



**LB Hillingdon Community School**  
**Determined Admission Arrangements 2022-2023**

**CONTENTS**

Page 2	Admission criteria and arrangements for community schools
Page 10	Admission arrangements for In-Year, Junior, Year 10, Sixth form and Nursery
Page 14	Definitions and additional processes
Page 23	Appendices

## **ADMISSION CRITERIA AND ARRANGEMENTS FOR HILLINGDON LOCAL AUTHORITY COMMUNITY INFANT, JUNIOR AND PRIMARY SCHOOLS**

(except for Frithwood Primary School, Harmondsworth Primary School and Heathrow Primary School)

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. Children attending year 2 at the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).
3. Children who suffer from a long term medical or social condition, which makes it necessary for them to attend a particular school.
4. Children who have a member of the immediate family who suffer from a long term medical or condition which makes it necessary for them to attend a particular school.
5. Children who have a sibling* living within the distance priority radius.
6. Children who have a sibling* who was admitted to the full-time school prior to 31st August 2017.
7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children living nearest the school within the distance priority radius.
9. Children who have a sibling* living outside of the distance priority radius.
10. Children living nearest the school not within the distance priority radius.
<p>Priority will be given within each criterion for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.</p> <p>The supporting evidence in Criteria 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant. Please refer to page 14 for full information on the medical criteria.</p>

\* For the purposes of criteria 5, 6 and 9, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for these criteria.

The distance priority radius for each school will be set as follows.

1 form entry school = 500 metres

2 form entry school = 750 metres

3 form entry school = 1000 metres

4 form entry school = 1250 metres

5 form entry school = 1500 metres - (currently no community schools have a full intake of 5 forms of entry, but this provision is included in the arrangements to future proof against rising demand for primary school places)

## ADMISSION CRITERIA AND ARRANGEMENTS FOR FRITHWOOD PRIMARY SCHOOL

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. 5 places will be made available to children living nearest the nodal point using the co-ordinates 5081120, 1912400 (junction of Ducks Hill Road and Northgate) and who live within the defined boundary area shown in the map in Appendix 3. If fewer than 5 places are offered the remaining places will be offered to applicants meeting criteria 3 or below.
The remaining places will be allocated in order of the following priority:
3. Children who suffer from a long term medical or social condition, which makes it necessary for them to attend a particular school.
4. Children who have a member of the immediate family who suffer from a long term medical or social condition which makes it necessary for them to attend a particular school.
5. Children who have a sibling* living within the distance priority radius.
6. Children who have a sibling* who was admitted to the full-time school prior to 31st August 2017.
7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children living nearest the school within the distance priority radius.
9. Children who have a sibling* living outside of the distance priority radius.
10. Children living nearest the school not within the distance priority radius.
Priority will be given within each criterion for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.  The supporting evidence in Criteria 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school.

The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant. Please refer to page 14 for full information on the medical criteria.

\* For the purposes of criteria 5, 6 and 9, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

The nodal point used in criteria 2 will give priority to applicants living in an area where it is traditionally more difficult to secure a place at a nearby school.

The distance priority radius for each school will be set as follows.

1 form entry school = 500 metres

2 form entry school = 750 metres

3 form entry school = 1000 metres

4 form entry school = 1250 metres

5 form entry school = 1500 metres - (currently no community schools have a full intake of 5 forms of entry, but this provision is included in the arrangements to future proof against rising demand for primary school places)

## ADMISSION CRITERIA AND ARRANGEMENTS FOR HARMONDSWORTH PRIMARY SCHOOL

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. Children who suffer from a long term medical or social condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family who suffer from a long term medical or social condition which makes it necessary for them to attend a particular school.
4. Children who have a sibling* living within the defined boundary area (identified below).
5. Children who have a sibling* who was admitted to the full-time school prior to 31st August 2017.
6. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (Does not apply if applying for Infant School and parent is a member of staff in the Junior School).
7. Children living nearest the school within the defined boundary area (identified below).
8. Children who have a sibling* living outside of the defined boundary area (identified below).
9. Children living outside of the defined boundary area (identified below).
<p>Priority will be given within each criterion for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.</p> <p>The supporting evidence in Criteria 2 and 3 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications</p>

must be supported by medical evidence from a GP or Hospital Consultant. Please refer to page 14 for full information on the medical criteria.

\* For the purposes of criteria 4, 5 and 8, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

The defined boundary area for Harmondsworth Primary School includes all residential properties satisfying the 5 conditions below:

- The M4 is to the North
- The M25 is to the West
- The M4 Spur is to the East
- The Bath Road is to the South and Northern Perimeter Road are to the South
- The property does not fall within the defined boundary area for Heathrow Primary School.

A map showing the defined boundary area for Harmondsworth Primary School can be found in Appendix 3.

## ADMISSION CRITERIA AND ARRANGEMENTS FOR HEATHROW PRIMARY SCHOOL

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. Children who suffer from a long term medical or social condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family who suffer from a long term medical or social condition which makes it necessary for them to attend a particular school.
4. Children who have a sibling* living within the defined boundary area (identified below).
5. Children who have a sibling* who was admitted to the full-time school prior to 31st August 2017.
6. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children living nearest the school within the defined boundary area (identified below).
8. Children who have a sibling* living outside of the defined boundary area (identified below).
9. Children living outside of the defined boundary area (identified below).
<p>Priority will be given within each criterion for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.</p> <p>The supporting evidence in Criteria 2 and 3 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant. Please refer to page 14 for full information on the medical criteria.</p>



\* For the purposes of criteria 4, 5 and 8, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

The defined boundary area for Heathrow Primary School includes residential properties located on the roads listed below

Ashby Way  
Blunts Avenue  
Bomer Close  
Chitterfield Gate  
Harmondsworth Lane 2 to 46 & 1 to 59  
Hollycroft Close  
Hollycroft Gardens  
Kenwood Close  
Russell Gardens  
Sipson Close  
Sipson Lane (from Sipson Road to M4 Spur)  
Sipson Road 1-10 Copsewood Court  
Sipson Road 239 to 501 & 356 to 544  
Sipson Way  
Vincent Close  
Vineries Close  
Wykeham Close

A map showing the defined boundary area for Heathrow Primary School can be found in Appendix 3.

## **ADMISSION ARRANGEMENTS FOR IN YEAR, JUNIOR, YEAR 10, SIXTH FORM AND NURSERY ADMISSIONS TO SCHOOL**

### **IN YEAR ADMISSIONS**

The following applications will be treated as in-year admissions during 2022/23:

- applications for admission to Reception which are received after 1 September 2022;
- for any school which has a published admission number (PAN) for Year 3, applications for admission to Year 3 which are received after 1 September 2022;
- applications for admission to Year 7 which are received after 1 September 2022;
- for any school which has a published admission number (PAN) for Year 10, applications for admission to Year 10 which are received after 1 September 2022;
- all other applications for admission to Years 1 to 6 and 8 to 11

Parents must apply directly to the admission authority for a community school or schools of their preference. The Local Authority is the admission authority for Community Schools. Academies, Voluntary Aided Schools, Foundation Schools, Free Schools, University Technical Colleges and Studio Schools are their own admission authorities. Parents can either apply directly to the non-community schools or through the Local Authority.

The relevant admission authority will make available a suitable form on which an application may be made. The Local Authority will make available a suitable form for parents to complete when applying for a place at any school for which they are not the admission authority as required.

Every admission authority is required to notify the Local Authority of both the application and the outcome of the application so that the Local Authority can meet its statutory duty to keep up to date figures on the availability of school places in the area.

Admission authorities must inform parents of their right of appeal against refusal of a place.

### **ADMISSION TO A JUNIOR SCHOOL FOR A PLACE IN YEAR 3**

In accordance with the co-ordination of junior school places, parents can complete a common application form naming up to 6 preferences for a junior school (see the co-ordinated scheme on the Hillingdon Council website).

Priority is given to pupils already attending year 2 in an infant school for admission to the linked junior school. In Hillingdon, infant and junior schools are linked where they share the same name.

Hillingdon residents with children attending year 2 in an infant School in Hillingdon must apply to continue their education at any junior school by completing the application form available from LB Hillingdon and online.

Hillingdon residents with children attending year 2 in an infant School not in Hillingdon will need to complete a Hillingdon application form. Details of the application will be forwarded to the maintaining local authority.

Residents whose children attend year 2 in an infant School in Hillingdon but do not live in Hillingdon will need to submit an application through their own local authority in order to be considered for a year 3 place in a Hillingdon junior school.

Any resident wishing to transfer from an infant school to a primary school at the start of year 3 should complete an In-Year application.

### **ADMISSION TO A SECONDARY SCHOOL IN YEAR 10**

Hillingdon Borough has four secondary schools that have a first-year intake in Year 10.

**De Salis Studio College**

**Parkside Studio College**

**Heathrow Aviation Engineering UTC**

**The Global Academy**

- For applications to De Salis Studio College and Parkside Studio College applicants are invited to complete a common application form naming up to 4 preferences. Applications for these two schools follow the same timetable as for secondary school applications in year 7 (see the co-ordinated scheme published on our website).
- For applications to Heathrow Aviation Engineering UTC applicants are invited to apply to the school direct via the school's online application form. The closing date for applications will be 31st December of the year prior to joining (i.e., for entry in September 2022, the deadline would be 31st December 2021). Parents will be notified of the outcome of their application by the UTC.
- For applications to The Global Academy applicants are invited to apply to the school direct via the school's online application form.

Hillingdon residents with children attending year 9 in a secondary school in Hillingdon can continue their education at their existing secondary school or they can apply to any school in or outside of Hillingdon with a year 10 transfer.

Residents whose children attend year 9 in a secondary school but do not live in Hillingdon will need to submit an application through their own local authority for De Salis Studio School and Parkside Studio College in order to be considered for a year 10 place.

Residents whose children attend year 9 in a secondary school but do not live in Hillingdon will need to apply direct to Heathrow Aviation Engineering UTC and The Global Academy direct in order to be considered for a year 10 place.

Any resident wishing to transfer their child from their existing secondary school to another secondary school other than at Year 10 transfer should complete an In-Year application or apply to the school direct.

## **SIXTH FORM ADMISSIONS**

All Hillingdon Secondary schools have sixth forms attached.

### Internal students

Each school will welcome applications from internal students who have attended year 11 of the school during the 2021/22 academic year. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements set by the school.

### External students

Each school will also accept applications for entry to the sixth form from external applicants. The published admission number for external applicants for entry to Year 12 in September 2022 will be published by each school. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements, which will be the same as those for internal applicants. Students should refer to each school's Sixth Form prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate. Should applications from suitably qualified external students exceed the number of places available each school will have to apply their published oversubscription criteria

## **NURSERY ADMISSIONS**

The local authority has delegated the admissions of nursery children to the governing body of community schools/nurseries. Applicants wishing to apply for a place must complete the application form and submit it directly to the school or nursery that they wish to apply for, in accordance with the dates set by the school.

Each nursery class within community infant and primary schools will either operate one or two part-time sessions of up to 3 hours a day or may also operate full-time provision for children of parents who meet the criteria for an offer of a full-time nursery place for children of working parents, depending on the school. This means that children might normally attend in the morning or afternoon, although if the school is offering the place more flexibly this could be over a longer period. Children attending a nursery in a community infant or primary school would normally either

attend for 5 morning or 5 afternoon sessions per week. If the school is offering full-time nursery provision for working parents (as defined by government guidelines), children would normally attend both morning and afternoon sessions, 5 days per week. Further information about individual nursery arrangements can be sought from the nursery school direct.

Attendance at a nursery does not guarantee a place in the reception of the school. In some instances, not all children attending the nursery will be allocated a place in the full-time school as there may be children not in the nursery who have a higher priority in respect of a full-time place.

## **DEFINITIONS AND ADDITIONAL PROCESSES**

### **LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN**

Within the admission arrangements for all community schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school. In addition, the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **MEDICAL/SOCIAL APPLICATIONS**

All community school admission arrangements include a medical/social criterion that gives priority for children (or children with immediate family members) who suffer from a long-term medical condition or have a social reason that makes it necessary that they attend a particular school and where attendance at any other school would present significant difficulties that cannot be overcome with reasonable adjustments.

Medical applications are considered on a case-by-case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school (or nearest suitable school) where mobility is a concern for either the child or a family member with sole responsibility for taking that child to school. The criteria may also be applied if a school has specific resources to cope with a particular medical condition that no other school within a reasonable distance can provide.

Currently, however, all primary schools are equally well-equipped to cope with any long-term medical condition that does not require an Education, Health and Care Plan. Decisions about whether to allow the medical criteria are made by the admissions authority and are required to be fair and consistent.

It is not possible to consider continuation of education from a school nursery to the mainstream school under the medical criteria. This is because nursery admissions procedures are normally carried out by the school and are not regulated or co-ordinated by the local authority. If a school were to give priority to children already attending its nursery, it would disadvantage parents of children who wish to attend the school but chose to send their children to a private nursery or chose not to send their children to a nursery and who live closer to the school.

Applications made under the medical criteria must be accompanied with details about the medical condition at the time of application and this must include written evidence from a GP/hospital consultant which clearly explains why a place is required at one particular school and the difficulties that would be experienced by the child or the family were the child to attend any other school.

Applications made under the social criteria must be accompanied with details about the social reason(s) that you would like to be considered and may include letters of support from professional services.

A decision will be made by the admissions committee to determine whether the medical/social criteria should be applied. The decision will be based on the evidence of need rather than a doctor's or other professionals' personal recommendation that a place is required at a particular school.

### **LATE APPLICATIONS / CHANGES TO THE APPLICATION FORM AFTER THE CLOSING DATE**

Application forms must be received by Hillingdon Council by the closing dates stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. This also applies to any changes to the application (eg order of school preference). However, in very exceptional circumstances, the application may be considered as on time but must be received by the dates stated in the schemes below. For example, if you have just moved to a new house, you must provide a letter from your solicitor confirming the completion date or a formal tenancy agreement. Decisions will be made considering each case on its own merits with agreement of the affected Admission Authority(s).

### **WAITING LISTS**

Waiting lists for Community Schools are maintained by the LA in accordance with the published admission criteria. Children's names will be added to the list at the request of a parent (in the case of in year applications) and places will be offered throughout the year as vacancies arise. Children may move down the waiting list if another family applies, with a higher priority under the admission criteria.

In the case of a new reception application, the child's name will automatically be placed on the waiting list for Hillingdon Community schools which were a higher preference than the offer made. Parents who wish their child to be added to the waiting list of a lower preference must reapply for a place at that school. Waiting lists are not compiled on a first come first served basis and so time on the list does not give any priority. A child's position on the waiting lists will be held for the academic year in which they apply.

Waiting lists for community schools will be maintained until the last day of the Summer term 2022 when they will be cancelled. Parents will be prompted to re-register their interest with the School Placement and Admissions Team should they wish to remain on a waiting list for future academic years.

## **DISTANCE CRITERION**

Distance is measured in a straight line from the child's home address (as defined below) to the school, using a Graphical Information System (GIS) which is based on Ordnance Survey data. The measurement is from the address point for the home address to the agreed address point for the school. The grid reference address points for community schools can be found in Appendix 1.

Distance is also used to determine priority within each criterion where there is more than one applicant who meets that criteria.

## **TIE BREAKER**

Where two or more children share a priority for a place, eg where two children live equidistant from a community school and only one place remains, Hillingdon Council will use a computerised random allocation to determine which child should be given priority.

Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats (as defined by Ordnance Survey) and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation (as described above).

## **HOME ADDRESS**

The address you provide must be your child's permanent address at the time/close of application. You must not use a business address, childminders or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

## **SHARED OR JOINT RESIDENCY**

Where a child lives with parents with shared parental 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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If no joint declaration is received by the closing date for applications and the residence is split equally, Hillingdon will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Hillingdon Council of any change of address.

## **TEMPORARY ADDRESSES**

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the



Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

### **EVIDENCE/PROOF OF ADDRESS**

You need to provide documentary evidence of address by including your Council Tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or further evidence is required, you will be contacted. In these cases, we will request that you provide one or more of the following documents:

- A mortgage/rent statement
- Recent utility bill
- Driving license (copy of your current driving licence)
- Household Insurance; A copy of your most recent household insurance (dated within the last 12 months)
- Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
- Motor policy insurance; A copy of your most recent motor policy insurance schedule (dated within the last 12 months)
- Child Benefit / Inland Revenue documents (if you are in receipt of either or both of these benefits); or
- Any other recently dated documents that we request depending on individual cases.

Please note that you can cover/erase any financial/personal information on these documents. The purpose of this document is to provide evidence of your address therefore we only require this to show your name, address and date of issue.

You must notify the School Placement and Admissions team if you move address. Your new address will not be updated until proof has been provided.

**Any proof of address provided must show the full name and match the details provided at the time of application.**

### **WITHDRAWAL OF PLACES**

Places offered at oversubscribed school will be withdrawn if:

- the offer was made in error
- an incorrect address or other false information is supplied
- parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be taken into account i.e., less than one term.

### **MULTIPLE BIRTHS**

Twins and children from multiple births when one of the siblings is the last child to be admitted at a community school will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. In such cases, Hillingdon Council will use a computerised random allocation to determine which child should be given priority. Where it is not possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists. For Key Stage 1 the child/children will be considered as an exception to the class size rule.

### **CHILDREN OF UK SERVICE PERSONNEL**

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2014. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

### **CHILDREN OF CROWN SERVANTS**

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

#### **Confirmation of relocation address**

It is important that parents are able to provide admission authorities with some certainty as to their relocation address, in order to ensure that places are allocated fairly and in accordance with each school's admissions criteria. Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return.

Parents should keep admission authorities informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to process their application.

For the purpose of starting primary/secondary the application must be submitted by the deadline.

### **APPLICATIONS FROM ABROAD**

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

### **APPLICATIONS FOR FAMILIES ARRIVING FROM ABROAD. INCLUDING FROM THE EU, FROM 1 JANUARY 2021**

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

[Read more on the government website](#)

### **FAIR ACCESS**

The Fair Access Protocol is used by local authorities to place pupils applying for an in-year school place in schools where the child is hard to place, for example where there are no vacancies at a school within a reasonable distance or where there are behaviour concerns. Please see the London Borough of Hillingdon's website for the Fair Access Protocol.

The Protocol will not apply to a looked after child, a previously looked after child or a child with an Education, Health and Care Plan naming the school in question, as these children must be admitted.

### **REQUESTS FOR ADMISSION TO SCHOOL OUTSIDE A CHILD'S AGE GROUP**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

### **Summer born**

Parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school in Reception only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after their fifth birthday.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date of allocation. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority. If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is

not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.

Any decision is applicable only to the school for which the Admission Authority is responsible.

#### How to apply

- When a parent feels their child should be educated in a higher chronological age group, parents will need to apply for admission the year before the child would normally apply for school.
- Or when a parent would like their child educated in a lower chronological age group, parents would need to apply as part of the normal admissions round for a school, they should initially apply for a school place by 15 January in the year of the chronological cohort.
- In both instances, parents should put forward their request for their child to be educated out of their chronological year group along with any supporting evidence that they may have. They can complete the 'out of cohort request application' available on Hillingdon Admissions website page.

Whilst there is no expectation for parents to obtain professional evidence that they do not already have, it may be useful to demonstrate why it would be in the child's best interests to be admitted out of their chronological year group. This process will ensure that an in-principle decision can be made in good time and that the child does not miss out on accessing a year of education should the request to educate out of the chronological year be refused. However, any offer of a place in a child's correct chronological year group cannot be held until the following academic year.

As such, if an admission authority agrees in principle that an out of year group placement would be appropriate, the parent would have to apply again in the following year in order for their child's application to be considered according to the admission criteria for that school alongside other applicants in that year. In addition, one admission authority cannot be required to honour a decision made by another admission authority. Parents should therefore consider whether to request admission out of the normal year group at all their preference schools rather than just their first preference.

Where requests are received the decision will be made according to the circumstances of the case and what is in the best interest of the child. In each case, the decision will be made by the admission authority for the school, taking into consideration the following;

- Parent's views
- Head teacher's views
- Information about child's academic, social and emotional development
- Relevant medical history and views of a medical professional
- Previous experience of education outside of the child's normal age group
- Premature children who would be in a lower age group if not born prematurely.

#### **DEFERRED ADMISSION**

In Hillingdon, children can start school in the September immediately following the child's fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the year or until the child is statutory school age and can request that their child takes up the place part-time until this time.

Parents should discuss all the options with the Headteacher of the school taking into account their views of a child's maturity and readiness to enter reception class.

## **APPEALS**

Where a place cannot be offered parents/applicants have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which they have applied.

Hillingdon Council is the admission authority for all community primary schools in Hillingdon and is responsible for arranging and hosting the appeal hearings for these schools. The timetable for organising and hearing community school appeals is as follows:

<b>Year of entry</b>	<b>Appeals can be submitted</b>	<b>Appeal to be heard</b>
Reception starting September 2022 (on-time application)	From 18 April 2022 - 16 May 2022	Will be heard within 40 school days of the deadline for lodging appeals. Will be heard before the end of the summer term 2022.
Year 3 starting September 2022 (on-time application)	From 18 April 2022 - 16 May 2022	Will be heard within 40 school days of the deadline for lodging appeals. Will be heard before the end of the summer term 2022.
Reception starting September 2022 (late application)	From 18 April 2022 - 31 August 2022	Will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged. No guarantee that the appeal hearing will be arranged before the end of the summer term.
Year 3 starting September 2022 (late application)	From 18 April 2022 - 31 August 2022	Will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

		No guarantee that the appeal hearing will be arranged before the end of the summer term.
In year applications September 2022 - July 2023	Throughout the academic year	Will be heard within 30 school days of the appeal being lodged.

Once an appeal has been lodged, appellants will receive at least 10 school days' notice of their appeal hearing date.

Appeal papers will be sent to all parties at least 5 school days prior to the appeal hearing.

Parents/applicants can submit additional evidence prior to the appeal hearing, however this should be submitted to the local authority at least 5 school days prior to the appeal hearing for the additional information to be considered.

### **RELEVANT AREA**

The Relevant Area for the local authority is the whole of the borough of Hillingdon. This is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 requires the Local Authority to consult on and review its Relevant Area every two years.

## **APPENDIX 1**

### Primary School Admission Numbers for 2022/23

Name of School	Proposed Admission 2022/23	Distance Priority Radius	OS Distance measurement point	
			Easting	Northing
Belmore Primary	90 *			
Bishop Winnington Ingram CE Primary	30 *			
Botwell House Catholic Primary	90 *			
Bourne Primary	30	500m	5113470	1849230
The Breakspear	90	1000m	5073990	1867900
Brookside Primary	90 *			
Charville Primary	90 *			
Cherry Lane Primary	90	1000m	5069400	1787040
Colham Manor Primary	90	1000m	5070710	1814570
Coteford Junior	81 *			
Coteford Infant	81	1000m	5101860	1884560
Cowley St Laurence CE School	60 *			
Cranford Park Primary	120 *			
Deanesfield Primary	90	1000m	5117330	1857160
Dr Triplett's CE Primary	60 *			
Field End Junior	120	1250m	5116800	1864470
Field End Infant	120	1250m	5116800	1864470
Frithwood Primary	60	750m	5097090	1917030
Glebe Primary	90	1000m	5084910	1856020
Grange Park Junior School	120 *			
Grange Park Infant School	120 *			
Guru Nanak Sikh Academy	60 *			
Harefield Junior	90	1000m	5051120	1905470
Harefield Infant	90	1000m	5050500	1905440
Harlyn Primary	90	1000m	5107530	1898450
Harmondsworth Primary	30	Boundary	5056554	1775246
Hayes Park School	90 *			
Heathrow Primary	60	Boundary	5069880	1779160
Hermitage Primary	60	750m	5059090	1844990
Hewens Primary	60 *			
Highfield Primary	60	750m	5079410	1828860
Hillingdon Primary	90 *			
Hillside Junior	90 *			
Hillside Infant	90 *			
Holy Trinity CE Primary	30 *			
John Locke	90 *			
Lady Bankes Junior	90	1000m	5104530	1869190
Lady Bankes Infant	90	1000m	5104530	1869190
Lake Farm Park	90 *			
Laurel Lane Primary	60 *			
Minet Junior	120	1250m	5105625	1803597

Minet Infant	120	1250m	5105625	1803597
Nanaksar Primary	120 *			
Newnham Junior	90	1000m	5114410	1874320
Newnham Infant	90	1000m	5114410	1874320
Oak Farm Junior	90 *			
Oak Farm Infant	90 *			
Pinkwell Primary	90 *			
Rabbsfarm Primary	90	1000m	5060502	1809622
Rosedale College	60 *			
Ruislip Gardens Primary	60	750m	5095590	1859390
Ryefield Primary	60 *			
Sacred Heart Catholic Primary	90 *			
St Andrew's CE Primary	30 *			
St Bernadette's Primary	60 *			
St Catherine's Catholic Primary	30 *			
St Mary's Catholic Primary	30 *			
St Martin's CE Primary	60 *			
St Matthew's CE Primary	60 *			
St Swithun Wells Catholic Primary	30 *			
Warrender Primary	60	750m	5099640	1876864
West Drayton Primary	90 *	1000m		
Whitehall Junior	120	1250m	5054670	1834820
Whitehall Infant	120	1250m	5054670	1834820
Whiteheath Junior	90	1000m	5082480	1879920
Whiteheath Infant	90	1000m	5081150	1880740
William Byrd Primary	90 *			
Wood End Park Community	150 *			
Yeading Junior	128	1250m	5112070	1815330
Yeading Infant	120	1250m	5111150	1815950

\* These schools are their own admission authority. Any changes to their admission arrangements will be consulted on separately.

All schools that are their own admission authority must consult on any changes to their admission arrangements separately.

Some Hillingdon primary schools may also apply for a variation to their Published Admission Number for September 2022.



## **APPENDIX 2**

### **SECONDARY SCHOOLS ADMISSION NUMBERS FOR 2022/23**

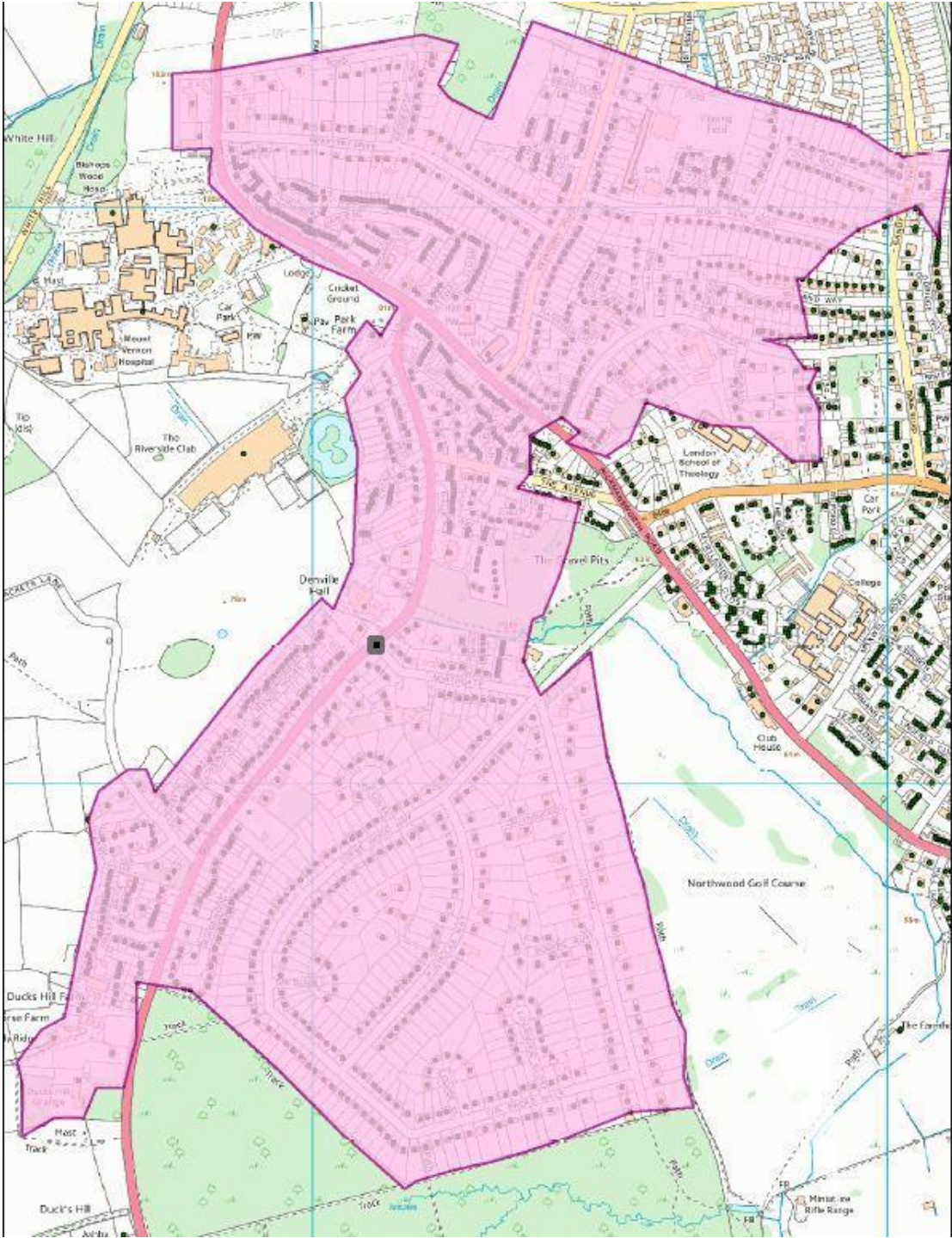
<b>Name of School</b>	<b>Proposed Admission Number 2022/23</b>
Barnhill Community High	240
Bishop Ramsey CE	186
Bishopshalt	186
De Salis Studio College	60*
Douay Martyrs Catholic	240
Global Academy UTC	200*
Guru Nanak Sikh	180
Harefield Academy	90
Harlington Community	195
Haydon	300
Heathrow Aviation Engineering UTC	60*
Hewens College	120
Northwood	180
Oak Wood	270
Parkside Studio College	60*
Park Academy West London	180
Queensmead	240
Rosedale College	180
Ruislip High	210
Swakeleys	240
Uxbridge High	230
Vyners	240

All Hillingdon secondary schools are their own admission authority. Any changes to their admission arrangements will be consulted on separately. Some schools may offer temporary extra places above PAN for September 2022 which will be agreed with the local authority to meet increased demand. This does not require consultation and is within their building capacity.

\* These schools admit students only from the ages of 14 – 19 years (starting at Year 10).

**APPENDIX 3**  
**Defined Boundary Area maps**

Frithwood Primary School



Harmondsworth Primary School



Heathrow Primary School

