

For Hillingdon residents only

# Secondary school admissions

## September 2016



**Apply online, apply in time at**  
[www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)  
Closing date for applications is  
**31 October 2015**



**HILLINGDON**  
LONDON

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

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

## **children born between 1 September 2004 and 31 August 2005**

### **Before you apply**

1. **Read the *Secondary school admissions 2016* 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 admission 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 session,** which will be held for parents/guardians to help with the application process. Monday 14 September 2015, 6pm at Civic Centre, Uxbridge

Spaces are limited; you must book your place to attend.

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

 **01895 556644**

3. **If you require help submitting an online application, book onto our IT workshop**

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

 **01895 556644.**

Please note: spaces are limited.

4. **Attend the schools' open evenings** – dates and times for all Hillingdon secondary schools are listed on the back of this leaflet.
5. **If your child already has a Statement of Special Educational Needs (SEN) or 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  **01895 250244.**

## 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 flyer 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

Stockley Academy and Swakeleys School for Girls operate a fair banding system and all applicants are required to take a Non Verbal Reasoning Test (NVRT). Both schools require you to submit a Supplementary Application Form (SAF) before your child can take the test; the forms are available at the schools and must be returned to the school directly by their deadline date.

The deadlines to return the forms to the school, to enable your child to sit the required NVRT test, are as follows:

**Swakeleys School for Girls – 30 September 2015**

**Stockley Academy – 31 October 2015**

## 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 been to the open evenings you will be able to make your own observations about the school.

## How to apply

### **Closing date for applications is Saturday 31 October 2015.**

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

## Benefits of applying online

Last year, 94% 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 the person making the application and the child. More information is available in the *Secondary school admissions 2016* 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.

## **The application criteria**

The majority of schools allocate places using the following criteria:

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

You need to state whether or not the 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 subject to a child arrangement order or a special guardianship order, immediately following having been looked after.

If the child meets the criteria to be classified as a looked after child or a child in public care, 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, 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 2016.

## Medical

Not all secondary schools have medical criteria; please check each school's individual admissions criteria for further information. If you are applying under the medical criteria, 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 2015.

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 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 Hillingdon school to your home address with a place available.

## What happens next?

**Offer day is Tuesday 1 March 2016.**

You will receive an email on the evening of 1 March 2016 with the outcome of your application. You will then be required to log into your eAdmissions account to accept or decline your offer by **15 March 2016**.

**IMPORTANT: You must accept the offer to secure the school place. If you do not accept by the 15 March 2016, 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 – On waiting list

**Preference 4 = School D – School offered**

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.

## 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

<b>User name</b>	
<b>Password</b>	
<b>Application reference number</b>	312-2016-09-E-

## Open evenings

School	When	SIF/SAF form required?	Banding test
Abbotsfield School (Boys)	Wed 23 Sep, 6.30pm	No	No
Barnhill Community High School	Wed 30 Sep, 6.00pm	No	No
Bishop Ramsey CofE School	Thu 8 Oct, 6.00pm	Yes	No
Bishopshalt School	Wed 16 Sep, 6.30pm	No	No
Guru Nanak Sikh Academy	Tue 6 Oct, 5.00pm	Yes	No
Harlington School	Tue 29 Sep, 6.00pm	No	No
Haydon School	Thu 24 Sep, 6.00pm	No	No
Hewens College	Thu 1 Oct, 6.30pm	No	No
Northwood School	Tue 22 Sep, 6.00pm	No	No
Queensmead School	Wed 23 Sep, 6.00pm	No	No
Rosedale College	Tue 22 Sep, 6.30pm	No	No
Ruislip High School	Thu 1 Oct, 5.00pm	No	No
Stockley Academy	Mon 21 Sep, 6.00pm	Yes	Yes
Swakeleys School for Girls	Thu 24 Sep, 6.30pm	Yes	Yes
The Douay Martyrs Catholic School	Wed 7 Oct, 6.30pm	Yes	No
The Harefield Academy	Tue 6 Oct, 6.30pm	Yes*	No
Uxbridge High School	Mon 28 Sep, 6.00pm	Yes*	No
Vyners School	Tue 29 Sep, 6.00pm	No	No

*Yes\* – Only required if applying under the aptitude criteria.  
Please contact the school for more information.*

## For more information or advice

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

 01895 556644  [contact@hillingdon.gov.uk](mailto:contact@hillingdon.gov.uk)