

This leaflet explains how to apply for a primary school place for
**children born between
1 September 2019 and 31 August 2020**

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

Before you apply

- 1. Read the *School admissions 2024 brochure***, which is available on our website: www.hillington.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 headteacher
 - a tour of the school
 - a Q&A session
- 3. 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.hillington.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 2024. 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.
- **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 2024.

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 Friday 12 January 2024, to ensure it is received on time.

You will need to complete the primary school application form online via 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.
- 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 2024* 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's, 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 2024* brochure via

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.

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 2024. All Hillingdon community schools 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 criterion 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 criterion 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 criterion 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 criterion 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 criterion, 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 2024.

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 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 2024* brochure. If you are unsure which criterion your child falls under, use the admissions criteria calculator available at

 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 a suitable school with a current vacancy.

What happens next?

Offer day is Tuesday 16 April 2024.

If you applied online, you will receive an email on the evening of **16 April 2024** with the result of your application. You will then be required to log into your eAdmissions account to accept or decline your offer by **1 May 2024**.

Important: You must accept the offer to secure the school place. If you do not accept by the 1 May 2024, the offer may be withdrawn.

Your own online record

User name	
Password	
Application reference number	312-2024-09-E-

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

 01895 556644  admissions@hillington.gov.uk