



# Starting primary school

September 2018

For Hillingdon residents only

**Apply online, apply in time at**

[www.hillingdon.gov.uk/  
schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

**Closing date for applications is  
15 January 2018**



**HILLINGDON**  
LONDON

[www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

This leaflet explains how to apply for a primary school place for  
**children born between  
1 September 2013 and 31 August 2014**

**If your child already has an Education, Health and Care (EHC) Plan,** you are not required to complete an application. You will follow a different admissions process with your SEN caseworker. For more information, please call the SEN team on  01895 250244.

## **Before you apply**

- 1. Read the *School admissions 2018* brochure,** which is available on our website:

 [www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

The brochure contains a lot of useful information on making your application, choosing your schools, frequently asked questions and all of the schools' individual admissions criteria and contact details.

If you do not have internet access at home, you can use the internet at your local library for free.

- 2. Book onto our information sessions**

Meet the School Placement and Admissions team, learn about the process and how places are offered, get help to apply online, receive information on schools and much more. These will be held on Wednesday 8 November 2017 and Tuesday 5 December 2017 at the Civic Centre, Uxbridge.

**To book, please visit**

 [www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

- 3. Visit the schools you are selecting** – please ensure you contact the schools first to arrange a suitable time to visit. Some schools have included their open day dates and times in our online brochure.
- 4. Admissions criteria calculator** (for community schools only)  
Unsure which criteria your child falls under? This handy tool will help you find out which criteria your application will meet and the distance from your home address to the school.  
Visit  [www.hillingdon.gov.uk/primary](http://www.hillingdon.gov.uk/primary)

## Supplementary information forms

Some schools request additional information using a supplementary information form (SIF). Please check with all the schools you are applying for whether or not a SIF is required.

The forms can be obtained from the schools' individual websites, the Hillingdon Council website or by calling the school direct, and must be returned to the school by 15 January 2018.

If you are applying for schools outside of Hillingdon, please check with each school to see if they require a form or any other additional information.

## Top tips when choosing your preferences

- **Be realistic when deciding your preferences** – your child may end up without a preference school offer if you do not meet a high enough criterion for the schools you apply for. This may happen, for example, if you live too far from the school or if you name a faith school and do not meet the faith criteria.
- **Try to use all six preferences** – or as many as you can. Failure to do so will restrict our ability to offer you a place at a school of your choice if the other preferences cannot be met. If you only apply to one school, you will only be considered for one school. You are, therefore, missing the opportunity to be considered for other schools, should your preference not be successful.
- **Include your local school in your preferences** – even if you list the school as your lowest preference. Failure to apply now may mean the school is full after offer day.
- **Do not make decisions based on other people's opinions or experiences.** Your situation is different and things change every year. Once you have visited the schools, you will be able to make your own decisions.
- **Choosing your preference** – you should list your preferences in the order you would like us to consider them if more than one school is able to make an offer. We recommend putting your favourite school as first preference even if you think it's unlikely that that school will be able to make an offer.

## How to apply

### **Closing date for applications is Monday 15 January 2018.**

If you do not apply on time, you will greatly reduce your chances of being offered one of your preference schools. We recommend you submit your application by Monday 8 January 2018, to ensure it is received on time.

You will need to complete the primary school application form online via  [www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)

## Benefits of applying online

Last year, 95% of applications were made online.

- It is quick, easy to use and secure.
- You can apply from home 24 hours a day, seven days a week.
- There is no risk your application will be lost in the post.
- You will receive email confirmation that your application has been received.
- You can change your application up to midnight on the closing date.
- The result of your application will be available online on offer day.
- You can accept your offer online.

## Proof of address

When making your application, you must supply proof of address for yourself (the person making the application) and for the child. More information is available in the *School admissions 2018* brochure.

## How places are offered

Each school has a Published Admissions Number (PAN); this is the maximum number of pupils that can be admitted to the school in that year. Many schools receive more applications than there are places available. To decide which children to offer the places to, each school's oversubscription criteria are used. Different schools have different criteria, so it is important you check the admissions arrangements for all the schools you apply for.

For a summary of each school's criteria, please read our *School admissions 2018* brochure via

 [www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions).

## **The application criteria**

A number of Hillingdon schools allocate places by taking into consideration the following criteria.

### **Looked after children/previously looked after children**

You need to state whether or not your child is, or has previously been, in the care of a local authority. A child currently looked after or in public care is defined as being in the care of the local authority, for example, in foster care or a children's home. A previously looked after child is a child who was adopted, or made subject to a child arrangement order or a special guardianship order, immediately following having been looked after.

### **Siblings**

Generally, a sibling means a child's brother or sister, stepbrother or stepsister, with at least one parent in common, and/or an adopted brother or sister living in the same household. The sibling must be attending the school named at the time of admission in September 2018. All Hillingdon community schools now consider children who have a sibling in the school and whether they are living within or outside a prescribed distance priority radius/area. The priority radius is set for individual schools.

Any applicant whose sibling started full-time before 31 August 2017 will be given priority over distance applicants regardless of where they live.

### **Medical**

The admission arrangements for most primary schools include a medical criteria that gives priority for children (or children with immediate family members) who suffer from a long-term medical condition that makes it necessary that they attend a particular school and where attendance at any other school would present significant difficulties.

Although each medical application is 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 for the

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. 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.

Please be aware that it is not possible to consider a pupil's attendance at the nursery school while allocating school places. Further information can be found on the back page of this leaflet.

If you would like to apply for a school place under the medical criteria, you must supply details about the medical condition at the time of application, and this must include written evidence from a GP/hospital consultant, clearly explaining why a place is required at one particular school and the difficulties that would be experienced by the child/family were the child to attend any other school. A decision will be made by an admissions committee to determine whether the medical criteria should be applied. The decision will be based on the evidence of need rather than a doctor's personal recommendation that a place is required at a particular school.

This information must be supplied with your child's application before the closing date 15 January 2018.

## **Distance**

Distance is measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats/apartments) to a fixed point in the school.

All Hillingdon community schools now consider children living within or outside a prescribed distance priority radius/area. The priority radius is set for individual schools.

Admissions criteria for all schools are published in the *School admissions 2018* brochure. If you are unsure which criteria your child falls under, use the admissions criteria calculator available at

 [www.hillingdon.gov.uk/primary](http://www.hillingdon.gov.uk/primary)

## **Children of staff**

Some schools, including all community schools, have a criterion for children of staff/teaching staff. If you work at a school for which you are applying, please indicate this, including the name of the school in which you work on the application form. Priority may only be given to applicants whose parent(s) is a member of staff of a preferred school recruited to fill a vacant post for which there is a demonstrable skills shortage.

**All preferences are treated equally** and the order of your preference is not revealed to the schools. When a child can be offered more than one school they have applied for, the ranked preference order will be used to determine which school to offer. This eliminates multiple offers and will result in your child being offered the highest possible preference listed on your application. If your child does not qualify for any of the schools you have named as a preference, your child will be offered a place at the nearest school to your home address with a place available.

## **What happens next?**

**Offer day is Monday 16 April 2018.**

If you applied online, you will receive an email on the evening of 16 April 2018 with the result of your application. You will then be required to log into your eAdmissions account to accept or decline your offer by **30 April 2018**.

**Important: You must accept the offer to secure the school place. If you do not accept by the 30 April 2018, the offer may be withdrawn.**

## Important information

If you live in Hillingdon, you must apply through Hillingdon Council, even if the schools you list are outside Hillingdon.

Hillingdon Council cannot be held responsible for any delays in the postal system or problems encountered with internet providers. It is your responsibility to ensure that the application is received on time.

**Nursery:** If your child is currently attending the nursery at one of your preference schools, you must still apply. Please also be aware that attending the nursery does not guarantee your child a place in that school.

It is not possible to consider a pupil's attendance at the nursery school while allocating school places. 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.

## Please check your application carefully

It is extremely important that the information you submit is correct. There are a number of schools that have similar names, so please take care when selecting your preferences.

## For more information or advice



[www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)



01895 556644



[admissions@hillington.gov.uk](mailto:admissions@hillington.gov.uk)