



**LB Hillingdon Community School**  
**Determined Admission Arrangements 2021-2022**

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

(except for Deanesfield Primary School, 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 psychological 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 psychological 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 living nearest the school within the distance priority radius.
8. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
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 criteria 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</p>

Hospital Consultant. Please refer to page 16 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. 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 DEANESFIELD 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 psychological 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 psychological condition which makes it necessary for them to attend a particular school.
4. Children who have a sibling* living within the distance priority radius.
5. Children who have a sibling* who was admitted to the full time school prior to 31st August 2017.
6. Children living nearest the school within the distance priority radius.
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. 15 places will be made available to children living nearest the nodal point using the co-ordinates 5111140, 1854020 (South Ruislip Underground Station).
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 criteria 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</p>

Hospital Consultant. Please refer to page 16 for full information on the medical criteria.

\* For the purposes of criteria 4, 5 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 8 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)

A map showing the main measuring point and nodal measuring point for Deanesfield Primary School can be found in Appendix 3.

## **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 psychological 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 psychological 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 criteria 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 16 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 psychological 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 psychological 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 criteria 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</p>



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 16 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 psychological 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 psychological 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 criteria 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 16 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 2020/21:

- applications for admission to Reception which are received after 1 September 2021;
- 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 2021;
- applications for admission to Year 7 which are received after 1 September 2021;
- 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 2021;
- 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 page 35).

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 on page 26).
- For applications to Heathrow Aviation Engineering UTC applicants are invited to apply to the school direct via the schools online application form. The closing date for applications will be 31st December of the year prior to joining (i.e. for entry in September 2021, the deadline would be 31st December 2020). 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 schools 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 2020/21 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 2021 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 criteria 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 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 applications, 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 2021 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 criteria 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, childminder's 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 ie 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. Similarly, if the child is a European Economic Area national, there is unrestricted entry to the UK and they can also apply using

an overseas address. 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 can not be provided the application may not be processed.

### **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. 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 16 April 2022 - 14 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 2021.
Year 3 starting September 2022 (on-time application)	From 16 April 2022 - 14 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 2021.
Reception starting September 2022 (late application)	From 16 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 16 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 2021 - July 2022	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.



## **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

### **Hillingdon Council's Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in Maintained Schools and Academies in 2021/22**

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## **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

### **Hillingdon Council's Schemes for Co-ordination of Admissions to Year 7/Year 10 and Reception/Junior in 2020/21**

#### **Definitions used in the Scheme**

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA

“the Local Admission System (LAS)”	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which outcome letters are posted to parents/carers. 1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and

Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

## **PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM**

### **Hillingdon Council's Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2021/22**

#### **Applications**

1. Hillingdon will advise home LAs of their resident pupils on the roll of Hillingdon's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Hillingdon will be made on Hillingdon's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Hillingdon to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Hillingdon will take all reasonable steps to ensure that every parent/carer who is resident in Hillingdon and has a child in their last year of primary education within a maintained school or academy, either in Hillingdon or any other maintaining LA, is informed how they can access Hillingdon's composite prospectus and apply online. Parents/carers who do not live in Hillingdon will have access to Hillingdon's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
4. The admission authorities within Hillingdon will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Hillingdon, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Hillingdon, they will be available on

Hillingdon's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Hillingdon's composite prospectus and website will indicate which schools in Hillingdon require supplementary forms to be completed and where they can be obtained.

6. Where an admission authority in Hillingdon receives a supplementary information form, Hillingdon will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hillingdon. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including 'first preference first' arrangements. However, where a parent resident in Hillingdon expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
9. Hillingdon undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Hillingdon's primary school data and the further investigation of any discrepancy. Where Hillingdon is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 December 2020**.
10. Hillingdon will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **12 November 2020**.
11. Hillingdon will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Hillingdon to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **12 November 2020**.

## Processing

12. Applicants resident within Hillingdon must return the Common Application Form, which will be available and able to be submitted on-line, to Hillingdon by **31 October 2020**. However, Hillingdon will publish information which encourages applicants to submit their application by **23 October 2020 (i.e. the Friday before half term)**, to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Hillingdon's scheme, will be up-loaded to the PLR by **12 November 2020**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
14. Hillingdon shall, in consultation with the admission authorities within Hillingdon's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
15. Hillingdon will accept late applications only if they are late for a good reason, deciding each case on its own merits.
16. Where such applications contain preferences for schools in other LAs, Hillingdon will forward the details to maintaining LAs via the PLR as they are received. Hillingdon will accept late applications which are considered to be on time within the terms of the home LA's scheme.
17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 December 2020**.
18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **10 December 2020**, on the basis that an on-time application already exists within the Pan-London system.
19. Hillingdon will participate in the application data checking exercise scheduled between **14 December 2020 and 4 January 2021** in the Pan-London timetable in Schedule 3A.
20. All preferences for schools within Hillingdon will be considered by the relevant admission authorities without reference to rank

order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Hillingdon have provided a list of applicants in criteria order to Hillingdon, Hillingdon shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]

21. Hillingdon will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
22. Hillingdon will upload the highest potential offer available to an applicant for a maintained school or academy in Hillingdon to the PLR by **29 January 2021**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
23. The LAS of Hillingdon will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **12 February 2021** if this is sooner.
24. Hillingdon will not make an additional offer between the end of the iterative process and **1 March 2021** which may impact on an offer being made by another participating LA.
25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Hillingdon, Hillingdon will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hillingdon will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Hillingdon will accept that the applicant(s) affected might receive a multiple offer.
26. Hillingdon will participate in the offer data checking exercise scheduled between **15 and 22 February 2021** in the Pan-London timetable in Schedule 3A.
27. Hillingdon will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2021**. (33 London LAs & Surrey LA only).

## Offers

28. Hillingdon will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. Where this is the case, Hillingdon will try and offer a place at the nearest suitable academy, foundation or voluntary aided school with a vacancy.
29. Hillingdon will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
30. Hillingdon's outcome letter will include the information set out in Schedule 2.
31. On **1 March 2021**, Hillingdon will send by first class post notification of the outcome to resident applicants.
32. Hillingdon will provide primary schools with destination data of its resident applicants by the end of the Summer term 2021.

## Post Offer

33. Hillingdon will request that resident applicants accept or decline the offer of a place by **15 March 2021**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Hillingdon accepts or declines a place in a school within the area of another LA by **15 March 2021**, Hillingdon will forward the information to the maintaining LA by **22 March 2021**. Where such information is received from applicants after **15 March 2021**, Hillingdon will pass it to the maintaining LA as it is received.
35. Where a place becomes available in an oversubscribed maintained school or academy in Hillingdon's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
36. When acting as a maintaining LA, Hillingdon will place an applicant resident in the area of another LA on a waiting list of any higher preference school in Hillingdon's area.
37. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hillingdon's area, the



admission authority will inform Hillingdon of a potential offer, in order that the offer may be made by the home LA.

38. When acting as a maintaining LA, Hillingdon will inform the home LA, where different, of an offer for a maintained school or Academy in Hillingdon's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
39. When acting as a maintaining LA, Hillingdon and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
40. When acting as a home LA, Hillingdon will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
41. When acting as a home LA, when Hillingdon is informed by a maintaining LA of an offer which can be made to an applicant resident in Hillingdon's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
42. When acting as a home LA, when Hillingdon has agreed to a change of preference or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 40 and 41 shall apply to the revised order of preferences.
43. When acting as a maintaining LA, Hillingdon will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
44. When acting as a maintaining LA, Hillingdon will accept a change of preference or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
45. Applicants will be automatically placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered unless they indicated they do not wish to remain on the waiting list.
46. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
47. Hillingdon, when acting as a home LA, will set a timetable for making offers post National Offer Day and publish this on Hillingdon Council's website. The second round of offers will

be made the week beginning 30 March 2020 at the very latest. Subsequent offers will initially be made every two weeks.

47. Hillingdon, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.
48. Applicants will be automatically placed on the waiting list for Hillingdon school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list. For schools maintained by other LA's, Hillingdon will request that Hillingdon residents are automatically placed on waiting lists, However, applicants will be advised to check the policy for maintaining boroughs.
49. Applicants on the waiting list for a higher ranked school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn under the coordinated admission arrangements.

## **PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM**

### **Hillingdon Council's Scheme for Co-ordination of Admissions to Reception/Junior in 2021/22**

#### **Applications**

1. Applications from residents of Hillingdon will be made on Hillingdon's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Hillingdon to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Hillingdon will take all reasonable steps to ensure that every parent/carer who is resident in Hillingdon and has a child in a nursery class within a maintained school or academy, either in Hillingdon or any other maintaining LA, is informed how they can access Hillingdon's composite prospectus and apply online. Parents/carers who do not live in Hillingdon will have access to Hillingdon's composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.
3. The admission authorities within Hillingdon will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Hillingdon, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Hillingdon, they will be available on Hillingdon's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. Hillingdon's composite prospectus and website will indicate which schools in Hillingdon require supplementary forms to be completed and where they can be obtained.
5. Where a school in Hillingdon receives a supplementary information form, Hillingdon will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's

Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hillingdon to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Hillingdon expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Hillingdon undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against Hillingdon's maintained nursery and primary school data and the further investigation of any discrepancy. Where Hillingdon is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 February 2021**.
9. Hillingdon will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **12 February 2021**.
10. Hillingdon will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of Hillingdon to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2021**.

### **Processing**

11. Applicants resident within Hillingdon must return the Common Application Form, which will be available and able to be submitted on-line, to Hillingdon by **15 January 2021**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Hillingdon's scheme, will be up-loaded to the PLR by **5 February 2021**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. Hillingdon shall, in consultation with the admission authorities within Hillingdon's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
14. Hillingdon will accept late applications only if they are late for a good reason, deciding each case on its own merits.
15. Where such applications contain preferences for schools in other LAs, Hillingdon will forward the details to maintaining LAs via the PLR as they are received. Hillingdon will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 February 2021**.
17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **11 February 2021**, on the basis that an on-time application already exists within the Pan-London system.
18. Hillingdon will participate in the application data checking exercise scheduled between **11 and 26 February 2021** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within Hillingdon will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Hillingdon have provided a list of applicants in criteria order to Hillingdon, Hillingdon shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. Hillingdon will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in Hillingdon before uploading data to the PLR.
21. Hillingdon will upload the highest potential offer available to an applicant for a maintained school or academy in Hillingdon to the PLR by **19 March 2021**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Hillingdon will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within

deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **26 March 2021** if this is sooner.

23. Hillingdon will not make an additional offer between the end of the iterative process and the **16 April 2021** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Hillingdon, Hillingdon will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hillingdon will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Hillingdon will accept that the applicant(s) affected might receive a multiple offer.
25. Hillingdon will participate in the offer data checking exercise scheduled between **29 March and 9 April 2021** in the Pan-London timetable in Schedule 3B.
26. Hillingdon will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2021**. (33 London LAs & Surrey LA only).

## Offers

27. Hillingdon will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. Where this is the case, Hillingdon will try and offer a place at the nearest suitable academy, foundation, community or voluntary aided school with a vacancy.
28. Hillingdon will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. Hillingdon's outcome letter or e-mail will include the information set out in Schedule 2.
30. Hillingdon will, on **16 April 2021**, send by first class post or e-mail notification of the outcome to resident applicants.
31. Hillingdon will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2020.

## Post Offer

32. Hillingdon will request that resident applicants accept or decline the offer of a place by **30 April 2021**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Hillingdon accepts or declines a place in a school maintained by another LA by **30 April 2021**, Hillingdon will forward the information to the maintaining LA by **7 May 2021**. Where such information is received from applicants after **30 April 2021**, Hillingdon will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Hillingdon's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
35. When acting as a maintaining LA, Hillingdon will place an applicant resident in the area of another LA on a waiting list of any higher preference school.
36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hillingdon's area, the admission authority will inform Hillingdon of a potential offer, in order that the offer may be made by the home LA.
37. When acting as a maintaining LA, Hillingdon will inform the home LA, where different, of an offer for a maintained school or Academy in Hillingdon's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
38. When acting as a maintaining LA, Hillingdon and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
39. When acting as a home LA, Hillingdon will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
40. When acting as a home LA, when Hillingdon is informed by a maintaining LA of an offer which can be made to an applicant resident in Hillingdon's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

41. When acting as a home LA, when Hillingdon has agreed to a change of preference or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
42. When acting as a maintaining LA, Hillingdon will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
43. When acting as a maintaining LA, Hillingdon will accept a change of preference or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
44. Applicants will be automatically placed on the waiting list for school(s) ranked higher on the Common Application Form than any school already offered unless they indicated they do not wish to remain on the waiting list.
44. Waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission criteria.
45. Hillingdon will maintain waiting lists for Community Schools until at least **31 December 2021**, in accordance with paragraph 2.14 of the School Admissions Code 2014.
46. Hillingdon, when acting as a home LA, will set a timetable for making offers post National Offer Day and publish this on Hillingdon Council's website. The second round of offers will be made the week beginning 11 May 2021 at the very latest. Subsequent offers will initially be made every two weeks.
47. Hillingdon, when acting as a home LA, will determine and state here that after preferences expressed in accordance with paragraph 7 above have been determined, applicants may express additional preferences before the start of the school term. The number of additional preferences will be unrestricted.
48. Applicants will be automatically placed on the waiting list for Hillingdon school(s) ranked higher on the Common Application Form than any school already offered unless they indicate they do not wish to remain on the waiting list. For schools maintained by other LA's, Hillingdon will request that Hillingdon residents are automatically placed on waiting lists, However, applicants will be advised to check the policy for maintaining boroughs.
49. Applicants on the waiting list for a higher ranked school, after a school place has been allocated, are indicating they prefer this school to the school already allocated. If at a later date a place is offered from the waiting list, this new offer will supersede any



previous offer, which will then be withdrawn under the coordinated admission arrangements.

## **PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME SCHEDULE 1**

### **Minimum Content of Common Application Form for Admissions to Year 7/Year 10 and Reception/Junior in 2021/22**

**Child's details:**

Surname  
Forename(s)  
Middle name(s)  
Date of Birth  
Gender  
Home address  
Name of current school  
Address of current school (if outside home LA)

**Parent's details:**

Title  
Surname  
Forename  
Address (if different to child's address)  
Telephone Number (Home, Daytime, Mobile)  
Email address  
Relationship to child

**Preference details (x 6 recommended):**

Name of school  
Address of school  
Preference ranking  
Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)  
Does the child have an Education, Health and Care Plan Y/N  
Is the child a 'Child Looked After (CLA)'? Y/N  
Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N  
If yes, name of responsible local authority  
Surname of sibling  
Forename of sibling  
DOB of sibling  
Gender of sibling  
Name of school sibling attends

**Other:**

Signature of parent or guardian  
Date of signature

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

### SCHEDULE 2

#### Template Outcome Letter for Admissions to Year 7 and Reception/Junior in 2021/22

From: Home LA

Date: **1 March 2021 (sec)**  
**16 April 2021 (prim)**

Dear Parent/Carer,

Application for a Secondary / Primary School

*I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You 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 you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated.

*Please return the reply slip to me by **15 March 2021 (sec) / 30 April 2021 (prim)**. If you have any questions about this letter, please contact me on*

\_\_\_\_\_.

Yours sincerely

*(First preference offer letters should include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

Timetable for Admissions to Year 7/Year 10 in 2021/22

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
Sat 31 Oct 2020	Statutory deadline for receipt of applications	12
Thurs 12 Nov 2020	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).	10,11,13
Fri 11 Dec 2020	Deadline for the upload of late applications to the PLR.	17
Mon 14 Dec 2020 – Mon 4 Jan 2021	Checking of application data	19
Fri 29 Jan 2021	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)	22
Fri 12 Feb 2021	Final ALT file to PLR	23
Mon 15– Mon 22 Feb 2021	Checking of offer data	26
Tue 23 Feb 2021	Deadline for on-line ALT file to portal	27
Mon 1 Mar 2021	Offer letters posted.	31
Mon 15 Mar 2021	Deadline for return of acceptances	33
Mon 22 Mar 2021	Deadline for transfer of acceptances to maintaining LAs	34

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

Timetable for Admissions to Reception/Junior in 2021/22

<b>Date</b>	<b>Process</b>	<b>Paragraph</b>
Fri 15 Jan 2021	Statutory deadline for receipt of applications	11
Fri 5 Feb 2021	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)	9,10,12
Fri 12 Feb 2021	Deadline for the upload of late applications to the PLR.	16
Mon 15 Feb- Fri 26 Feb 2021	Checking of application data	18
Fri 19 Mar 2021	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).	21
Fri 26 Mar 2021	Final ALT file to PLR	22
Mon 29 Mar - Fri 9 Apr 2021	Checking of offer data	25
Tues 13 Apr 2021	Deadline for on-line ALT file to portal	26
Tues 16 April 2021	Offer letters posted.	30
Fri 30 April 2021	Deadline for receipt of acceptances	32
Fri 7 May 2021	Deadline for transfer of acceptances to maintaining LAs	33

## **APPENDIX 1**

### Primary School Admission Numbers for 2021/22

Name of School	Proposed Admission 2021/22	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	0 *			
Newnham Junior	90	1000m	5114410	1874320
Newnham Infant	90	1000m	5114410	1874320
Oak Farm Junior	90 *			
Oak Farm Infant	90 *			
Pinkwell Primary	150 *			
Rabbsfarm Primary	90	1000m	5060502	1809622
Rosedale College	60 *			
Ruislip Gardens Primary	90	1000m	5095590	1859390
Ryefield Primary	90 *			
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	90 *			
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 2020.

## **APPENDIX 2**

### **SECONDARY SCHOOLS ADMISSION NUMBERS FOR 2021/22**

<b>Name of School</b>	<b>Proposed Admission Number 2021/22</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	224
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 2020 which will be agreed with the local authority to meet increased demand. This does not require consultation and is within their building capacity.

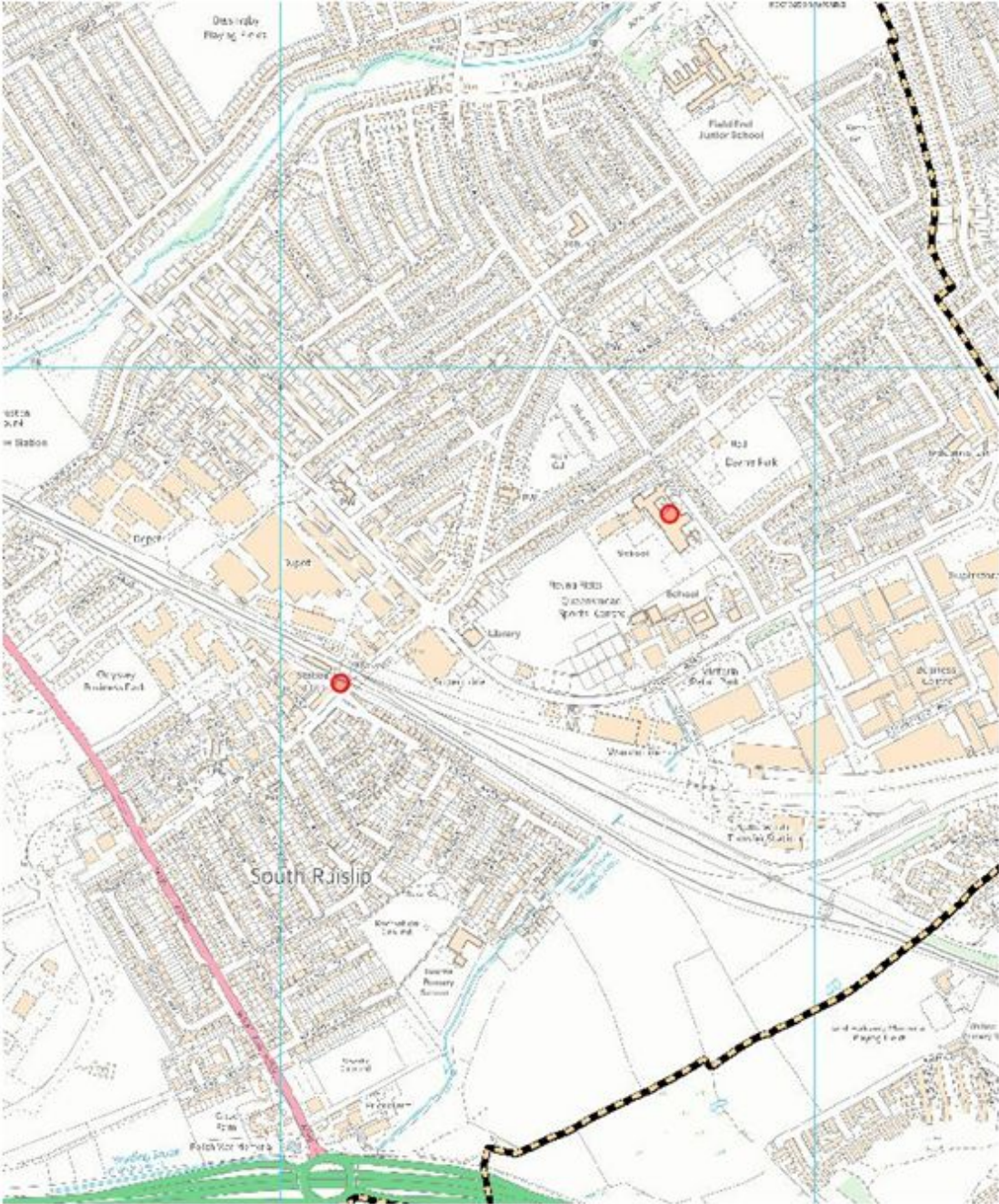
\* These schools admit students only from the ages of 14 – 19 years (starting at Year 10).



**APPENDIX 3**

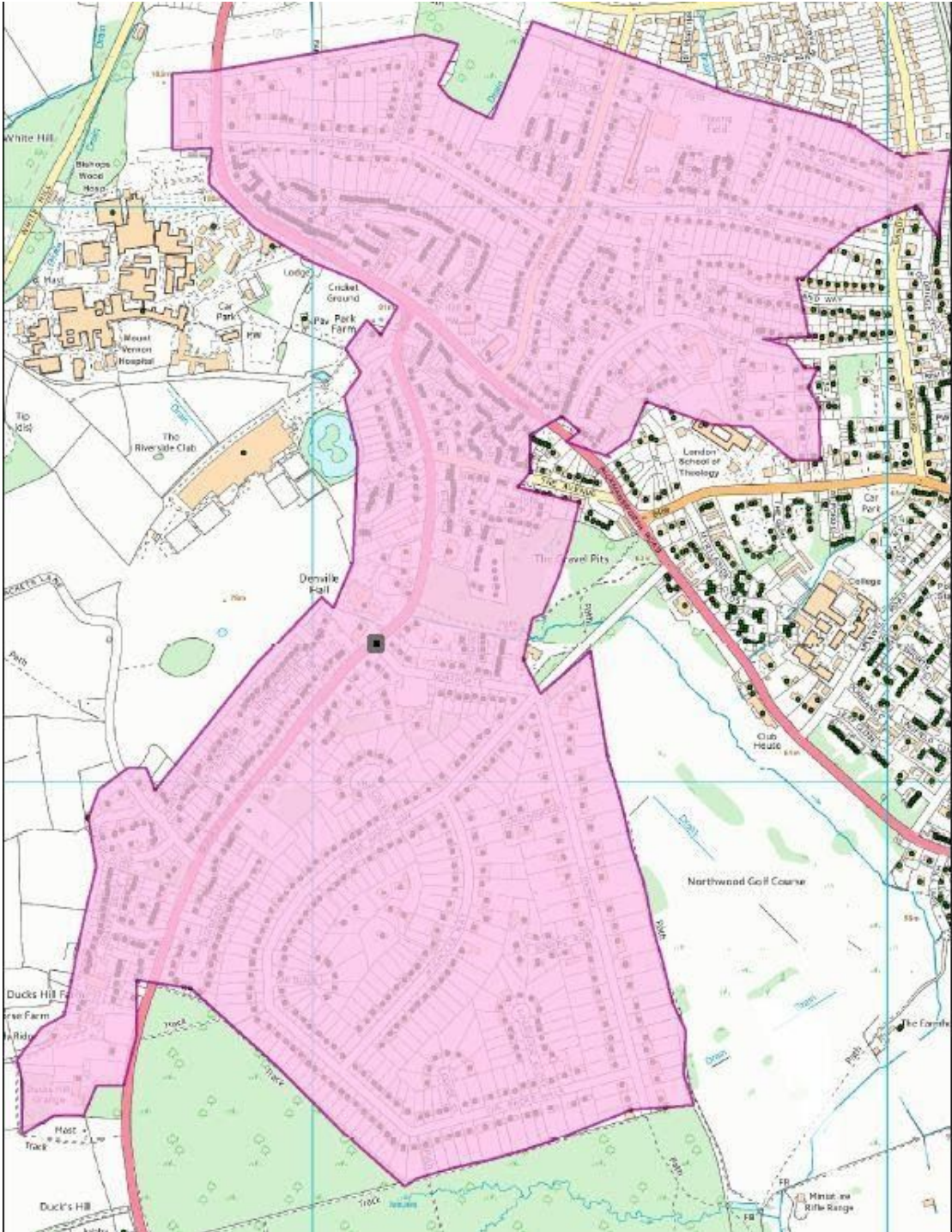
**Nodal point map**

Deanesfield Primary School



**Defined Boundary Area maps**

Frithwood Primary School



Harmondsworth Primary School



Heathrow Primary School

