enable study of a designated course. Please see our published course guide for specific subject entry requirements.

Transition Pathway: Students study a range of GCSE/Level 2 courses and will need to have gained a minimum of five 9 - 4 grades at GCSE including English Language and Mathematics. This pathway incorporates one-year transition courses. Please see our published course guide for specific subject entry requirements.

- 8.1 Admission to Year 12 at Kingsdale Foundation School Sixth Form is a separate and distinct point of entry. Applications for entry into Kingsdale Foundation School's Sixth Form are accepted from both internal and external candidates.

Places for 200 students overall will be available in year 12 at Kingsdale Foundation School (the Year 12 capacity). Children already on the School roll are entitled to transfer to Year 12 if they meet the published academic entry requirements. The Published Admission Number (PAN) for Year 12 is 40. This is the number of places which will be available on an annual basis to external applicants who meet the published academic entry requirements. If fewer than 160 of the School's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 200.

- 8.2 There is no automatic passage from Key Stage 4 to post-16 provision at Kingsdale Foundation School as internal candidates must meet the academic entry criteria. All applications for admission to post-16 provision at Kingsdale Foundation School will be considered by the Admissions Committee (see Note 13). Its decision will be based on the application of the specific conditions for entry published annually in the Post-16 Prospectus & Application Pack including where applicable Sixth Form oversubscription criteria for external candidates and how the waiting list will operate; Education, Health and Care Plans (EHCP) that name the School (see Note 5) and SEND Statement available via our website [here](#).
- 8.3 Offers made during Year 11 are conditional on students achieving the grade criteria specified. Unconditional offers will only be considered where applicants have already achieved the specified grade criteria i.e. through early entry results.
- 8.4 There will be a right of appeal for unsuccessful applicants to the Sixth Form in accordance with the arrangements that are set out in the Post-16 Prospectus.

NOTES

Note 1 - Extract from Kingsdale Foundation School's Funding Agreement with the Secretary of State for Education

Kingsdale Foundation School is a former maintained school with pre-existing partially selective admissions permitted by Section 100 of the School Standards and Framework Act 1998. As such it is permitted to maintain the proportion of selective admissions at the levels they were set in 1998 but not change these (unless it wishes to remove selection entirely). The School's partially selective proportions are that a maximum of 15% of the Admissions Number per year group will be designated for music or sports scholarships which qualify for entry to the school.

Note 2

An NFER CAT Banding test or similar standard(ised) assessment will be administered or used by Kingsdale Foundation School in order to determine an applicant's ability Band. To ensure ability Bands are of the same size (where possible), prior to the application of the random allocation process applicants will temporarily be organised in order of their assessment scores; this list will then be divided into 3 ability bands of equal size or to the nearest whole number (applicants who may be on a boundary will be placed in the most appropriate Band according to their assessment score). Where more than one candidate is on a boundary, positions will be assigned in alphabetical order.

*Applicants are invited in writing during the Autumn term to sit our Banding test from a choice of dates published on our website or made available from the School in advance. Alternatively, applicants are at liberty to contact the Admissions Office directly with their selected date and time to undertake their assessment. Our Banding test is normally administered online and can be conducted at home (internet access required), primary school or parents may request that their children do the Banding test at Kingsdale Foundation School under controlled conditions. **Parents do not need to contact the school to book a Banding test session.***

Applicants are invited to do 3 short assessments securely online. The tests will last no more than 30 minutes in total. However, with instructions and explanations the entire session can take approximately one hour. Applicants who may require any special needs provision (SEND) or support must notify the Admissions Office in advance.

Our online testing platform uses AI technology to monitor students during their assessments. Applicants will need to take their assessments in a quiet environment using a computer (or a tablet/mobile phone) which can be provided and set up by the School on request. Applicants will be required to turn on a web camera and microphone during any online assessments. Parents/applicants will not be required to download any application onto a personal device.

Applicants who are unable to sit our Banding test at the appropriate time who have an acceptable reason as determined by the School e.g. suffering from a medical condition (written evidence is normally required), may be offered one or more further opportunities to sit our Banding test, within the permissible timescales, at the discretion of the School. Alternatively, where the School has access to the outcomes of the same or comparative assessment results from what it deems to be a reputable source (for example, a banding test taken at a different school during the same application round) it may choose the option of applying this result.

Applicants who choose not to sit our Banding test without good cause as determined by the School, will be allocated places in accordance with our oversubscription criteria. Such applicants will be assigned randomly to each ability band in turn. However, they will only be considered after every applicant who did sit the Banding test has been offered a place

i.e. unless their appropriate ability band determination can be made before the deadline set by the local authority they will be ranked at the bottom end of the list of applicants in a band after the process of random allocation has been administered.

Note 3

Scholars are provided with free individual and/or specialised group tuition for the duration of the period they remain on the roll of the school subject to continued satisfactory progress and ongoing commitment to Music and Sports at Kingsdale as appropriate. Full or half scholarships are granted (see Appendices A, C & D for further details). In order to plan/provide provision for scholarships and avoid the disappointment of late requests being rejected all parents/guardians/carers are asked to indicate, at the earliest opportunity, whether or not they are interested in their child being considered for a scholarship place.

Note 4

For Southwark residents information can be accessed via their website – www.southwark.gov.uk/schooladmissions. A similar process applies for all other Local Authority residents.

Note 5

Applications for children with an EHCP follow a separate admissions process. Kingsdale Foundation School complies with the law that requires schools to admit children with an Education, Health and Care Plan where a Local Authority has specifically named Kingsdale Foundation School as the most appropriate placement.

Note 6

A Looked After Child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) as well as children who were placed in public care abroad before being adopted either in the UK or abroad (IAPLAC). Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders in force prior to 22 April 2014 are deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) are children who were Looked After immediately prior to being adopted, or who became subject to a child arrangement order or equivalent. Kingsdale Foundation School will require written confirmation that the child is Looked After or Previously Looked After/Internationally Adopted Previously Looked After and will be so at the time of making an application to the School.

Note 7

Brothers and sisters include half-brothers and sisters and stepbrothers and sisters who share the same permanent home address on the date of their entry to Kingsdale Foundation School; this also includes legally recognised foster or adopted brothers or sisters.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. Where a child has shared care and spends time with both parents/carers in separate homes and both have parental responsibility, the home at which the child spends the majority of school nights will be treated as the home address and/or the home of the person who receives the relevant Child Benefit Allowance, where applicable. The School is only able to accept one home address. Applicants may be required to produce documentary proof of residence which includes a council tax bill, child

benefit letter and utility bill.

After offer, as part of the standard Admissions process, the following document(s) is/are required as verification: the child's Short birth certificate; In the case of adopted children, the School needs to view the adoption papers prior to an offer being made in order to establish whether the child has been previously Looked After in order to rank them in accordance with this published oversubscription criteria.

Should Kingsdale Foundation School have reason to suspect that a sibling does not live at the address stated, it will carry out an investigation. If it is discovered that a parent is making a fraudulent claim, the offer of a place will be withdrawn.

Note 8

Evidence provided of particular psychological, medical or social needs of the applicant must explain why Kingsdale Foundation School is the most suitable or only school capable of meeting all of their needs and the difficulties that would arise were the child to have to attend a different school. This evidence must be substantiated by at least two relevant qualified professionals who are currently providing direct care/support/treatment to the child on an ongoing basis in their professional capacity, according to the stated medical, psychological or social need e.g. a child or educational psychologist, a child psychiatrist, a general practitioner, an orthopedic consultant or social worker. Evidence from non-specialist teachers or professionals not qualified in the relevant area would not normally be deemed admissible without compelling supplementary documentation. Supporting evidence to substantiate that the child has an exceptional medical, psychological or social need must be less than six months old and be provided at the time of application in a written format.

Note 9

Designated Feeder Primary School Places

Admission places will be offered to Year 6 applicants enrolled at the following primary schools (5 students per primary school full form of entry of 30 students), in accordance with the designated numbers below, in the order in which applicants first appear on our oversubscription waiting list taking into account their automatically assigned random allocation ranking.

- **Dulwich Wood Primary School** (2FFE), London Borough of Southwark – **10 Designated Places**
- **Elm Wood Primary School** (2FFE), London Borough of Lambeth – **10 Designated Places**
- **Hollydale Primary School** (1FFE), London Borough of Southwark – **5 Designated Places**
- **Kingswood Primary School** (2FFE), London Borough of Lambeth – **10 Designated Places**
- **Paxton Primary School** (2FFE), London Borough of Lambeth – **10 Designated Places**
- **St Bartholomew's Church of England Primary School** (2FFE), London Borough of Lewisham – **10 Designated Places**

**FFE = Full Forms of Entry*

Further information about Kingsdale's criteria for the adoption of Feeder Schools and how primary schools may request to be considered for Feeder School status can be accessed via the school website [**here.**](#)

Note 10

This criterion is also used as a tie breaker to differentiate between two equal applicants with respect to admission and oversubscription criteria i, ii, iii, iv & v in paragraph 2.1.

Governors, Directors and Trustees of the Kingsdale Foundation (Company) are prohibited from supervising the random allocation process. However, they are permitted to observe for monitoring purposes (subject to declaring they have no specific interest at that time).

Note 11

The Local Authority maintains waiting lists for Year 6 applicants on behalf of the school up until the 10th July prior to the date of admission.

Note 12

Appellants shall have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written independent appeal.

Note 13

Please be advised that admission to the Sixth Form does not provide an automatic right to follow a particular programme of study or specific course without meeting our published minimum academic requirements for each subject in the Sixth Form Study Programme and Course Booklet. All Sixth Form entrants will be encouraged to follow a suitable and prescribed 16-19 study programme after information, advice and guidance meetings. Students admitted to the Sixth Form may exercise a written internal right of appeal with respect to their determined 16-19 study programme.

Note 14

If it is discovered that a place at the School has been secured on a fraudulent basis and/or by deception (as a result of information provided on behalf of the applicant) either prior or subsequent to an offer being made for a place at the School then that offer or place will be withdrawn with immediate effect by Kingsdale Foundation School.

Publication of Admission Arrangements and information available upon request

The published arrangements will set out:

- a) The name and address of the School and contact details;
- b) A summary of the Admission Policy, including oversubscription criteria and supplementary forms;
- c) Arrangements for hearing appeals.