

Starting secondary school

September 2023

For Hillingdon residents only

Apply online, apply in time at
www.hillingdon.gov.uk/schooladmissions

Closing date for applications is
31 October 2022



HILLINGDON
LONDON

www.hillingdon.gov.uk/schooladmissions

This leaflet explains how to apply for a secondary school place for

children born between 1 September 2011 and 31 August 2012

If your child already has an Education, Health and Care Plan (EHCP), you are not required to complete an application. You will follow a different admissions process with your allocated SEND officer.

For more information, please contact the SEND team on

 senadmin@hillingsdon.gov.uk

Before you apply

1. Read the *School admissions 2023* brochure,

which is available on our website

 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.

2. Visit schools' websites – some schools may have created virtual information which is available on schools' individual websites.

This information may include the following:

- a video message from the headteacher
- a tour of the school
- a Q&A session

Supplementary information forms

Some schools request additional information using a Supplementary Information Form (SIF). Please check with the schools or look at the back page of this leaflet to see which schools will require you to complete a SIF (Hillingdon schools only).

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. The deadlines set by the individual schools can vary, so please check with each school you apply to.

Testing

Swakeleys School for Girls operate a fair banding system and all applicants are required to take a Non Verbal Reasoning Test (NVRT). This school requires you to submit a Supplementary Application Form (SAF) before your child can take the test; the forms are available at the school and must be returned to the school directly by their deadline date of Friday 30 September 2022 at 4pm.

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.
- **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 31 October 2022.

If you do not apply on time, you will greatly reduce your chances of being offered one of your preference schools. We recommend that you submit your application by Friday 21 October, which is the last Friday before half-term.

You will need to complete the secondary school application form online at  www.hillingdon.gov.uk/schooladmissions

Benefits of applying online

Last year, 99% 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.
- You can change your application up to midnight on the closing date.
- There is no risk your application will be lost in the post.
- You will receive email confirmation that your application has been received and you can view it at any time.
- The result of your application will be available online on offer day.
- You can accept your offer online.

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 the application is received on time.

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 2023* 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. Some schools may have different criteria, so it is important you check the admissions arrangements for all the schools you apply for.

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. These arrangements include priority being given to internationally adopted previously looked after children alongside looked after children and children who were previously looked after by English local authorities.

If the child meets the criterion to be classified as a looked after child or a previously looked after child, you must enclose either a letter from the relevant local authority confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order. This must be supplied if you would like to be considered under the looked after/previously looked after criterion.

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 2023.

Medical

The Douay Martyrs Catholic Secondary School and The Harefield Academy are the only two Hillingdon schools that have a medical criterion. Please check each school's individual admissions criteria for further information. If you are applying under the medical criterion, you are required to provide written evidence from a doctor, educational psychologist or other professional. It is your responsibility to ensure as much medical evidence is supplied as possible. The school can only consider whether to apply the medical criterion based on the medical evidence you have supplied.

This information must be supplied with your child's application before the closing date 31 October 2022.

Please note for a medical application to be successful, the medical condition must necessitate the child requiring a place at the school applied for.

Children of staff

Some schools may have a criterion for children of 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.

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 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 of the schools they have applied for, the preference order will be used by the local authority 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 a suitable school with a current vacancy.

What happens next?

Offer day is Wednesday 1 March 2023.

You will receive an email on the evening of **1 March 2023** with the outcome of your application. You will then be required to log into your eAdmissions account to accept or decline your offer by

Wednesday 15 March 2023.

Important: You must accept the offer to secure the school place. If you do not accept by the 15 March 2023, the offer may be withdrawn.

Waiting lists

Your child will be added to the waiting list for all schools you named as a higher preference than the preference school offered. See example below.

Preference offer example

Preference 1 = School A – On waiting list

Preference 2 = School B – On waiting list

Preference 3 = School C – School offered

Preference 4 = School D – Not placed on waiting list

Preference 5 = School E – Not placed on waiting list

Preference 6 = School F – Not placed on waiting list

All schools that you named as a lower preference will be automatically declined and you will have to re-apply for these schools if you want to be added to their waiting list. Further information will be given if applicable on offer day.

Declining your offer

You can decline your offer online, but you must state the reason for your decline and details of the education arrangements you have made for your child. If you are declining the place because you are unhappy with the school that has been offered, then you must call  01895 556644 to discuss your options before you decline the school place.

Your own online record

User name	
Password	
Application reference number	312-2023-09-E-

Hillingdon secondary schools open evenings

School	Date	SIF required
Barnhill School	Wednesday 28 September	No
Bishop Ramsey CofE	Thursday 6 October	Yes*
Bishopshalt School	Thursday 8 September	No
Guru Nanak Sikh Academy	Tuesday 4 October	Yes*
Haydon School	Thursday 22 September	No
Harlington School	Tuesday 27 September	No
Hewens College	Thursday 29 September	No
Northwood School	Monday 3 October	No
Oak Wood School	Tuesday 13 and Wednesday 21 September	No
Park Academy West London	Wednesday 14 September	No
Queensmead School	Wednesday 21 September	No
Rosedale College	Tuesday 20 September	No
Ruislip High School	Thursday 29 September	No
Swakeleys School	Thursday 15 September	Yes*
The Douay Martyrs	Thursday 22 September	Yes*
The Harefield Academy	Tuesday 20 September	No
Uxbridge High School	Monday 26 September	No
Vyners School	Wednesday 28 September	No

Please review schools' individual websites to check open evening times.

Yes – Only required if applying under a faith criteria or for the banding test.
Please contact the school for more information.*

For more information or advice

 www.hillingdon.gov.uk/schooladmissions

 01895 556644  admissions@hillingdon.gov.uk