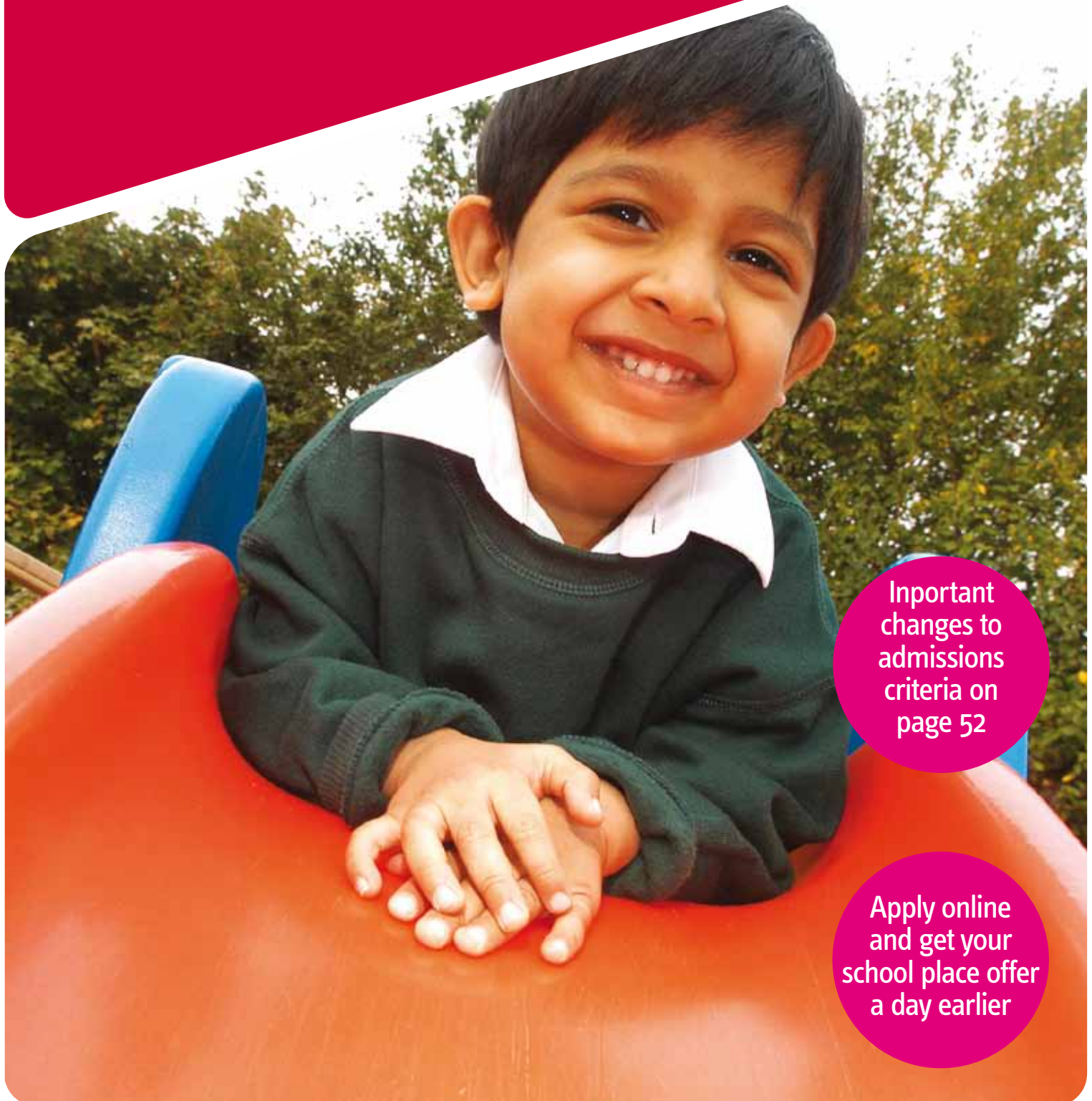




London Borough
of Hounslow

Starting school in Hounslow

Primary school admissions
in September 2012



Important
changes to
admissions
criteria on
page 52

Apply online
and get your
school place offer
a day earlier



Welcome to Hounslow's education service

Your child's primary education is extremely important and will lay the foundations for all that comes afterwards. Hounslow Council looks forward to welcoming your child into a local school and to working with you as the parent or carer of one of our pupils.

The high quality of Hounslow schools

Each Hounslow school aims to provide the best possible education for your child. Education spending has been increased over recent years and Hounslow Council has a firm commitment to excellent education, enabling the schools to encourage children to develop to their full potential.

Parents are encouraged to play a part in their children's education and your child's school will give you information on how best to help your child to learn.

All the schools deliver the national curriculum, supported by the council's school improvement advisers in all key areas, and many of them have voluntary before and after school care schemes. All Hounslow schools have up-to-date computers connected to the London Grid for Learning giving pupils broadband internet access.



The curriculum

All schools offer a broadly similar range of courses which comply with the national curriculum.

In reception classes, the areas of learning are:

- Personal, social and emotional development,
- Communication, language and literacy
- Mathematical development
- Physical development
- Creative knowledge and understanding of the world

From Year 1 onwards the national curriculum includes:

- English
- Mathematics
- Science
- Art
- Design technology
- History
- Geography
- Music
- Information and Communication Technology (ICT)
- Physical education (PE)

Religious education is taught according to the locally agreed syllabus and all the schools teach personal, social, health and citizenship education.

We are committed to ensuring that gifted and talented pupils are provided with appropriate challenges and support. Each primary school has appointed a co-ordinator for gifted and talented pupils, and these are supported by a council co-ordinator.

Customer care statement

We work hard to ensure that all members of Hounslow's diverse community have access to high quality educational opportunities by:

- identifying the needs of young people and other learners
- advising schools and other places of education in supporting young people and other learners and helping to meet their needs
- ensuring that the needs which are identified are met properly
- ensuring that the education service as a whole encourages attitudes and relationships which enable everyone to have an equal opportunity to achieve their full potential
- providing prompt and efficient service to visitors and enquirers to the Department of Children's Services and Lifelong Learning

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Key Dates

1 September 2011

The online system will become available for applications. Please see page 8 or visit www.hounslow.gov.uk/admissions for further information.

10 January 2012

If you are a resident of Hounslow this is the closing date for the return of your, common application form (CAF), if you choose to submit it to the Hounslow primary school which is your first preference.

15 January 2012

If you are a resident of Hounslow this is the closing date for the return of your, common application form (CAF) to the Civic Centre, Lampton Road, Hounslow TW3 4DN.

15 January 2012 at midnight

The online application system closes.

16 February 2012

Closing date for the return of common application forms (CAF) from people moving into the Borough after 15 January or for any late applications to be considered as on time because of exceptional circumstances.

18 April 2012

On this date the Local Authority will post a first class letter to all applicants living in Hounslow, informing where the authority can offer a school place. If none of your preferred schools can be offered, we will offer a place at a Hounslow school with availability. Letters should arrive on 19 April.

18 April 2012 (Evening)

Parents who applied online will be sent an email with the outcome of their application. Applicants will also receive the standard notification by post on 19 April.

2 May 2012

This is the last date for the Local Authority to receive your reply slips.

18 May 2012

This is the closing date for the return of appeal registration forms.

May 2012 onwards

Late applications will be processed after the first allocation of places to on-time applicants on 19 April 2012.

June - July 2012

Appeal hearings for community schools will be heard during this period.

Primary Admissions Co-ordination

If your child was born between 1 September 2007 and 31 August 2008 she/he can take up a full-time place in a reception class from September 2012.

All applicants must apply using their home Local Authority's common application form (CAF). You should use this form even if applying for a school outside Hounslow, except independent fee paying schools. Your home Local Authority is the one in which your child permanently lives.

Application for admissions to reception classes are being co-ordinated with other local authorities. Local Authorities involved are part of the Pan-London Co-ordinated Admissions System to ensure as far as possible, that multiple offers are eliminated and fewer parents receive no offer of a school place. A copy of the co-ordinated admissions scheme for Hounslow primary schools is available on www.hounslow.gov.uk

The application closing date is Sunday 15 January 2012.

Hounslow Schools

All Hounslow primary schools are co-educational and admit boys and girls. Most of the primary schools are 'all-through' primary schools, catering for children from age 3 to age 11. There are 9 pairs of separate infant and junior schools.

There are two kinds of primary school in Hounslow: community schools and voluntary aided (church) schools.

Community schools

These are wholly maintained by the council. Each community primary school is within a Priority Admission Area (PAA) and applicants residing within the PAA will have a higher priority for admission.

Voluntary aided (church) schools

These are maintained by the council but administered by the school's governing body, in agreement with us. The church schools serve their faith communities, and applicants will need support from their parish priest or vicar, on a supplementary information form (SIF) supplied by each church school.

Full contact details of all Hounslow primary schools can be found on pages 49 - 51. The list also shows the admission number and category of each school.

Education and statutory school age

Parents and carers have a statutory duty to ensure that their children attend school full-time from the beginning of the term following their fifth birthday, or that they provide appropriate education for them. Education provided by families instead of school attendance has to be registered with and inspected by the Local Authority.

Useful Information Available

More detailed information is available in each school's prospectus, which may be obtained directly from schools. You can also phone schools and arrange a visit before you make your application.

Performance table information for Hounslow and other boroughs' schools can be obtained from:

www.education.gov.uk/performance-tables

General information and advice on all admissions processes and appeals may be obtained from:

www.direct.gov.uk/Parents

<http://www.education.gov.uk/schools>

www.ace-ed.org.uk

Please note that the London Borough of Hounslow is not responsible for the content of external internet sites. If you have any questions please contact the School Admissions Team at Hounslow Council on **020 8583 2721**. Or email admissions@hounslow.gov.uk

Understanding the Admissions Process

Before you complete a common application form (CAF), it is very important that you understand how the process works:

Equal Preference System

You can apply for up to six schools on your application form in descending order of preference. This means you would place your most preferred school at number one on the form. You are advised to state six preferences, as it may not be possible to offer you a place at your first preference school.

Your listed preferences will be considered under an equal preference system. This means that all preferences will be considered separately, regardless of ranking on your form. If your application is successful for more than one school, we will offer you a place at the school which you ranked highest on your application form (CAF).

Oversubscription

If there are more applications for a school than places available, the places will be allocated according to the admission criteria for the school. The criteria are set out on pages 15 to 39.

Child's address

The child's home address provided on your common application form (CAF) must be the one at which your child normally resides at the time of application. It is a criminal offence to give a false address. For full guidance concerning home address, please refer to the 'Application Guidance Notes' section on page 11.

Priority Admission Areas (PAA)

All addresses in the London Borough of Hounslow are in a Priority Admission Area (PAA) for several community primary schools. A list of PAAs for each street in Hounslow are listed online at www.hounslow.gov.uk/admissions

Applicants applying for a school within their PAA will have a higher priority for admission to that school. You should bear in mind that if you do not express a preference for a community school within your PAA, it is possible that the place offered to you may be a considerable distance from your home.

Although applications for PAA schools are normally successful, admission cannot be guaranteed if there are more applications for a school from within its PAA than places available.



From time to time PAAs have had to be amended because of population changes in some parts of the borough. Those residents in streets affected by changes, who have had children attending the original PAA school since before the change, will be treated as PAA families when they apply for their remaining children, so long as those children have a sibling at the school.

If you are not sure which PAA your address is located within, please phone the School Admissions Team on **020 8583 2721** Or email admissions@hounslow.gov.uk

Important points to understand

- You only need to complete one paper form or one online form. Please do not complete both. The Local Authority will use the same process for considering both online and paper applications.
- If you wish to apply for schools in other boroughs, please list them on your home Local Authority's form. Your preference details will be passed on to the appropriate authority.
- Your child will be considered separately for each school that you have listed, using the school's published admission criteria (full details on pages 15-39). The admission criteria set the order in which places are allocated. The relevant admission authority for each preference decides whether or not you can be offered a place.
- If your child can be offered a place at more than one school, you will be offered one school place at the highest successful preference listed on your form.
- Your home Local Authority will write to you by first class post on 18 April 2012 (letters should arrive on the 19th April) with the result of your application. If you applied online you will be sent an email during the evening of 18 April 2012. Please wait until you have received the email before logging on to the PAN London Admissions website.
- If you are not offered a place at one of your preferred schools, your child's name can be placed on a waiting list, and you will have the right to appeal against the decision (see page 14).
- The Local Authority has a responsibility to make a place available for your child, it may not be at one of your named preferences, or your nearest school.
- You must return your offer reply slip to the School Admissions Team by 2 May 2012, with a photocopy of your child's small birth certificate. You should not refuse the place unless you have a place arranged at another school for your child. If you do not have a school place at another school this place will not be taken away until such time the school admissions team inform you that the place will be allocated to another child.





If your application is late

Late Applications

It is very important that you return your common application form (CAF) by the closing date. Submitting a late application greatly reduces your child's chance of an offer of a school place or a place at a one of your preferred schools.

Hounslow residents applying online must submit a completed form by midnight on 15 January 2012. Hounslow residents applying on paper must submit their common application forms to their first preferred Hounslow school by 10 January 2012 or directly to the School Admissions Team by 15 January 2012.

If your application is late:

- It will not be processed until after the allocation and notification of places to applicants who applied on-time.
- You are severely limiting your child's chances of gaining a place at your preferred school/s.
- If you cannot be offered any of your preferred schools, you may be offered a place at any school which has vacancies, even if you did not list it as a preference.
- If your child is not at the statutory age for starting school in September 2012, s/he may not be offered a school place starting in September 2012.

If there is a good reason why you could not return your common application form (CAF) on time, such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness, it may be considered as 'on time' if it is received by 16 February 2012. If you believe that your late application should be considered as 'on time', you must submit evidence to support your reason for lateness with your application form.

The Local Authority will consider any reason given for a late application and decide each case individually. Please note, we may request further documentation.

It is very important that you put the correct postage on your application. If it arrives after the closing date because you did not use the right amount of postage it will still be considered as late.

Completing your application

You must apply to the Local Authority where your child lives. You must apply using your home Local Authority's common application form (CAF) even if applying for schools in different boroughs, except independent fee paying schools.

The London Borough of Hounslow common application form (CAF) is provided with this brochure or can be completed online at www.hounslow.gov.uk/admissions

Please ensure that you:

- Provide all information relevant to your child's circumstances, as incomplete forms may not be accepted.
- Write the correct name and address of your preferred schools, as the School Admissions Team will not be able to check details with individual applicants.
- Write your child's name correctly and in the same way as their details are held on their birth certificate. You will be required to send in a photocopy of your child's short birth certificate with the reply slip which will be sent to you on offer day.

Common Application Form (CAF)

Home Local Authority forms are called Common Application Forms (CAF). All Hounslow residents must complete a CAF form for all their school preferences. You can list up to six state schools on your CAF.

Hounslow residents applying on paper can submit their forms to their first preferred Hounslow school by Tuesday 10 January 2012 or directly to the School Admissions Team by Sunday 15 January 2012. Hounslow residents applying online must submit a completed form by midnight on Sunday 15 January 2012.

Supplementary Information Form (SIF)

If you apply for any voluntary aided (church) schools, you must add them as a preference on the Common Application Form (CAF) submitted to Hounslow School Admissions. You must also obtain a supplementary information form (SIF) from each voluntary aided school, and return the completed form to individual school/s by 15 January 2012.

Failure to submit a CAF and SIF, (including if applying online), may mean that your preference for the voluntary aided school will not be considered.

Supplementary information forms can be obtained by contacting the schools directly or from www.hounslow.gov.uk/admissions

Assistance with completing forms

The school admissions team can provide general advice to applicants who are having difficulty understanding the admissions procedure. They can be contacted on **020 8583 2721** or email admissions@hounslow.gov.uk

Online applications

Hounslow residents can apply online via the Local Authority's website at www.hounslow.gov.uk/admissions. You will be asked to create a user name, and a password. We recommend that you make a note of this information in the boxes on page 9 of this brochure. You will need this information each time you log in to view the application or when checking your school offer on 18 April 2012.

The online application system closes at midnight on 15 January 2012.

Benefits of applying online

- The system is easy to use and helps you to complete the form correctly.
- Information submitted is secure and confidential
- You are able to review and make changes up to midnight on the closing date.
- You do not need to submit your council tax bill whilst applying. However, Hounslow Council reserves the right to request further proof of residence from all applicants.
- You will receive an electronic acknowledgement of submission with a reference number
- Online applicants can find out which school their child has been offered from 18 April 2012, without waiting for the posted letter.
- You can accept your child's school place online and receive an electronic acknowledgement of this acceptance
- Reduces administration costs and is better for the environment.

Please note

- Registration details must be those of the parent or carer.
- Applicants must have an email address to register.
- If you do not see an application reference number, such as **313-2012-09-E000003**, you have not submitted your application.
- If you are applying online and there are exceptional medical or social reasons why your child should attend a particular school, you must send a supporting letter from a suitable professional, such as a Hospital Consultant or Social Worker, to the Schools Admission Team at the Civic Centre by 15 January 2012. Please see page 11.
- If you are applying for a voluntary aided school you must still complete a supplementary information form (SIF). Provided by the school/s or available on the Hounslow Council website **www.hounslow.gov.uk/admissions**

You should read the terms and conditions for using the e-admissions site. If you are a Hounslow resident there may be further terms and conditions which you should also read and which can also be accessed on our website **www.hounslow.gov.uk/admissions**

Please note the details of the online application.

It is important to keep this information so that you can look up the school place offered online

Your online application
User name
Password
Application Reference
Email address

Paper applications

However if you want to use a paper common application form (CAF) you must complete the form and return it to the School Admissions Team at the Civic Centre by 15 January 2012. Alternatively, you can submit the form to your first preference Hounslow school by 10 January 2012.

When submitting a paper application form you are required to provide proof of residence for your child's home address. This must be a photocopy of the council tax bill for the current year. No school place will be allocated without proof of address. If you are unable to provide a council tax bill, please contact the School Admissions Team on **020 8583 2721** or email admissions@hounslow.gov.uk

Acknowledgement letter

If applying online, you will receive an email confirming successful submission of your child's application form. If applying by paper, the School Admissions Team will only send a letter confirming receipt if you enclose a stamped, self addressed envelope with your child's common application form (CAF).

Deciding on a school preference

Please discuss school preferences with your child and visit schools wherever possible. Each school publishes a prospectus, which is available directly from the school, or their website.

Most Hounslow schools are oversubscribed. You should consider each school's admission criteria carefully. Please check that your child meets each school's admission criteria, especially if your preferred schools contain faith schools. Checking the admissions criteria will give you a realistic idea of whether or not your child is likely to be offered a place.

Admission criteria for each school are published on pages 15 to 39 of this brochure.

Schools outside Hounslow

Hounslow residents may list a preference for schools in other boroughs, using their Hounslow Common Application Form (CAF). Please also remember to complete a Supplementary Application Form (SIF), if applying to a Voluntary Aided school, in any borough. SIFs can be obtained from each school directly.

Admission criteria for any school outside Hounslow can be obtained by contacting the relevant Local Authority. Contact details are listed on page 59.

Making best use of your preferences

Your application will be considered against the admission criteria for each of your six preferred schools. See an illustration of how this works on page 13.

It is important to understand how places are allocated at oversubscribed schools and, how to best use your preferences:

- You must list your preferences with your most preferred school named first. Schools will not be informed what preference number you have named them. Therefore, you will not disadvantage an application for a lower preference school by naming another school higher.
- Do not limit your application to one school because it may not be possible to offer you a place at that school.
- Please note, listing only one or two schools or naming the same school more than once, will not gain you any extra priority for any school.
- Please consider each school's admission criteria carefully, before listing it as a preference.
- Do not waste a preference by applying for a school where your child does not meet the admissions criteria.



Application Guidance Notes

Child's Home Address

The child's home address provided on your application must be the one at which your child normally resides at the time of application. It is a criminal offence to give a false address.

In cases where parents are separated and the child lives for periods with both, the address used will be the property at which the child resides for the most part of the school year. Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. Documentation will be required to confirm the arrangement. If this is not available, or the School Admissions Team is not satisfied with this documentation, they will consider the address of the parent who receives the child benefit. There are no exceptions to this rule.

Alternative addresses, including a relative's or childminder's address, will not be accepted. In a situation where we deem a move to be temporary (e.g. due to building works rental/impending sale of an owner occupied property to move in with relatives) the address at which the child was permanently resident before the period of temporary residence began, will still be used for the calculation of distances. Any parent who has more than one property, must only refer to the property in which the child actually lives.

Any permanent change of the child's address should be notified to us immediately as this may affect the admission offer made to your child.

Hounslow Council reserves the right to withdraw any offer made on the basis of inadequate, inaccurate or deliberately misleading information.

We will not accept possible future addresses as a basis for allocating school places nor are you permitted to use a temporary address in order to secure a school place.

Medical and Social criteria

All Hounslow schools have experience of dealing with children with different social and medical needs. There will only be a few cases when a child has to go to specific school for exceptional medical or social reasons.

Medical or Social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other

exceptional reasons, which means that one school is more suitable than another.

If your child has an exceptional medical or social need for a particular school you will need to complete the appropriate section on the common application form (CAF) and attach documented evidence, ie a supporting statement from a suitable professional such as Hospital Consultant or a Social Worker. This must be submitted at the time of your original application. Consideration will not be given under this criterion unless the appropriate supporting documentation is provided.

All applications are considered individually and the evidence provided must include the following:

- Medical evidence that gives reasons and provides support why the school in question is the most suitable and can meet the needs of the child and the difficulties that would be caused if the child had to attend another school. Any reasons given must be relevant to your child's circumstances, at the time of application.
- Professional evidence that outlines the exceptional circumstances giving reasons and evidence why only one school can meet the child's needs: and/or
- Evidence and reasons which explain the exceptional social circumstances giving reasons and evidence why only one school can meet the child's needs.



Application Guidance Notes

If the requested school is not the nearest school to the child's home address, clear reasons with supporting evidence will be required to show why the nearest school is not appropriate.

Applications will not be considered under this criterion for reasons such as child care arrangement, proximity to relatives residence/work place or previous family connection.

If you plan to make an online application, you must forward your supporting documentation to the School Admissions Team. Please ensure your child's online reference number, full name and date of birth is clearly marked on any supporting documentation submitted.

Your request and supporting documents will be carefully considered by a Panel. The Panel will ensure that the evidence is assessed objectively taking into account current admissions legislation guidance and policy documents including any equalities legislation which may be in force at the time.

The relevant admission authority will make the decision as to whether your child qualifies on medical or social grounds.

Sibling criteria

In order to meet the sibling criterion, your child's sibling must be attending the preferred school at the time of application, and be expected to still be attending at the time of admission in September 2012. You must complete the sibling details in the appropriate section on the common application form (CAF). There is no sibling connection between nursery and primary school.

We reserve the right to seek verification of the information parents have given on the common application form (CAF) and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

Duplicate applications

If we receive more than one common application form (CAF) for the same applicant, the last form received before the closing date will be considered. Any earlier forms will be discarded. If two or more forms from an applicant have the same date, the form to be considered will be chosen at random.

Changing your preferences or address

The government's new Code of Practice on Admissions does not permit applicants to change their preferences after 15 January 2012, unless they have moved house. Changed preferences due to change of address can be accepted up to 16 February 2012.

Any changes to address on your child's application can only be accepted if suitable new proof of address is provided, and the child is residing in the new property by 16 February 2012. Each case will be considered individually.

If you move after this date your address will not be changed until after 19 April 2012.

We strongly advise you contact the School Admissions Team on **020 8583 2721/2652** or email: admissions@hounslow.gov.uk, if you are considering a move.

Change of circumstances

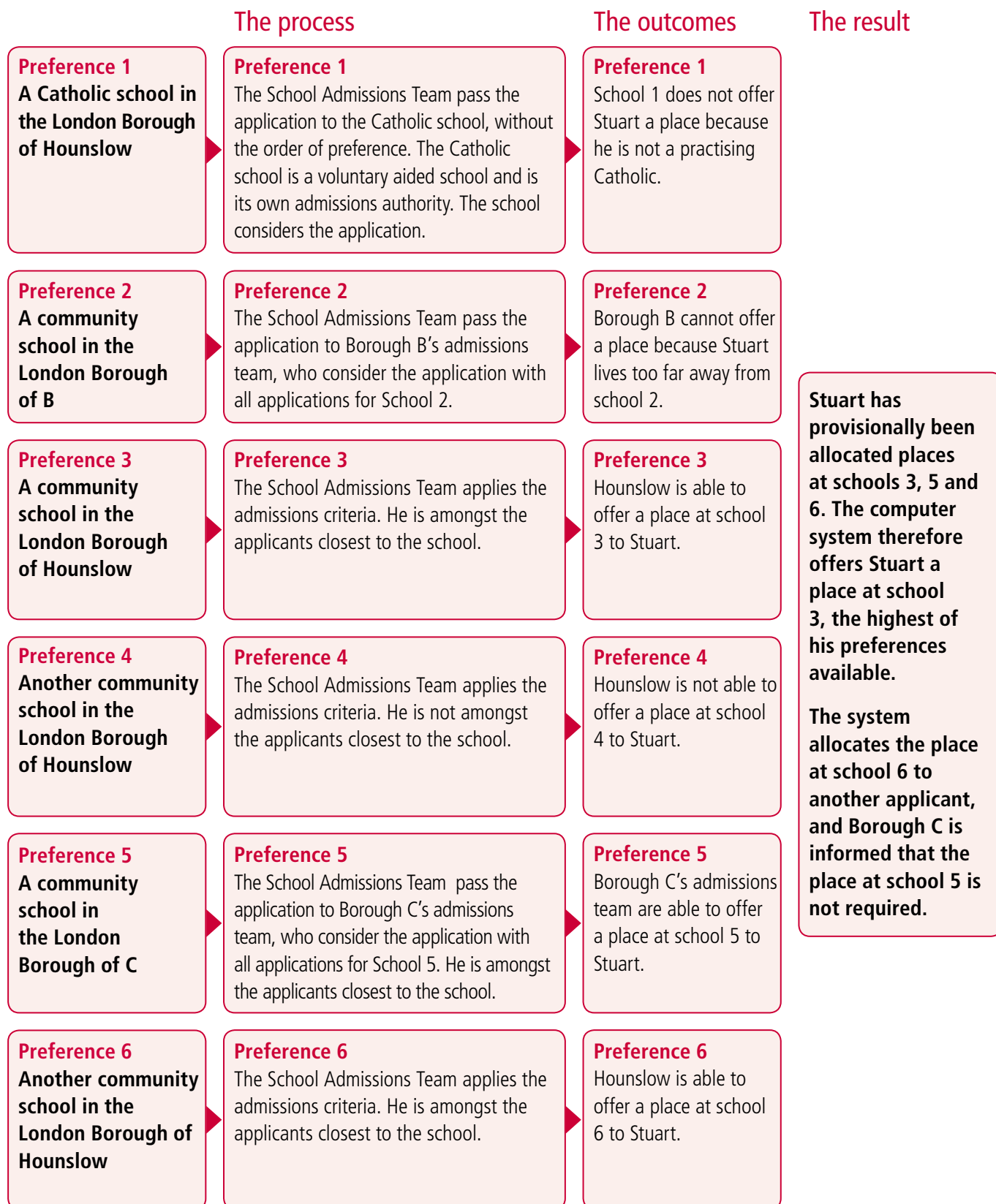
You should inform the School Admissions Team on **020 8583 2721** or email (see above) immediately about any change of circumstances between the time you send in your application and receiving an offer of a school place. This includes circumstance such as a change of address, or an older child being admitted to one of your preferred schools. It is your responsibility to let us know about any changes which could impact your child's application for a primary school place.

Children with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs (SEN) is dealt with under a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. If your child has a statement of special educational needs, or is undergoing assessment for a statement, you should still complete a common application form (CAF) and return it to your preferred Hounslow primary school by 10 January 2012 or to the School Admissions Team at the Civic Centre by 15 January 2012. Hounslow SEN Panel will consider, in consultation with your first preference school, whether the school can meet your child's needs. Please see page 43 for full details of Hounslow's provision for children with special educational needs.

An example of the application process

Stuart lives in the London Borough of Hounslow. The Hounslow School Admissions Team receive Stuart's parents' application form. The form shows the following preferences:



Waiting lists

Community schools

A waiting list is kept for each school which is oversubscribed. If you are not offered your first preference school, your child's name can be placed on the waiting list for school/s which you listed as a higher preference.

Waiting lists are held in order of admissions criteria, not according to when your application is received. Therefore, your child's position on the waiting list can move down as well as up following the addition of any new applications that may have a higher priority. If a vacancy occurs from the waiting list it will be offered to the child at the top of the waiting list, even if the applicant has already accepted a place at another school.

It is not expected that many children will be admitted to schools from waiting lists because very few applicants usually refuse a school offered. Therefore, if your child is not offered one of your preferred schools, you should seek/accept an alternative place in case no vacancy arises at one of your preferred schools.

The waiting list will be in operation until 31st December 2012. If you wish your child's name to remain on the waiting list until this date, you must return the appropriate slip which will be sent to you in August. If the School Admissions Team does not receive this confirmation, your child's name will be removed from the waiting list at the beginning of the Autumn Term.

Voluntary Aided (Church) Schools

These schools maintain and manage their own waiting lists. Waiting list details are outlined within each school's admission criteria, please see pages 17-39. If you require any further information, please contact the school directly.

Schools outside Hounslow

For information on how waiting lists are maintained for schools outside the London Borough of Hounslow, please contact the relevant admission authority for the school. Contact details can be found on page 59.

Second applications

If you were not successful in gaining a place at any of your preferred schools, you have the option to make a second application after 19 April 2012, for any school which you did not originally express a preference for.

Although most schools are already full by this stage, your child's name will be added to the waiting list for any school/s listed on your second application.

Appeals procedure

You may appeal to an independent panel for a place at any Hounslow school which you listed as a preference on your common application form (CAF). To lodge an appeal, please contact the School Admissions Team to request an appeal pack. Completed appeal forms should be returned by 18 May 2012 to:

Democratic Services
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow,
TW3 4DN

If you appeal after the deadline, your appeal will still be scheduled, but it may be heard later than those who returned their appeal forms on time.

Because of the legislation limiting infant classes to 30 pupils, appeals for places in infant classes can only be allowed by the independent panel if the admission criteria have not been applied properly, or if the admission criteria are unreasonable.

Please note that only one appeal per school may be made by a parent in any academic year unless there are changed circumstances.

Schools outside Hounslow

To appeal for a place at a school in another Local Authority you will need to contact the appropriate authority directly. Contact details can be found on page 59.

Further information on appeals is available at

www.direct.gov.uk/en/Parents/schoolslearninganddevelopment/choosingAschool or
www.ace-ed.org.uk

Admission criteria for reception classes at community primary schools in September 2012

Please note:

The over-subscription criteria for September 2012 entry are a change from the criteria used in previous years. Please refer to pages 52-55 for full details of the changes which have taken place.

The over-subscription criteria for Reception admission in September 2012 are:

1. Children in public care

2. Medical/Social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the common application form (CAF) and attach a supporting statement from a suitable professional such as a Consultant or a Social Worker.

3. Sibling

Applicants who will have a son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2012. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

4. Families who live in the Priority Admission Area (PAA)

Priority will then be given to children living within the Priority Admission Area as specified on page 53 and on the map on page 54.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

5. Any other children

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

** Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team². ¹ Except the Chiswick common footpath between the junction at Chiswick Common Road and Turnham Green Terrace. ² Except the pedestrian footpath at the eastern end of The Ride.*

In the event that the distances are equal, the local authority (not the school), will draw lots to determine which applicant should be offered the place.

Multiple Births (i.e. Twins/Triplets)

Where the last child to be admitted would be one of twins or other multiples the Local Authority will ask the parents whether they wish to take one place in the hope that there will be a withdrawal before September and a second or further place become available, or whether they prefer the LA to place both or all their children together at another school.

Parents should note that admission to Reception classes is determined using the admission criteria for primary Schools. **ADMISSION TO THE INFANT OR PRIMARY SCHOOL FROM THE NURSERY IS THEREFORE NOT AUTOMATIC AND CANNOT BE GUARANTEED.**

Admission criteria for reception classes at community primary schools in September 2012

General notes

- 1 The authority cannot guarantee to offer a place at a particular school to any child. Occasionally a school is oversubscribed within its PAA.
- 2 The authority will carry out address verifications against Local Authority records for all applications made by a resident within the London Borough of Hounslow. Where the Local Authority is not satisfied as to the validity of an address further investigation will be conducted.
- 3 Children with a Statement of Special Educational Needs that specify the school as the placement school will be allocated a place through a separate procedure in accordance with the Special Educational Needs Code of Practice. Each Hounslow primary school has a duty to admit a child with a Statement of Special Educational Needs naming the school.
- 4 The authority reserves the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.



The Blue CE School, Isleworth

As The Blue School is a Church of England School, it has no rigid catchment area within which children are expected to live. For many years the number of children for whom parents have sought admission to the Reception Class has been in excess of the number of places available (30). Where there are more applications than places available, the following criteria, which are set down in order of strict priority, will be used:

1. Church of England children in public care.
2. Active membership by the child's family (see note 'f') of a Church of England Church.
3. All other children in public care.
4. Active membership by the child's family (see note 'f') of another Christian denomination.
5. An applicant who desires a religious background to education and is an active member of another faith.

An active membership of the Church or other faith is considered to be twice a month for two years. Applicants in categories 1, 2, 4 & 5 should obtain from the school the Supplementary Information Form which should be completed by their minister of religion in support of their application, so that the Governors may consider their application fully.

6. Any other children.

In the event of over-subscription in any of the above categories, the Governors will give priority in the following order:

- i. An applicant with a sibling (see note 'c') still attending the school at the time of entry.
- ii. Proximity between home to school (see note 'd').
- iii. Tie breaker (see note 'e').

Each application will be considered on the above criteria.

How to apply for admission to the Blue School

Notes on admissions policy, criteria and procedures

General

- 1. As a C of E, voluntary aided (VA) school, the Blue School Governing Body is responsible for all admissions decisions. All applications will be considered equally against the criteria. The onus is on the family to ensure their forms are accurate, up to date and returned to the School by the closing date. The expected timetable for consideration of applications is set out below.**

For application into the Reception Class, there is an independent Local Authority administered appeal procedure for unsuccessful applicants. The forms of unsuccessful candidates will be kept at the school for future reference.

- 2. The Governors would strongly recommend parents who are offered a place to keep their child at the School until the end of Year 6 in order to benefit fully from being part of The Blue School.**

3. Timetable of events

Final date for common application forms to be received in school is Tuesday 10 January 2012

Final date for receipt of the school's Supplementary Information Form which includes the Vicar's/Minister's/Religious Leader's reference form in school is Sunday 15 January 2012.

Parent notified of acceptance/rejection of application by the Local Authority (LBH) on Thursday 19th April 2012.

2. Notes on terms used in the criteria:

- a. Active membership will be verified by the appropriate Vicar/Minister/Religious Leader on the form provided by the school. The Vicar/Minister/Religious Leader will be advised that active membership must be for at least 2 years, with attendance at least fortnightly by at least one parent.

- b. By Christian, the Governors mean any church accepted and registered with Churches Together in Britain and Ireland, who can be contacted at:

Inter-Church House, 35-41 Lower Marsh, London, SE1 7SA

Telephone: **020 7523 2121** Fax: **020 7928 0010**

E-mail: **info@ctbi.org.uk**

or with the Evangelical Alliance, who can be contacted at:

Whitefield House, 186 Kennington Park Road, London, SE11 4BT

Telephone: **020 7207 2100** Fax: **020 7207 2150**

E-mail: **infor@eauk.org**

The onus is on the family to provide evidence that their church is registered with Churches Together or the Evangelical Alliance.

- c. Siblings include brothers, sisters, step brothers and step sisters and fostered children living at the same address. The attendance of these at the school at the time of entry will increase the priority of an applicant within the category.
- d. Proximity between home to school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land ⁽¹⁾, open spaces, public parks, subways or footpaths not adopted by the Highways team ⁽²⁾.

(1) Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.

(2) Except the pedestrian footpath at the eastern end of the Ride.

- e. Tie breaker. In the highly unlikely event that children identically fulfil all the above criteria, the London Diocesan Board for School's policy of a 'tie breaker' will come into effect. Places will therefore be awarded by means of 'random allocation'.
- f. Definition of 'family'.

The expression 'family' relates to the child's permanent legal carer. This includes either a parent or parents or permanent legal carer/s or permanent legal guardian/s.

In-Year admissions

Should there be a vacancy in a class during the academic year, representatives of the Governing Body will apply the admissions criteria to all applicants. If regular worship is mentioned the relevant Vicar/Minister/Religious Leader will be contacted.

Our Lady and St John's Catholic Primary School

Our Lady & St John's Catholic Primary School is a one form entry school founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

Wherever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. As a Catholic school, we aim to provide a Catholic education for all our pupils. At our school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the school and intends to admit 30 children (The Published Admissions Number) to the Reception Class in the school year which begins in September 2012.

To apply for a place at this school you should complete and return two separate forms by 15th January 2012. In order to make a full application you should complete the school's Supplementary Information Form (SIF) and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. You should also complete a Common Application Form (CAF) from your Local Authority and return it to them as per their instructions. If you do not complete both the CAF and the SIF and return them by the closing date, the Governing Body may be unable to consider your application and it is very unlikely that your child will get a place at the school.

Oversubscription Criteria:

Where there are more applications than places available, places will be offered according to the following priority.

1. Catholic looked-after children.
2. Baptised Catholic Children from practicing Catholic families with Priest's support and Baptismal Certificates, and who have a sibling in the school at the time of admission.
3. Baptised Catholic Children from practising Catholic families who are resident in the parish of St John's, Brentford, with Priest's support and Baptismal Certificates.
4. Baptised Catholic Children from practising Catholic families who are not resident in St John's parish. Priest's support and Baptismal Certificates will be required.
5. Other baptised Catholic children resident in the parish of St John's with Baptismal Certificates.
6. Other baptised Catholic children who are not resident in St John's parish with Baptismal Certificates.
7. Other Looked After children.
8. Catechumens and members of an Eastern Christian Church with Priest's support and Baptismal Certificates.
9. Christians of other denominations whose application is supported by their minister of religion and whose parents wish them to have a Catholic education.
10. Children of other faiths whose application is supported by their religious leader and whose parents wish them to have a Catholic education.
11. Any other applicants.

Children with a Statement of Special Educational Needs:

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Our Lady and St John's Catholic Primary School

Notes:

'Looked After Children' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or with accommodation provided by them (e.g. children with foster parents).

Practising Catholics

'Practising Catholic' means a Catholic child from a practising Catholic family (where there is weekly attendance at Saturday Vigil/Sunday Mass). This practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

'Catechumen' means a member of the catechumens of the Catholic Church. This will normally be evidenced by confirmation by their Parish Priest.

'Sibling' refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister.

The Governing Body will give top priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at Our Lady and St John's.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the Governing Body will require written evidence from an appropriate professional, such as a Social Worker, Doctor or Priest. Provided compelling professional evidence is submitted at the time of application as to why the need can only be met by this school.

Where the offer of places to all the applicants in any of the categories listed would still lead to oversubscription, the places up to the published admission number will be offered to those living nearest the school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

In the event of a tie break situation lots will be drawn by the Governors in the presence of an independent witness.

'Twins, triplets and other multiple births', where only one place is available for more than one child in the same family the offer of the place will be decided by lottery which will be drawn by the Governors in the presence of an independent witness.

For the purposes of this policy, parish boundaries are as shown on the map, which is available from school.

If your application is unsuccessful, and you are not offered a place at Our Lady and St Johns you have the right to appeal

against the decision. Please contact the School Admission Team to request an appeal registration form and inform the school that you are appealing against the decision.

In addition unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will remain in place for one term, after which you will be contacted to establish if you wish to remain on that list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Governing Body will admit the child. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

The Rosary Catholic Primary School

The Rosary Catholic Primary School is a Catholic Foundation intended for the education of Catholic children. The word Catholic is to be interpreted as baptised Catholic in full communion with the See of Rome including the Eastern Catholic Churches. The admission of pupils rests with the Governing Body whose criteria for admissions should be read in conjunction with the Statement by the Bishops (obtainable from the school).

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

In a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to this school and intends to admit 60 pupils to the Reception classes in the school year which begins in September 2012. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2011 and 31st August 2012. Parents may request that their child attend part-time until s/he reaches statutory school age.

Oversubscription Criteria

Consideration will be given, and offers of places will be made to eligible pupils, in accordance with the following criteria and order of priority as vacancies occur.

1. Catholic looked – after children¹.
2. Baptised practising Catholics² who are resident in the Catholic Parishes of Heston, Cranford or Osterley. Their application must be supported by their Priest.
3. Other baptised practising Catholics whose application is supported by their Priest.
4. Other Baptised Catholics.
5. Other looked-after children.
6. Catechumens³ and members of Eastern Christian Church⁴.
7. Christians of other denominations with a Baptismal

Certificate or a Certificate of Dedication whose parents/guardians wish them to have a Catholic education and whose application is supported by their Minister.

8. Christians without a Baptismal Certificate or a Certificate of Dedication whose parents/guardians wish them to have a Catholic education and whose application is supported by their Minister.
9. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.

10. Any other applicants⁵

Please note:

1. In each of the above criterion the presence of a sibling in the school at the time of admission increases priority within the category. (Siblings refer to brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters who live at the same address as the child).
2. Where only one place is available for more than one child within the same family the offer of a place will be decided by random allocation. A lottery will be carried out by the Governors in the presence of an independent witness.
3. The Governing Body gives top priority to an application within a category where compelling professional evidence is provided, in writing, at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. Evidence must be provided from a suitable professional such as a Medical Consultant, a priest or a Social Worker.

Tie Break

Further priority in any of the above criteria will be determined, if necessary, by proximity, in terms of walking distance, of the child's home address⁶ to the School. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using

roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

Application Procedures and Timetable

To apply for a place at this school, you should complete and return two separate forms in order to make a valid application:

- You should complete the school's Supplementary Information Form together with the Priest Reference Form and return it to The Rosary Catholic Primary School, 10 The Green, Heston, TW5 0RL by 15th January 2012.
- You must also complete a common application form from the London Borough of Hounslow and return it to The Rosary Catholic Primary School, 10 The Green, Heston, TW5 0RL by 10th January 2012 or School Admissions, Civic Centre, Lampton Road, Hounslow, TW3 4DN by 15th January 2012.

If you do not complete both forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully.

You will be advised of the outcome of your application on 19 April 2012 by a letter from the council on our behalf.

Late applications will be considered after initial offers have been made.

Appeal Procedure

Should your application be unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. You will need to approach the Local Authority for the relevant forms.

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in order in which applications are received or added to the list. Names are normally removed from the list after one year.

In Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the Local Authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria (with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children). If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each term unless parents specifically request to be kept on the list, up to the end of that academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

The Rosary Catholic Primary School

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding published admission number.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. A detail of this separate procedure is set out in the Special Educational Needs Code of Practice.

Statutory School Age

Statutory school age begins on the first day of the term following the child's 5th birthday. Those wishing to defer entry until statutory school age must apply for a place for September 2012 during the normal admissions round. When the offer of a place has been received the applicant may then request deferral and the place will be kept open until either 01/01/13 or 01/04/13.

Information About Applications in Previous Years

Last year the school was oversubscribed. We received 183 applications for 60 places. All applicants in criteria 2 and 10 applicants from criteria 3 were offered places.

Glossary of Terms

- 1 Looked after child – has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents)
- 2 Baptised practising Catholic – means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.
- 3 Catechumen – means member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- 4 Eastern Christian Church – includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- 5 Applicants – refers to you, the Parent applying for a place.
- 6 Home Address – is defined as where the child resides for 50% of the week or more.

St Lawrence Catholic Primary School

Admission policy (reception)

St Lawrence's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom an application is made. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. The Governing Body has responsibility for admissions to this school and intends to admit 60 pupils to the reception class in the school year which begins in September, 2012.

Having a place in Nursery does not guarantee a place in Reception

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. **Catholic looked after children.**
2. **Catholics who are resident in the parish of St Lawrence**
3. **Other Catholic children.**
4. **Other looked after children.**
5. **Catechumens and members of an Eastern Christian Church.**
6. **Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.**

7. **Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.**

8. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. This will be calculated by the London Borough of Hounslow on behalf of the school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*

2. *Except the pedestrian footpath at the eastern end of The Ride.*

In the event that the distances are equal, the school, will draw lots to determine which applicant should be offered the place.

St Lawrence Catholic Primary School

Information about applications

Last year the school was heavily oversubscribed. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that a non-Catholic candidate will obtain a place. The Governing Body has been unable to offer a place to a non-Catholic applicant at any time in the last seven years. (further information can be provided by the school)

Application Procedures and Timetable

To apply for a place at this school, you must complete and return two separate forms in order to make a valid application. You should complete the school's Supplementary Information Form attached to this policy, and return it to St Lawrence's School, Victoria Road, Feltham. TW13 4FF,

You must also complete a common application form from the London Borough of Hounslow and return it to:

- St Lawrence's School, Victoria Road, Feltham, Middx. TW13 4FF by Tuesday 10th January 2012

or

- School Admissions, Civic Centre, Lampton Road, Hounslow, Middx TW3 4DN /online by Sunday 15th January 2012

You will also need to have the enclosed Priest's reference form completed by the priest of the church which you normally attend. This provides the proof of Catholicity.

All of these forms must be received by 15th January 2012 at the latest. You will be advised by post of the outcome of your application on 19th April 2012, initially by a letter from the LA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. If you do not complete BOTH the forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully and your child will not get a place at the school.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the

oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list after 1 year.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's Home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Definitions (these definitions form part of the oversubscription criteria)

- 'looked after child'* has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).
- Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

- ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- For the purposes of this policy, parish boundaries are as shown on a map which can be provided by the school. Parish boundaries are defined by the Archdiocese of Westminster and are not within the remit of the school to alter.

Notes (these notes form part of the oversubscription criteria)

- Looked after child* - For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest’s reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
- Distances will be measured from the main entrance of the school using the methodology of the London Borough of Hounslow and will be carried out by them on behalf of the Governing Body. (as per “Tie break” above)

In-Year admissions

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will communicate the Governors’ offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

St Mary's Catholic Primary School, Chiswick

St Mary's Catholic Primary School is a Catholic Voluntary Aided School. Admission to the school is the direct responsibility of the School Governors. As a Catholic School, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic practice and doctrine permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

You should read the notes contained in these Arrangements to see which category your application is likely to fall into. In recent years, the school has been oversubscribed in category A2. It is therefore very unlikely that an application will be successful if it falls into category A3 or below. The Published Admission Number ('PAN') for intake for Reception in 2012 is 30. Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012.

Definitions

In these Arrangements, the following definitions shall apply:

Applicant:

Means the child named in the application form.

Catholic:

Means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic Church or a certificate or reception into the full communion of the Catholic Church.

Christian:

Is defined as a member of a church, which belongs to Churches Together in Britain and Ireland.

Looked After Children:

Are those looked after by a local authority, as defined by Section 22 of the Children Act 1989.

Parent:

Is defined as the person or persons who have legal responsibility for the child.

Resident:

A child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

Sibling:

Is defined as the brother, sister, half or step-brother or sister, or adopted brothers and sisters who will still be in attendance in September 2012.

Priority of Applications

Applications will be allocated according to the categories listed below, in order of priority. Priority within each category will be given to applicants with exceptional social, medical or pastoral needs, as set out in these Arrangements.

- A1. Catholic Looked-After Children (children looked after by a local authority as defined by Section 22 of the Children Act 1989)
- A2. Practising Catholic applicants, baptised within 12 months of birth, resident within the boundaries of the Catchment Area (CA) at the time of application
- A3. Practising Catholic applicants, baptised later than 12 months after birth, resident within the boundaries of the Catchment Area (CA) at the time of application *
- A4. Practising Catholic applicants resident outside the Catchment Area at the time of application
- A5. Non-practising Catholic applicants within the boundaries of the Catchment Area (CA) at the time of application
- A6. Non-practising Catholic applicants outside the Catchment Area (CA) at the time of application
- A7. Non-catholic applicants who are Looked-After Children as defined by Section 22 of the Children Act 1989
- A8. Applicants from other Christian denominations whose application is supported by a Baptismal Certificate or a letter of support from their Minister of Religion
- A9. Other applicants

In the event of over-subscription within each or any of the above categories, places will be awarded in the following order:

1. Applicants with a sibling of statutory school age attending the school at the time of admission (not application). In the event of over-subscription places will be allocated by the use of an electronic random allocation system, which will be independently operated.
2. The balance of the places will be allocated by the use of an electronic random allocation system, which will be independently operated.

*Please refer to the notes in these Arrangements for further information regarding late baptisms.

Evidence of Catholicity of Applicant (child) and Practice

1. Parents will be asked to provide the original copy of the applicant (child's) Baptismal Certificate and the Priest's Reference form, in the standard format laid down by the Diocese, signed by your Priest. According to Canon Law "Parents are obliged to see their infants are baptised within the first few weeks, as soon as possible after birth". Accordingly, it is expected that the applicant will have been baptised within 12 months of birth. If the Governing Body is satisfied that there are exceptional circumstances (e.g. relating to the applicant (child) or parent/carer) justifying a late baptism and these grounds are supported by the Priest completing your reference form, the Governing Body will classify the application within category A2 and not A3. Otherwise, the application will fall into category A3. Bearing this in mind, in the case of late baptisms, it is essential that you inform the Priest or Priests who complete your reference form advising them of the reason for the late baptism. It will also be necessary to provide for the benefit of the Governing Body, which makes the final decision, any documentary or other evidence in support of any matters advanced in explanation of a late baptism.
2. Practising Catholic means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic Priest in the standard format laid down by the Diocese. We only expect a reference from a Priest for practising Catholic applicants.

Applications from other Christian Denominations.

All applications are valid with or without a reference from their minister or religious leader.

Priest's Reference

The application must be accompanied by Part B of the Diocese of Westminster Priest's Reference Form, from your Parish Priest. If you have been worshipping in your Parish for less than two years you should obtain a reference from the Parish Priest in your former Parish as well as your current Parish Priest. If you have not known your Parish Priest for two years you should obtain a reference from your previous Parish Priest.

Catchment Area (CA).

A copy of a map with the CA marked on it, and a list of street names within the CA, is available for reference at the school office. In some cases the boundary will cross a road or street. Even if you already have another child attending the school, you must be resident within the CA at the time of the application to qualify within category A2.

Oversubscription

Random Allocation (RA)

In the event of oversubscription, a random allocation system will be used to decide which child/children should be offered the available place(s). The use of random allocation will be operated independently of the school or any person or organisation connected with the school.

Please note – in the case of multiple births the applications will be treated as one application for the purposes of the random allocation process. In the event that the RA process allocates the final place(s) to a multiple birth application and there are insufficient places for all the remaining children, the parents shall be offered the available place(s).

Exceptional, Social, Medical or Pastoral Circumstances

Social, Medical or Pastoral circumstances only arise in very exceptional cases. The circumstances must be relevant only to the issue of whether or not there is a particular social, medical or pastoral need for the applicant (child) to attend St Mary's Catholic Primary School (as opposed to any other

St Mary's Catholic Primary School, Chiswick

school). Where the Governing Body agrees that an applicant does have exceptional, social, medical or pastoral need and St Mary's Catholic Primary School can meet this need, then the applicant will be given top priority within the category in which they fall.

If you consider your child has these exceptional social, medical or pastoral circumstances, please provide a supporting statement from an appropriate professional, such as a Social Worker, Doctor or Priest. Please also inform the priest/priests who will complete your reference form.

Documentation

Applications must be submitted by the published closing date accompanied by the original:

- Applicant's Baptismal Certificate
- Part B of Diocese of Westminster Priest's Reference Form(s) (where applicable).
- Current Council Tax Bill
- Proof of closing gas or electricity account if the applicant's address has changed in the past year.
- Any other documentation, if claiming exceptional social, medical or pastoral circumstances – i.e. statement from an appropriate professional, such as a Social Worker, Doctor or Priest.

Originals are returned, after being copied at the school office, at the time of submitting the application in person. If documents are not presented in English, authenticated translations should be provided at the time of submitting the application. The Governing Body reserves the right to verify any information given and to ask for further information.

Waiting List

The school operates a zero numbered waiting list. Whenever a place becomes available the oversubscription criteria will be applied to all applications on the waiting list if necessary.

Late Applications

Any applications submitted after the published closing date (if eligible), will be considered in future rounds of random allocation as vacancies arise.

False Information

In the event of any false or misleading information being provided, the Governing Body reserve the right to refuse to admit the child (applicant) or to withdraw the place, if an offer has already been made.

Governing Body Responsibilities

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Such children will count towards the total number of children the Governors have published as their intention to admit to the Reception Year group (PAN).

Appeals Procedure

In the event of a child being refused admission, the Governors will write to the parents/carer giving the reason for the decision. Parents/Carers wishing to exercise their right of appeal should contact the clerks to the education appeals panel for more information about the appeals procedure. They can be contacted on 020 8583 2067 or 020 8583 2068, or can be emailed to schoolappeals@hounslow.gov.uk.

Application Procedure and Timetable

To apply for a place at St Mary's Catholic Primary you should complete and return two separate forms. In order to make a full application you should complete the school's Supplementary Information Form (SIF) attached to these arrangements and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. You must also complete a Common Application Form (CAF) from your Local Authority and return it to them.

If you do not complete both the CAF and the SIF and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, the local authority will be informed, the Common Application Form and the Supplementary Information Form will be completed and the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the Governing Body, in accordance with the categories of priority, and if necessary the over-subscription criteria set out in these Arrangements will be applied. If a place cannot be offered at this time then you may ask the Governing Body for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a zero numbered waiting list. This waiting list will be maintained by the Governing Body in the order of the categories of priority and not in the order in which the applications are received. Names are removed from the lists at the end of each academic year. When a place becomes available the Governing Body will decide, in accordance with these Arrangements, who the place should be awarded to, and the LA will then inform the parent that the school is making an offer.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number (PAN).

Reception Year Deferred Entry

Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012. Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment is requested. The place will then

be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed that are unlikely to obtain a place.

PLEASE NOTE: Entry into St Mary's Catholic Primary School Nursery DOES NOT guarantee entry into the Reception Class the following year. An application form must be completed by all applicants of statutory school age intending to apply for a place in Reception Class in any given year.

St Mary's Catholic Primary School, Isleworth

St Mary's is a Catholic Primary and Nursery School within the Diocese of Westminster, founded for the education of Catholic children of the parishes of

- Our Lady of Sorrows & St Bridget's, Isleworth
- St Vincent de Paul, Osterley and
- St Margaret of Scotland, St Margaret's Twickenham

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. Applications are invited for September 2012 from families whose child attains 4 years between 01/09/2011 and 31/08/2012.

The Governors intend to admit up to the schools Published Admission Number (PAN) of 30 pupils to the Reception Class. The Governing Body has responsibility for admissions to the school. To apply first complete the school Supplementary Information Form (SIF) and return it to the school office together with all the relevant paperwork required for your application. Then complete a Common Application Form (CAF) from the council and return it to them. If you do not complete and return both the CAF and SIF by the closing date, the Governing Body may be unable to consider your application fully.

Parents are advised that a place in the Nursery does not guarantee a place in Reception and are asked to note that a new application will be required when a pupil applies for full-time Statutory Education and the Criteria for Entry will again be applied.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and that if the school is

oversubscribed they are unlikely to obtain a place.

Information about applications in previous years:

The school is regularly oversubscribed. In the past 5 years the Governors have been unable to offer any places to non-Catholics.

Example: For the academic year 2009/2010 we received 72 applications for 30 Reception places. There were no applications in Criteria 1 and 43 applications in Criteria 2. The Governors made offers of 30 places in accordance with the Admissions Policy to 30 applicants in Criteria 2.

Oversubscription criteria

Where there are more applications than places the Governors will make offers of places in accordance with the following criteria and in the priority order listed below:

1. **Catholic¹ looked after children²**
2. **Catholic children from practising Catholic³ families whose application is supported by a baptism certificate for the child and a reference form from the priest and the child is resident⁶, at the time of application, within the parishes of:**

Our Lady of Sorrows & St Bridget's, Isleworth

St Vincent de Paul, Osterley

St Margaret of Scotland, St Margaret's Twickenham

Additional copies of maps of parish boundaries are available from the school website, your Parish and the Diocese of Westminster Tel: 020 7798 9033

3. **Catholic children from practising Catholic families whose application is supported by a baptism certificate for the child and a reference form from the priest**
4. **Catholic children from Catholic families whose application is supported by a baptism certificate for the child.**
5. **Other looked after children²**

6. Children who are Catechumens⁴ or members of other Eastern Orthodox Churches, whose application is supported by a letter of reference from the priest and a baptism certificate for the child or a certificate of reception from the authorities of that Church.

7. Any other applicants.

If the school is oversubscribed the following provision will be applied to each of the above criteria.

- A. Top priority will be given to any child within each of the above criteria who has a social, medical or pastoral need* which can only be met at St Mary's Catholic Primary School Isleworth.
- B. Priority will be given to any child within each of the above criteria who has a sibling⁵ in the school at the time of admission.

Then, if the school is still oversubscribed proximity of the child's residence⁶ to the school is used **. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

* Compelling written evidence at the time of application from a recognised professional body such as a Social Worker, doctor or priest must be provided and will be treated in the strictest confidence

** Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common landⁱ, open spaces, public parks, subways or footpaths not adopted by the Highways teamⁱⁱ.

- i. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
- ii. Except the pedestrian footpath at the eastern end of The Ride.

In the event that the distances are equal, the school, will draw lots to determine which applicant should be offered the place.

Multiple Applications (i.e. twins, triplets or other multiple applications from one family).

In this event if there is a single remaining place the single remaining place will be determined by random allocation in the presence of an independent witness.

Any non-English supporting documents will need to be certified translations.

Explanatory Notes (these notes form part of the CRITERIA FOR ENTRY)

- 1 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Rite Churches (list available from the school, your parish and the Diocese of Westminster Tel: 020 7798 9033). This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
- 2 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).
- 3 'practising Catholic' means a Catholic child from a practising Catholic family where the practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

St Mary's Catholic Primary School, Isleworth

4 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5 'sibling' means a brother or sister (not cousin) including half-, step- adoptive brother and sister who live at the same address as the child.

6 'residency' of the child will be determined by address shown on Council Tax and Child Benefit documents.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements made by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

For clarity St Mary's Catholic Primary School has a duty to admit a Catholic child with a Statement of Special Educational Needs naming the school where it is possible for the school to meet these needs.

Fair Access Protocol

The school is committed to taking its fair share of vulnerable Catholic children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body are empowered to give absolute priority to a Catholic child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the diocese for the current admission year. The Governing Body has this power even when admitting such a Catholic child would exceed the normal admission number. The Governors will be obliged to admit a non-Catholic child if directed to do so.

Unsuccessful Applications

If your application is unsuccessful, and you are not offered a place at St Mary's Catholic Primary School, you have the right to appeal against the decision. Please contact the Local Authority's School Admission Team to request an appeal registration form and inform the school that you are appealing against the decision.

In addition to the right of appeal, unsuccessful candidates will be offered an opportunity to be placed on a waiting list that is maintained on order of the oversubscription criteria above and not in the order in which applications are received or added to the list. The list is open until the end of the academic year of anticipated admission. After this names are removed unless parents specifically request to be kept on the list, up to the end of that academic year. It is also the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral) as this can affect position on the waiting list. If a place becomes available the Governors will decide (using the criteria) who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

In-year admissions policy

September 2012 – August 2013

In-Year applications will be considered in accordance with the Admissions Policy defined in this document. Should there be a vacancy in any class during the academic year, places will be offered after applying the admissions criteria to all applicants.

The Governors admit up to the schools Published Admission Number (PAN) of 26 for Nursery; 30 pupils to the Reception, Year 1 and Year 2 classes and up to 33 pupils in Year 3, Year 4, Year 5 and Year 6. Please remember that a separate application must be made on behalf of all those children seeking admission to the Reception Class, including those attending the Nursery. Admission to the School has to be considered independently from Nursery Class admissions.

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will communicate the Governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year unless parents specifically request to be kept on the list. It is also the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral) as this can affect position on the waiting list.

Parents are advised that a place in the Nursery does not guarantee a place in Reception and are asked to note that a new application will be required when a pupil applies for full-time Statutory Education and the Criteria for Entry will again be applied.

Applications may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and that if the school is oversubscribed they are unlikely to obtain a place.

St Michael and St Martin Catholic Primary School

As a Catholic school we aim to provide a Catholic Education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

- St Michael and St Martin Catholic Primary School provides co-educational day schooling. It is the Governors' intention to admit 60 children in Reception classes.
- Children are admitted in accordance with the School Governors' Admission Policy.
- Governors will give priority for admission to applicants whose children are baptised according to the rites of the Catholic Church who can provide evidence of regular Catholic practice by at least one of the parents in the form of a reference by a Priest. A baptismal certificate must be produced. 'Regular Catholic practice' means weekly (Sat eve/Sunday) mass attendance. Priority will be given within categories 2, 3 and 4 of the oversubscription criteria.
- Unless a child's inclusion is incompatible with the efficient education of other children, the school has a duty to admit a child with a Statement of Special Educational Needs naming the School.
- In the event of there being more applicants who fulfil the requirements than there are places available, the Governors will fill the places available by allocating them to applicants in the order set out below:

Oversubscription Criteria

- 1. Looked after Catholic children**
- 2. Catholic children with a brother or sister already attending the school at the time of admission**
- 3. Catholics who live in the parishes of SS Michael and Martin, Hounslow, Our Lady and St Christopher, Cranford or St Vincent de Paul, Osterley (maps of these three parishes are available for consultation at the school and in the three parishes)**
- 4. Catholics who live in other parishes**

5. Other looked after children

6. Baptised children from other Christian denominations whose application is supported by a baptismal certificate

7. All other applicants

If necessary, further priority within each category will be determined by proximity from the applicant's home front door to the main gate of the School. In the case of more than one family living the same distance from the school or of more than one application from the same family (e.g. twins etc.) competing for a single remaining place, the place will be allotted by random allocation i.e. lottery. This will take place in the presence of an independent witness.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.

2. Except the pedestrian footpath at the eastern end of The Ride.

Unsuccessful applicants will be offered a right of appeal.

Parents must complete the Common Application Form (CAF) which is available from the Local Authority and which must be returned to the Local Authority by the closing date. You should also complete the Supplementary Information Form (SIF) and the Priest's Reference Form (where applicable).

These are both available from the school and the SIF is also available from the Local Authority. The Priest's Reference Form can be obtained from the school and is also available on the Diocesan website at www.rcdow.org.uk. Both forms should be returned to the school by the closing date. Unless all forms are submitted by the closing date Governors may not be able to give full consideration to your application and you are very unlikely to be offered a place.



St Paul's Church of England Primary School

Admission Criteria

St. Paul's Church of England Primary School has a distinctive Christian ethos which is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governors will admit a maximum of 30 children to the reception class in any one year. This limit fulfils the Local Authority and National requirements, reflecting the restriction of class sizes to 30 as directed by central government.

The school is part of the locally agreed co-ordination scheme and the timescale for applications to be received and processed are those agreed with the Local Authority. Parents must complete The London Borough of Hounslow's Common Application Form naming this school as one of their preferences.

Applicants who wish to be considered for a Foundation Place should also submit a Supplementary Information Form so that Governors can consider their application fully; this can be obtained from the school office or the London Borough of Hounslow Local Authority. Applicants for Foundation Places will be required to supply evidence of their commitment and attendance at church on this form. (This form must be returned to the school office by the closing date as published by the London Borough of Hounslow).

There are three categories for entry to St Pauls CE Primary school:

- Looked after children.
- Foundation Places.
- Open places.

Criteria

Looked After Children

Children in the care of the Local Authority, as defined by section 22 of the Children Act, will have priority over all other applicants. The Governors will require written confirmation

that the child is in public care and will be so at the time of admission to the school. Children under an agreed series of short term placements (such as respite) are excluded.

Foundation Places (24 places)

Subject to the priority granted to looked after children, the Governors have designated 24 places as Foundation Places for admission to the Reception Class and subsequent classes. Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Children of families who worship regularly in a Church of England church. *
 - Children who reside in the Parish of Brentford and who worship in a church or chapel of another Christian denomination as defined by the following:-*
- a) Churches together in England (including associated members)
 - b) Churches together in Britain & Ireland (including associated members).
 - c). The Evangelical Alliance (including associated members).

Open Places

The Governors have designated 6 places to applicants who do not qualify for a Foundation Place. Parents applying for an Open Place do so knowing that the school aims to provide an education based upon Christian values.

Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Applicants who will have a sibling in the main school on the date of admission.
- Proximity of home to school. ****

Tie Break

In the event of any one of the above categories in both the Foundation and Open Places being oversubscribed, places will be allocated as follows, in order of priority:-

- 1) Applicants who will have a sibling in the main school on the date of admission. ***
- 2) Proximity of home to school. ****

In the event of two applicants having the same distance random allocation will be used to decide the place.

Notes:

*To verify claims of religious attendance please take the supplementary information form to your religious leader who should complete it and return it to the school by the date published. Governors consider regular worship to mean attendance by the child and at least one parent/ family member**, at least twice a month over a period of two years.

**A parent is any person who has parental responsibility for or is the legal guardian of the child. Family members include only parents as defined above and siblings as defined below.

***Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

****Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads maintained by Hounslow Council's Highway Team. When using roads for measurement purpose the computer measures along the middle of the road. It starts from a point in the footprint of the property which is supplied by postal address data and continues by the shortest available route to the nearest of the school gates in use to the child's home. It does not use routes using common land, open spaces or public parks¹. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

In the event that the distances are equal, the school, will draw lots to determine which applicant should be offered the place.

Parish boundary

A copy of the map showing the Parish boundary is available at the school and on the website www.hounslow.gov.uk/admissions.

In-Year admissions:

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will communicate the Governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Questions parents and carers ask on admission to a reception class

Does the law guarantee my child a place in the school of my choice?

No. The law says that parents may express a preference and apply for any school. However, if a school receives more applications than the number of places available, there has to be an order of priority to decide which children to admit.

What is a Priority Admission Area?

Every address in the borough is in a Priority Admission Area (PAA) which contains several Hounslow community primary schools. Applicants applying for a school in their PAA have a higher priority for admission. If you do not know which PAA your address is located in, please phone the School Admissions Team on 020 8583 2721 or email at admission@hounslow.gov.uk or see www.hounslow.gov.uk/admissions

Do I have to apply for six schools?

No. However stating six preferences gives your child a good chance of being offered a place at one of your preferred schools.

Does listing fewer schools increase my child's chances of being offered a place at one of the schools?

No. We consider each preference separately and do not share your preference ranking with schools which are their own admission authority. Your priority for an individual school is not affected by applying/not applying for other schools. Parents who apply for fewer schools are reducing their chances of being offered one of their preferred schools.

How do I find out more about each school?

Information is available in individual school prospectuses which are available directly from schools or on school websites. If you apply online you will be given a link to schools.

Can I visit each school?

Yes. Visits can be arranged by contacting the school directly. The Headteacher and staff will be happy to answer any questions you may have.

Can I apply to schools in other boroughs?

Yes, but you must apply to all schools using the Hounslow form if you are a Hounslow resident. You can apply for a total of six schools which can be located anywhere.

Can I use an address other than my own to make my application?

No. Your child's home address must be given. It is illegal to give a false address. If the Local Authority discovers that a false address has been given, the place can be withdrawn. This may cause distress, particularly for the child involved. Please see page 11 for full details regarding use of home address.

How do I apply for a place for my child who has a Statement of Special Educational Needs (SEN)?

If your child has a statement of special educational needs, or is undergoing assessment for a statement, you should still complete a common application form and return it to your preferred Hounslow primary school by 10 January 2012 or to the School Admissions Team at the Civic Centre by 15 January 2012. Hounslow SEN Panel will consider, in consultation with your first preference school, whether the school can meet your child's needs. Please see page 43 for full details of Hounslow's provision for children with special educational needs.

How will places be allocated if there are too many applications for a particular school?

The criteria for allocating places at the school will be applied. See pages 15 to 39.

Will my childcare arrangements be taken into account?

No. It is not possible to take account of childcare arrangements in the allocation of Hounslow primary school places. There are before and after school care schemes at many of our primary schools, see page 45.

When will I find out whether my application has been successful?

If your application was received on-time, you will receive a letter on 19 April 2012.

What if my child receives an offer of a school place from another council?

If you live in Hounslow the offer will be made to you by Hounslow Council for all schools and you should accept it on the reply slip provided.

What happens if my child is not offered a place at any of my preferred schools?

Hounslow residents will be offered a place at a school with availability, at the time of consideration. Your child will be placed on the waiting list for each of your preferred Hounslow community schools. You will also be informed of your right to appeal.

Can I appeal a decision not to offer a place at one of my preferred schools?

Yes. Please see page 14 for full details on the appeals process.

I'm confused about the application process. Where should I go for advice?

You should contact the School Admissions Team on 020 8583 2721 if you are unsure about any part of the application process. It is very important to follow the application procedure correctly and it is your duty to seek advice in good time.

Can I move my child to another school after the start of school?

Yes. Hounslow residents can obtain an In-Year application form from contacting the School Admissions Team on 020 8583 2642, or email: admissions@hounslow.gov.uk. Places can only be offered if a school has a vacancy in the relevant year group. See page 42.

Can I choose to educate my child at home?

You may choose to educate your child at home, in which case you take on the full cost and responsibility for the education provided. See page 45.

Will my child be instructed in religious education?

Religious education is taught in accordance with our agreed syllabus. It is compulsory for all schools to teach it, but parents may withdraw their children from it if they wish.



In-Year Admissions

Families moving in to Hounslow

If you have recently moved into the borough and are looking for a primary school place for your child, you will need to complete an In-Year common application form (INCAF-P) which you can obtain by contacting the School Admissions Team on **020 8583 2642** or email admissions@hounslow.gov.uk

You may name up to three primary schools, listed in order of preference. You should use this form even if applying for a school outside Hounslow, except independent fee paying schools.

Each of your preferences will be considered individually under each school's admission criteria. If more than one offer can be made from your list of preferred schools, we will offer you a place for the school ranked highest on your application.

Please note it may not be possible to offer a place at one of your preferred schools. We may have to allocate a place where an appropriate vacancy exists. If a place is not offered at a preferred school you have the right of appeal.

New or returning to the UK

If your child is new to or returning to the UK after a gap of three months or more, you will need to bring your child to the Civic Centre Lampton Road Hounslow TW3 4DN in order to complete an application in person. You must also bring their passport or travel document (as appropriate) and provide proof of address with your application.

Changing your child's school

Changing schools within the school year is disruptive and not usually in the child's best interests. We recommend that before requesting a transfer, you discuss your reasons with senior staff at your child's school. They will be happy to discuss any concerns.

After full consultation with the school, if you still wish to transfer your child, you will need to complete the In-Year common application form (INCAF-P). Places can only be offered if a school has a vacancy in the relevant year group,

and there may already be a waiting list for your child's year group. Once we have processed the form, we will advise if it is possible to offer your child a place. Any such change will normally take place only at the beginning of a term or half-term.

You should not withdraw your child from their current school unless you have secured a place at another school.

Fair Access

Children with a history of challenging behaviour and those deemed vulnerable are placed in school using the Fair Access Protocol. This ensures they are offered an appropriate education placement as quickly as possible.

The Fair Access Panel consists of representatives from Hounslow schools, the Local Authority and other agencies. The panel considers all information available and the child's individual circumstances to make an informed decision as to what school would best meet the child's needs.

Infant to Junior School Admission

Parents with a child in an infant school will need to make an application to transfer their child into a junior school. All Hounslow residents with children in Year 2 will receive an Infant to Junior Transfer Application from their child's infant school. If you lose your application or do not receive one, please contact the School Admissions Team on **020 8583 2642** or email admissions@hounslow.gov.uk to request a replacement form.

Applications for infant to junior transfer must be submitted by the closing date of 15 January 2012.

Children attending an infant school have top priority for admission to the linked junior school. Once linked infant school applicants have been placed, other external applicants will be considered in accordance with the published admission criteria for Hounslow community primary schools.

The Local Authority will write to you on 18 April 2012 regarding the outcome of your child's application.

Special Educational Needs

The Local Authority has responsibility for ensuring that a school can identify and support children with behavioural, emotional, health or other difficulties. We aim to provide continual and developing support for children with special educational needs. Each Hounslow school has a duty to admit a child with a statement of SEN naming the school.

All schools must have a policy for SEN under the 1996 Education Act. Each year, school governing bodies report to parents on the implementation of the policy and on access to the curriculum for pupils with disabilities (this is required under the 1995 Disability Discrimination Act, amended by the Special Needs and Disability Act 2001).

All schools must have regard to the SEN Code of Practice in identifying, assessing and monitoring pupils' special needs. Statutory assessment is used to identify needs which are severe or complex enough to require a Statement of Special Educational Needs and place pupils in mainstream centres or special schools accordingly. Most pupils with special needs are taught in mainstream schools

Each school has a special educational needs coordinator (SENCO) who manages SEN provision. Schools receive a large proportion of SEN funding to make provision in accordance with their pupil's identified needs. Student progress is regularly monitored and reviewed.

In Hounslow, some of our mainstream schools have resourced centres that cater for specific needs. We also offer specialist provision within centres at particular schools for students with:

- hearing impairment,
- speech and language difficulties,
- specific learning difficulties in relation to literacy,
- physical disabilities.

Our special schools provide a broad and balanced curriculum, including the national curriculum and offer specialised opportunities in smaller classes. There are successful links between special schools and mainstream schools/colleges to provide a wider range of options for pupils to return to mainstream education when they are able to do so.

In all cases it is our intention to consult fully with the parents at the time of initial placement and regularly after that. Consultation is made available through the annual review at school and through the SEN team based in our Children's Services and Lifelong Learning department.

Primary Special schools

Marjory Kinnon School (all ages)

Complex learning difficulties and autism
Ms Denise Morton, Headteacher
Hatton Road, Bedfont TW14 9QZ
Tel: 020 8890 9032 Fax: 020 8893 7450
The school also has a centre for pupils with autistic spectrum disorders at each key stage, including sixth form.

Lindon-Bennett School (primary)

Severe, profound and multiple learning difficulties
Mr S Line, Headteacher
Main Street, Hanworth TW13 6ST
Tel: 020 8898 0479 Fax: 020 8893 4630

The Cedars School (primary)

Social, emotional and behavioural difficulties
Ms L Julian, Headteacher
High Street, Cranford TW5 9RU
Tel: 020 8230 0015 Fax: 020 8230 0016
There are also centres for pupils with particular special needs attached to mainstream schools.

Special Educational Needs

Primary special centres

Please refer to the main school list on pages 49 - 51 for addresses, telephone numbers etc.

Grove Road Primary School

Autistic spectrum disorders – primary

Marlborough Primary School

Primary SpLD/dyslexia

Cardinal Road Nursery and Infant School workshop

Crane Park

Primary ASD unit

Lionel Primary School

Primary speech and language therapy (SALT)

Hounslow Town Primary School

Developmental centre

Hounslow Heath Infant School

Hounslow Heath Junior School

Norwood Green Infant School

Norwood Green Junior School

The Bridge at Fairholme Primary School



Further information

Education Welfare Service

The Education Welfare Service enforces school attendance, child employment regulations, and entertainment licences for school age children. Education Welfare Officers have a duty to remind parents of their legal responsibilities regarding regular school attendance. The officers are able to support children and families where pupils are experiencing difficulties in school and welfare issues are disrupting a child's education.

Before and after school care (extended day care)

The Local Authority has an extensive network of out of school care schemes for full-time pupils aged 4 to 11 years old. The schemes operate before and after school. There are also holiday playschemes during most school holidays. Refreshments are also provided according to the needs of local parents.

The schemes are registered and inspected by OFSTED, and employ suitably qualified and experienced staff with regular advice and training from Hounslow's Extended Day Care Team.

The wide ranging child-centred activities on offer include:

- Arts and crafts
- computer programmes
- cooking
- drama
- creative play
- construction activities
- football
- quiet areas to relax or read a favourite book

For more information on current schemes, please contact the Extended Day Care Team on **020 8583 4187**.

The Family Information Service can also provide details of schemes available, including childminders. Please contact them on **0800 783 1696**.

School health service

The school health service works with schools towards achieving the national children's agenda. This includes work such as: childhood obesity, delivering health promotion messages and immunisation programmes in schools. There is no routine health screening in schools. The service advises that parents should have their child's vision checked by an optician before starting reception year.

Family learning

In many of our primary schools you will be able to take part in family literacy and numeracy projects. These projects explain how children are taught in school, how you can help at home and even help parents/carers gain a qualification. For more information, ask at your child's school or call Hounslow Adult and Community Education on 020 8583 6050.

Education at home

Parent/Carers are entitled to choose to educate their children at home, in which case they take on the full cost and responsibility for the education provided.

If your child is already at school, you must inform the school in writing of your intention to educate at home. If your child is not registered at a school, you are advised to let the Schools Admission Team know of your situation, in writing. If your child attends a special school, you will need our permission to de-register and ensure you can cater for his or her special needs.

The Local Authority retains a legal responsibility to establish that you are providing an 'efficient and suitable' full time education for your child. Therefore, we will make informal enquiries about the education you are providing and keep in contact periodically for updates. Our aim is to establish positive and supportive relationships with all home educating parents/carers to ensure the best possible outcomes for the children involved.

Further information

An information leaflet and registration form is available to download from www.hounslow.gov.uk or you can contact School Admissions Team.

Further information is also available from the Department for Education website www.education.gov.uk

Independent schools

The London Borough of Hounslow does not assist with fees for children attending independent day or boarding schools except in the most exceptional circumstances where a specialist panel has decided that no other education is suitable.

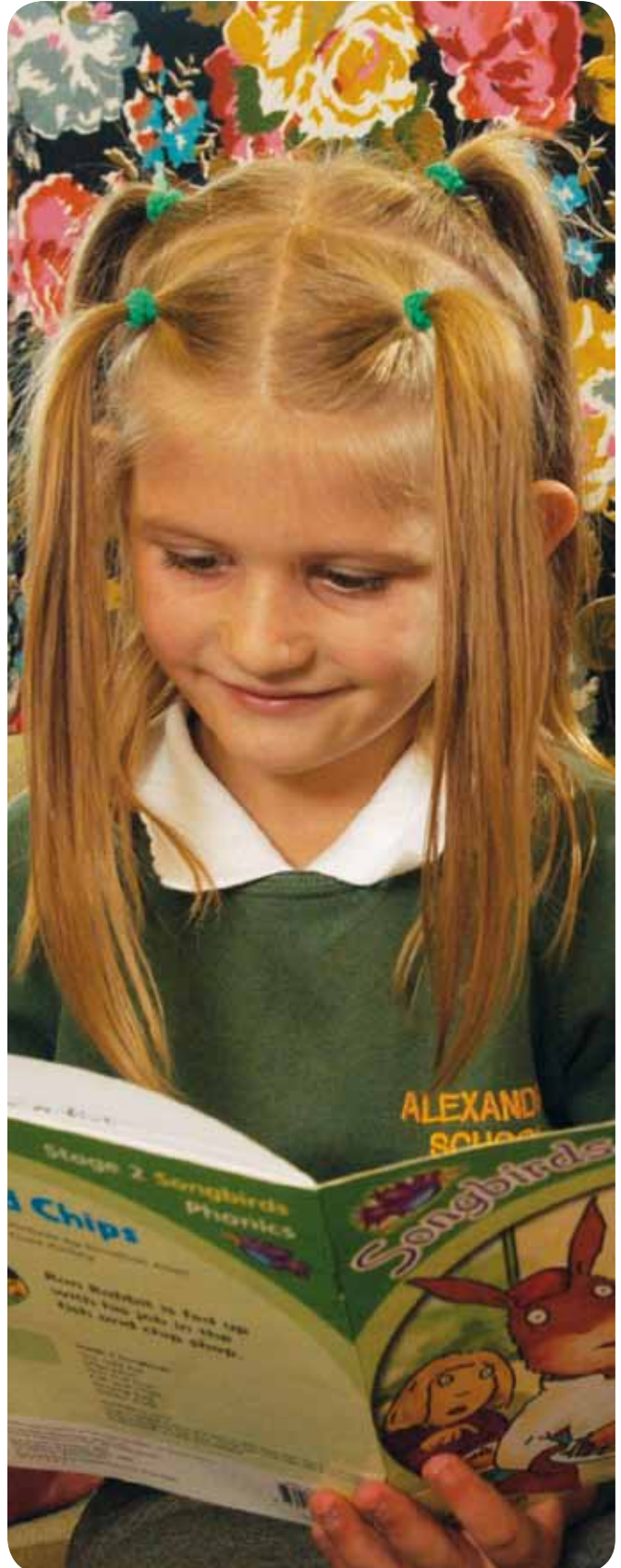
Unauthorised absence

Government guidelines state that term-time holidays are unacceptable reasons for absence. Such absences are treated as unauthorised absence from school. If there is a family emergency, you should discuss your plans with your child's Headteacher. S/he may be able to authorise a maximum of ten days' absence in exceptional circumstances.

It is not always possible to keep your child's school place open as there may be other families looking for school places. Persistent unauthorised absence from school, including holidays, may result in fixed penalty notices or prosecution of the parents or carers for failing to ensure the child is receiving appropriate education.

Charging and remission policies

Education in schools maintained by the London Borough of Hounslow is free. However, the schools may, from time to time, ask for contributions or make charges for certain activities in accordance with Section 110 of the 1988 Education Act.



Grants and Assistance

School meals and milk

All Hounslow community schools can provide a lunchtime meal for children and all our primary schools provide milk for pupils each school day. Your child's school will give you the details of the payment system they use for each.

School meals and milk are available free of charge to the children of Hounslow residents who are in receipt of one of the following benefits:

- income support
- income-based Jobseekers Allowance
- child tax credit, provided you are not in receipt of working tax credit and have an annual taxable household income less than £16,190
- support provided under part 6 of the Immigration and Asylum Act 1999 from NASS guaranteed element of state pension credit (only applicable for school meals)
- income-related employment and support allowance

Applicants will be required to provide proof that they are in receipt of one of the above benefits.

Application forms for free school meals are available from each school or from Business Services by contacting **020 8583 2780/2781**.

Applications for free milk must be made to your child's school.

Transport costs

All Hounslow residents under the age of 19 who are in full time education can travel free on London buses and trams. For further details about eligibility and applying, please go to the Transport for London website at **www.tfl.gov.uk** or contact the Oyster Card helpline on **0845 330 9876**. Alternatively you can obtain an application form from your local Post Office.

Our full transport policy is available to download from **www.hounslow.gov.uk/school_transport**

If you require assistance with transport costs please contact Business Services on **020 8583 2820**.



Healthy and safe travel to Schools

Every council has a duty to write and update a Sustainable Mode of Travel Strategy (SMoT) every year. An SMoT is a means of discouraging car use for short journeys, for environmental reasons, to reduce congestion and improve the health of the local community.

The Government recommends that children should be getting a minimum of 30 minutes a day of aerobic exercise – this can be incorporated into the walk to and from school very easily. Younger children can walk 1 mile in 20min or Scoot it in 10min and older children can cycle 3 miles in 15min, or choose free bus travel and walk the last 10 minutes, getting off a few stops early.

School census data completed in January 2011 showed that walking and cycling is possible for most pupils in Hounslow as they live very close to their schools:

- 85% of primary pupils live within 20 minutes walking distance of their school (1 mile) and 95% live within 2 miles
- 70% of secondary pupils live within 10 minutes cycling distance of their school (2 miles) and 82% live within 3 miles

The Council provides free training to give pupils the confidence and skills to travel independently such as off road cycle training, on road cycle training, road safety training, travel awareness and journey planning.

By learning about all aspects and modes of travel, and using them during their teenage lives, their adult lives will be enriched by better, cheaper, faster and above all more enjoyable travel, giving access to better employment prospects, more leisure time and the ability to discover and explore new places.

Perception of danger on the roads is a key barrier stopping parents from allowing their children to walk or cycle - yet statistically it is more likely that you will be involved in an accident whilst in a car than as a pedestrian or cyclist. In addition there are huge savings to be made by not driving - £889 a year on average per family. For more information on accident data please visit: www.hounslowtp.org

School travel plans (STP)

80% of schools in Hounslow have an approved STP, which is a plan of action tailored to a schools need to help make journeys to school safer, healthier and environmentally friendly. The aim of an STP is to reduce car use to make the area outside schools safer, which will improve air quality and instil healthy travel habits in children to prepare them for the transition to secondary school and ultimately their adult life. Schools with a Travel Plan of a high standard can become accredited by TfL, currently 55% of schools in Hounslow are Accredited, one of the highest levels in London

STP Initiatives

Key initiatives that Accredited schools run to encourage sustainable travel include:

- Cycle Training
- Bike Breakfasts
- Pedestrian Skills Training
- Pool bikes & Scooters to loan out
- Junior Road Safety Officers
- Walk To School Week
- Bling My Bike
- Scooter Skills Sessions
- Bike Clubs
- Walking & Running Clubs

For information on what all schools in Hounslow are doing and to see their Travel Plans please visit

www.hounslowtp.org

Primary schools in Hounslow

Infant and nursery schools admit children aged 3 to 7, junior schools aged 7 to 11 and primary schools aged 3 to 11.

Alexandra Nursery and Infant School (90)

Miss A Mitchell, Headteacher
Denbigh Road, Hounslow, TW3 4DU
Tel: 020 8570 6105 Fax: 020 8577 0941

Alexandra Junior School (90)

Mrs H Sullivan, Headteacher
Denbigh Road, Hounslow, TW3 4DU
Tel: 020 8570 6826 Fax: 020 8572 5286

Beavers Community Primary School (60)

Mrs D Scott, Headteacher
Arundel Road, Hounslow, TW4 6HR
Tel: 020 8570 9347 Fax: 020 8814 0609

Bedfont Primary School (60)

Mrs A Broughton, Headteacher
Hatton Road, Bedfont, TW14 9QZ
Infant Dept – Tel: 020 8890 7472
Junior Dept – Tel 020 8890 4755

Belmont Primary School (60)

Ms V Coates, Headteacher
Belmont Road, Chiswick,
London W4 5UL
Tel: 020 8994 7677
Fax: 020 8742 7866

Berkeley Primary School (60)

Ms J Davies, Headteacher
Cranford Lane, Heston, TW5 9HQ
Tel: 020 8570 5700 Fax: 020 8572 6768

The Blue School CE Primary* (30)

Mr J Frostick, Headteacher
North Street, Isleworth, TW7 6RQ
Tel: 020 8560 6721 Fax: 020 8568 9162

Cardinal Road Nursery and Infant School (90)

Mrs M Nowak, Headteacher
Cardinal Road, Feltham, TW13 5AL
Tel: 020 8890 6306
Fax: 020 8893 7179

Cavendish Primary School (30)

Mrs A-M Inwood, Headteacher
Edensor Road, Chiswick,
London W4 2RG
Tel: 020 8994 6835
Fax: 020 8995 1306

Chatsworth Primary (90)

Mr D Wright, Headteacher
Heath Road, Hounslow, TW3 2NW
Tel: 020 8560 6018
Fax: 020 8560 5098 or 020 8560 6019

Crane Park Primary School (60)

Mrs S Hardwick, Headteacher
Norman Avenue, Hanworth, TW13 5LN
Tel: 020 8894 9047
Fax: 020 8893 4486

Cranford Primary School (90)

Ms Walia, Headteacher
Berkeley Avenue, Cranford, TW4 6LB
Tel: 020 8759 0305 Fax: 020 8754 0208

Edward Pauling Primary School (60)

Ms G Quinnen, Headteacher
Redford Close, Feltham, TW13 4TQ
Tel: 020 8831 0841 Fax: 020 8831 0851

Fairholme Primary School (60)

Mr K Noakes, Headteacher
Peacock Avenue, Bedfont, TW14 8ET
Tel: 020 8890 2584
Fax: 020 8844 2297

Feltham Hill Nursery and Infant School (90)

Miss M Newbury, Headteacher
Bedfont Road, Feltham, TW13 4LZ
Tel: 020 8890 3814 Fax: 020 8844 1126

Feltham Hill Junior School (90)

Mrs M Lancy, Headteacher
Ashford Road, Feltham TW13 4QP
Tel: 020 8890 4560 Fax: 020 8751 0597

Forge Lane Primary School (30)

Ms H Williams, Headteacher
Forge Lane, Hanworth, TW13 6UN
Tel: 020 8898 0848
Fax: 020 8894 4204

Green Dragon Primary School (60)

Mr J Golightly, Headteacher
North Road, Brentford, TW8 0BJ
Tel: 020 8568 3971
Fax: 020 8569 9260

Grove Park Primary School (30)

Mrs M Lee, Headteacher
Nightingale Close, Chiswick, W4 3JN
Tel: 020 8994 7405 Fax: 020 8742 7758

Grove Road Primary School (30)

Ms B Reeks, Headteacher
Cromwell Road, Hounslow, TW3 3QQ
Tel: 020 8570 6132 Fax: 020 8230 4019

Heston Primary School (60)

Laura Khalil, Headteacher
Heston Road, Heston, TW5 0QR
Tel: 0208572 5597 Fax: 020 8572 3923

Hounslow Heath Nursery and Infant School (113)

Ms K Harper-Quinn, Headteacher
Martindale Road, Hounslow, TW4 7HE
Tel: 020 8570 2562
Fax: 020 8570 9604

Primary schools in Hounslow

Infant and nursery schools admit children aged 3 to 7, junior schools aged 7 to 11 and primary schools aged 3 to 11.

Hounslow Heath Junior School (112)

Ms R Aulakh, Headteacher
Selwyn Close, Hounslow, TW4 7BD
Tel: 020 8570 1332 Fax: 020 8577 9116

Hounslow Town Primary School (90)

Mr C Hill, Headteacher
Pears Road, Hounslow, TW3 1SR
Tel: 020 8570 1747 Fax: 020 8570 1854

Isleworth Town Primary School (90)

Mrs E Sheedy, Headteacher
Twickenham Road, Isleworth, TW7 6AB
Tel: 020 8560 5701
Fax: 020 8569 7589

Ivybridge Primary School** (30)

Ms C McKay, Headteacher
Summerwood Road,
Isleworth, TW7 7QB
Tel: 020 8891 2727 Fax: 020 8607 9112

Lionel Primary School (60)

Mrs P Moran, Headteacher
Lionel Road North, Brentford, TW8 9QT
Tel: 020 8560 5323
Fax: 020 8569 9887

Marlborough Primary School (90)

Mr G Murrell, Headteacher
London Road, Isleworth, TW7 5XA
Tel: 020 8560 3978 Fax: 020 8560 2185

Norwood Green Nursery and Infant School (90)

Mr D Willetts, Headteacher
Thornclyffe Road, Southall, UB2 5RN
Tel: 020 8574 1456 Fax: 020 8574 6442

Norwood Green Junior School (84)

Mrs R Lamb, Headteacher
Thornclyffe Road, Southall, UB2 5RN
Tel: 020 8574 1726 Fax: 020 8813 9511

Orchard Primary School (90)

Mrs C Haslam, Headteacher
Orchard Road, Hounslow, TW4 5JW
Tel: 020 8570 6247 Fax: 020 8577 0563

Oriel Primary School (60)

Mr M Read, Headteacher
Hounslow Road, Hanworth, TW13 6QQ
Tel: 020 8894 9395
Fax: 020 8893 4308

Our Lady and St John's RC Primary School* (30)

Mrs G Morland, Headteacher
Boston Park Road, Brentford, TW8 9JF
Tel: 020 8560 7477
Fax: 020 8568 8806

The Rosary RC Primary School* (60)

Mrs J Bashford, Headteacher
10 The Green, Heston, TW5 0RL
Tel: 020 8570 4942 Fax: 020 8570 8874
(Nursery and Key Stage 1)
Tel: 020 8581 0066
Fax: 020 8581 0065
(Key Stage 2)

The Smallberry Green Primary School (60)

Caroline Hodges, Headteacher
Turnpike Way, Isleworth, TW7 5BF
Tel: 020 8580 2070
Fax: 020 8580 2072

Southville Nursery and Infant School (90)

Miss J Lacey, Headteacher
Bedfont Lane, Feltham, TW14 9NP
Tel: 020 8890 6745
Fax: 020 8893 7039

Southville Junior School (90)

Mr J Norton, Headteacher
Bedfont Lane, Feltham, TW14 9NP
Tel: 020 8890 3731
Fax: 020 8893 7039

Sparrow Farm Nursery and Infant School (60)

Mrs S Rose, Headteacher
Denham Road, Feltham, TW14 0DB
Tel: 020 8890 2063
Fax: 020 8890 2613

Sparrow Farm Junior School (60)

Mrs L Thomas, Headteacher
Sparrow Farm Drive,
Feltham, TW14 0DG
Tel: 020 8890 7194 Fax: 020 8751 1322

Spring Grove Primary School (30)

Ms M Buckby, Headteacher
Star Road, Isleworth, TW7 4HB
Tel: 020 8560 0965
Fax: 020 8758 1449

Springwell Nursery and Infant School (90)

Mrs K Grewal, acting Headteacher
Speart Lane, Heston, TW5 9EF
Tel: 020 8570 5702 Fax: 020 8814 3010

Springwell Junior School (95)

Mrs D Kane, Headteacher
Vicarage Farm Road, Heston, TW5 0AG
Tel: 020 8570 1079 Fax: 020 8577 0621

St Lawrence RC Primary School* (60)

Mr R McCormack, Headteacher
Victoria Road, Feltham, TW13 4FF
Tel: 020 8890 3878
Fax: 020 8893 1885

St Mary's RC Primary School* (30)

Ms T McManus, Headteacher
Duke Road, Chiswick, London W4 2DF
Tel: 020 8994 5606
Fax: 020 8742 7630

St Mary's RC Primary School* (30)

Mr F Marsh, Headteacher
South Street, Isleworth, TW7 7EE
Tel: 020 8560 7166
Fax: 020 8232 8820

St Michael and St Martin RC Primary School* (60)

Mrs M E Mullarkey, Headteacher
Belgrave Road, Hounslow, TW4 7AG
Tel: 020 8572 9658 Fax: 020 8572 1982

St. Paul's CE Primary School* (30)

Mrs S James, Headteacher
St. Paul's Road, Brentford, TW8 0PN
Tel: 020 8560 3297
Fax: 020 8758 9623

Strand-on-the-Green Nursery and Infant School (90)

Mr M Newton, Headteacher
Thames Road, Chiswick,
London W4 3NX
Tel: 020 8994 7921
Fax: 020 8994 8070

Strand-on-the-Green Junior School (90)

Ms S Harrison, Headteacher
Thames Road, Chiswick,
London W4 3NX
Tel: 020 8994 7847 Fax: 020 8742 7188

Victoria Junior School (86)

Miss W Young, Headteacher
Victoria Road, Feltham, TW13 4AQ
Tel: 020 8890 9624
Fax: 020 8844 2897

Wellington Primary School (60)

Mrs D Norton, Headteacher
Sutton Lane, Hounslow, TW3 4LB
Tel: 020 8570 6130 Fax: 020 8572 8046

Westbrook Primary School (90)

Mr M Tatters, Headteacher
Westbrook Road, Heston, TW5 0NB
Tel: 020 8570 9942 Fax: 020 8570 6692

The William Hogarth Primary School (60)

Mrs C Driscoll, Headteacher
Duke Road, Chiswick, London W4 2JR
Tel: 020 8994 4782 Fax: 020 8742 7736

Worple Primary School (30)

Mr G Underwood, Headteacher
Queens Terrace, Isleworth, TW7 7DB
Tel: 020 8321 8100 Fax: 020 8321 8101

Key (0) The number of children to be admitted to reception.

*Voluntary aided (church) school

Important changes for children starting Reception in September 2012

There have been some key changes to the admission arrangements for Hounslow Community Primary Schools, from September 2012. There are two changes which parents need to be aware of when applying for Hounslow Community Schools:

- The first change affects oversubscription criteria.
- The second change affects Priority Admission Areas (PAAs).

These changes do not affect admissions to faith schools. Faith based schools continue to use their own admission criteria

New Hounslow Community School Oversubscription Criteria

From September 2012 siblings will be given higher priority for admission, even if they do not live in the Priority Admission Area (PAA) of the school.

The new oversubscription criteria for Community Primary Schools will be:

- 1 Children in care
- 2 Children with an exceptional medical or social need for a particular school
- 3 Children with siblings in the school, at the time of admission.
- 4 Children within the Priority Admission Area (PAA)
- 5 Other children

If there are more applicants than places available in any of the above categories, places will be allocated according to distance from home to the school, with those living nearer to the school having priority.

New Hounslow Community School Priority Admission Areas (PAAs)

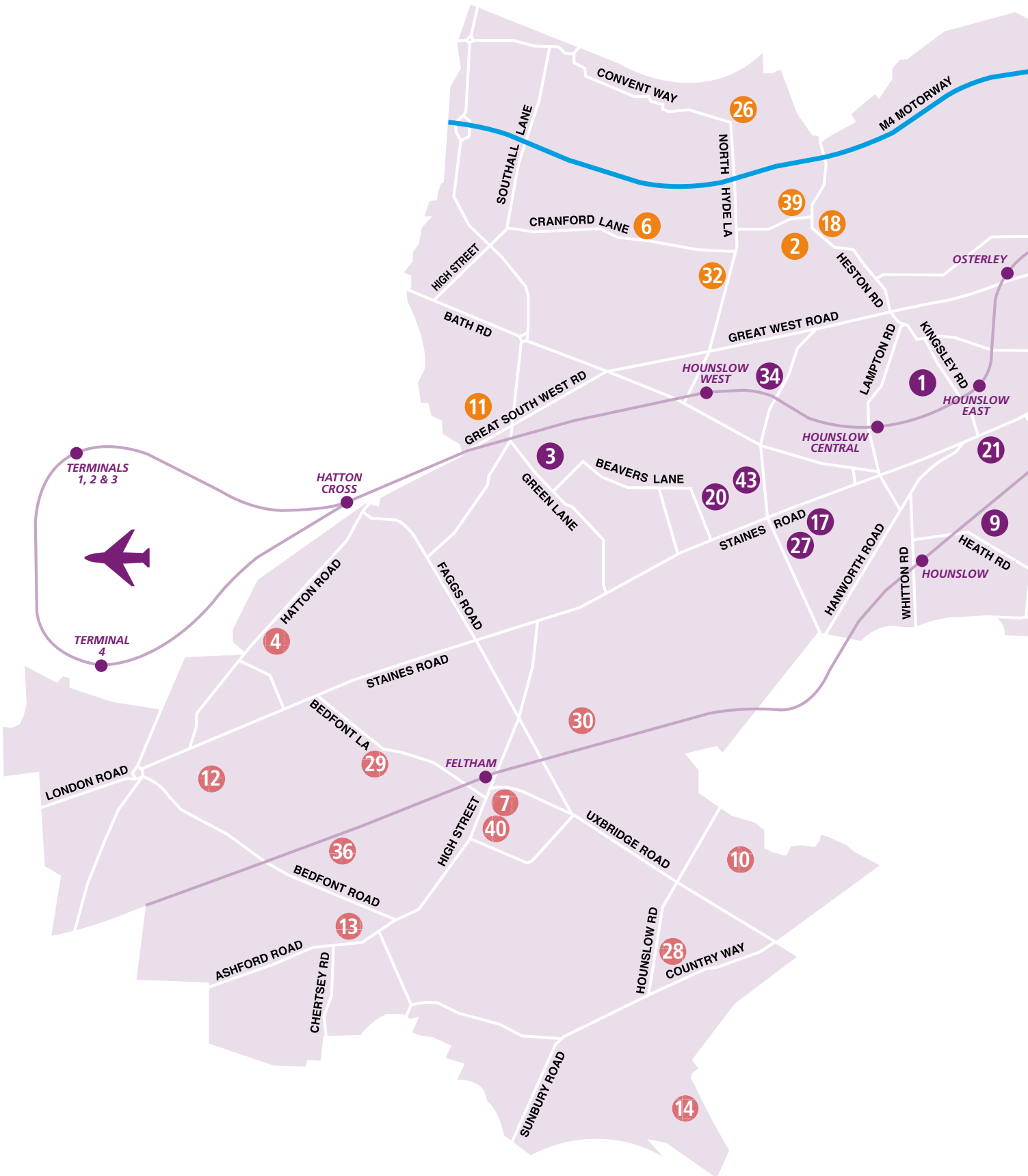
Currently, each Hounslow household is only in the PAA for one Hounslow community school.

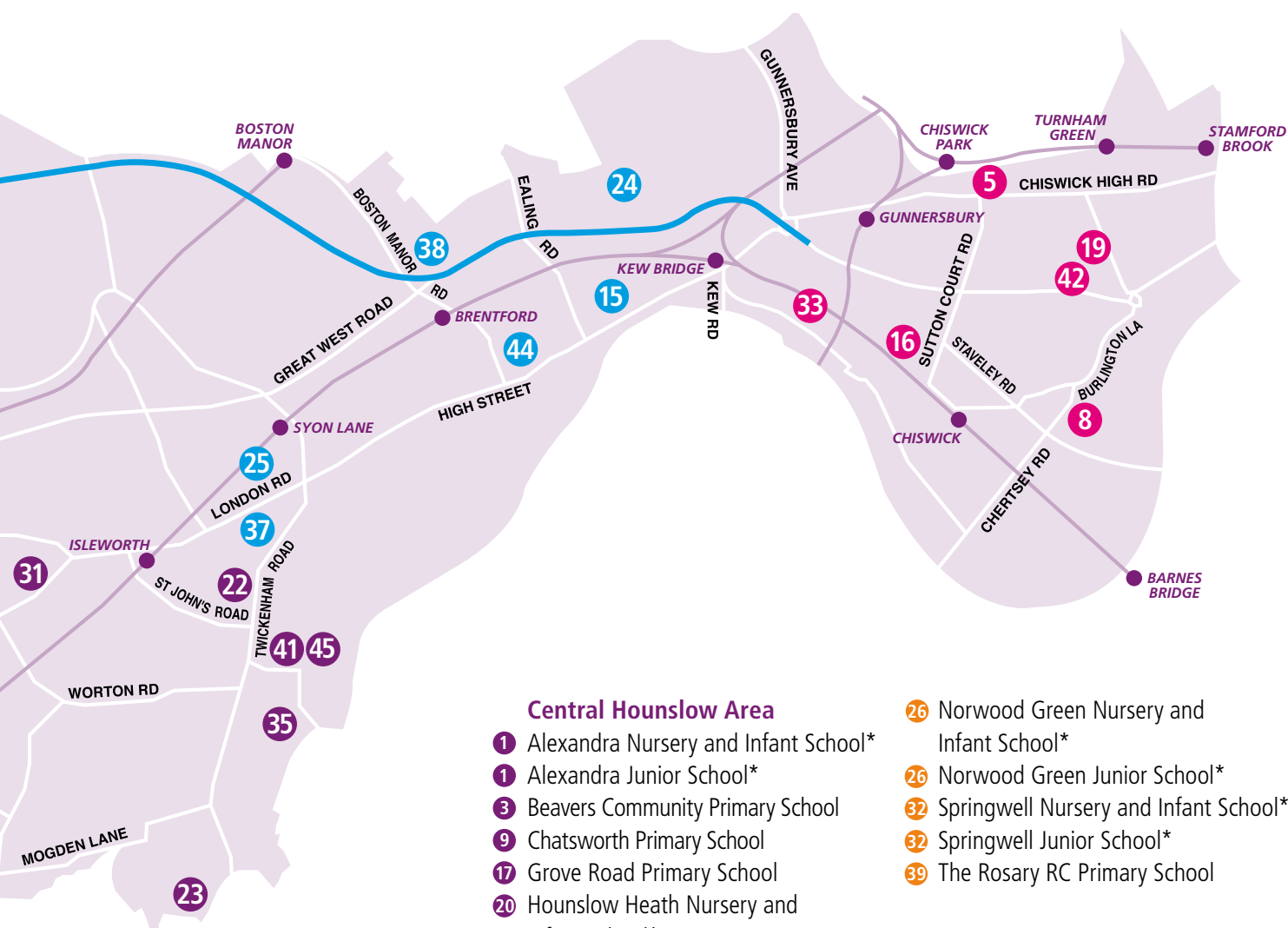
From September 2012, we will have 5 larger 'Super Priority Admission Areas' that will each contain several schools. This means each Hounslow household will be in a PAA for more than one school.

The 5 new Priority Admission Areas (PAAs) will be:

If you were previously in this PAA	You will now be in this Super PAA
Bedfont Primary School Cardinal Road Infants School Crane Park Primary School Edward Pauling Primary School Fairholme Primary School Feltham Hill Primary School Forge Lane Primary School Oriel Primary School Southville Infants & Junior Schools Sparrow Farm Infants & Junior Schools Victoria Junior School	Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth Feltham and Hanworth
Westbrook Primary (formerly Andrew Ewing) Berkeley Primary School Cranford Infants & Junior Schools Heston Infants & Junior Schools Norwood Green Infants & Junior Schools Springwell Infants & Junior Schools	Heston and Cranford Heston and Cranford Heston and Cranford Heston and Cranford Heston and Cranford Heston and Cranford
Alexandra Infants & Junior Schools Beavers Community School Chatsworth Primary School Grove Road Primary School Hounslow Heath Infants & Junior Schools Hounslow Town Primary School Isleworth Town Primary School Ivybridge Primary School Orchard Primary School Spring Grove Primary School Wellington Primary School Worplesdon Primary School	Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow Central Hounslow
Green Dragon Primary School Lionel Primary School Marlborough Primary School Smallberry Green Primary School	Brentford Brentford Brentford Brentford
Belmont Primary School Cavendish Primary School Grove Park Primary School Strand-on-the-Green Infants & Junior Schools William Hogarth Primary School	Chiswick Chiswick Chiswick Chiswick Chiswick

The 5 new Priority Admission Areas (PAAs) & location of Primary Schools in Hounslow





Feltham and Hanworth Area

- 4 Bedfont Primary School
- 12 Fairholme Primary School
- 7 Cardinal Road Nursery and Infant School*
- 7 Victoria Junior School*
- 13 Feltham Hill Nursery and Infant School*
- 13 Feltham Hill Junior School*
- 40 St Lawrence RC Primary School
- 29 Southville Nursery and Infant School*
- 29 Southville Junior School*
- 30 Sparrow Farm Nursery and Infant School*
- 30 Sparrow Farm Junior School*
- 36 Edward Pauling Primary School
- 10 Crane Park Primary School
- 14 Forge Lane Primary School
- 28 Oriol Primary School

Central Hounslow Area

- 1 Alexandra Nursery and Infant School*
- 1 Alexandra Junior School*
- 3 Beavers Community Primary School
- 9 Chatsworth Primary School
- 17 Grove Road Primary School
- 20 Hounslow Heath Nursery and Infant School*
- 20 Hounslow Heath Junior School*
- 21 Hounslow Town Primary School
- 27 Orchard Primary School
- 43 St Michael and St Martin RC Primary School
- 31 Spring Grove Primary School
- 34 Wellington Primary School
- 45 The Blue School CE Primary
- 22 Isleworth Town Primary School
- 23 Ivybridge Primary School
- 41 St Mary's RC Primary School
- 35 Worples Primary School

Heston and Cranford Area

- 11 Cranford Primary School
- 2 Westbrook Primary School (formerly known as Andrew Ewing)
- 6 Berkeley Primary School
- 18 Heston Primary School

- 26 Norwood Green Nursery and Infant School*
- 26 Norwood Green Junior School*
- 32 Springwell Nursery and Infant School*
- 32 Springwell Junior School*
- 39 The Rosary RC Primary School

Brentford Area

- 15 Green Dragon Primary School
- 24 Lionel Primary School
- 38 Our Lady and St John's RC Primary School
- 44 St. Paul's CE Primary School
- 25 Marlborough Primary School
- 37 The Smallberry Green Primary School

Chiswick Area

- 5 Belmont Primary School
- 8 Cavendish Primary School
- 16 Grove Park Primary School
- 19 The William Hogarth Primary School
- 42 St Mary's RC Primary School
- 33 Strand-on-the-Green Nursery and Infant School*
- 33 Strand-on-the-Green Junior School*

* Separate junior and infant schools

Last criteria and distance offered

SCHOOL	Bulge	Last Criteria Offered	Distance (Miles)
Alexandra	YES	DTO	0.511
Andrew Ewing		DTO	1.147
Beavers	YES	DTO	3.997
Bedfont	YES	DTO	1.814
Belmont		DTI	0.754
Berkeley		DTO	1.399
Cardinal Road		DTO	0.779
Cavendish		SBO	0.522
Chatsworth	YES	DTO	0.772
Crane Park		DTO	2.917
Cranford		SBO	2.616
Edward Pauling		DTO	3.842
Fairholme	YES	DTO	1.932
Feltham Hill		DTI	0.575
Forge Lane		DTO	2.997
Green Dragon	YES	DTO	2.628
Grove Park		DTO	0.308
Grove Road		DTI	0.291
Heston		DTO	4.553

Hounslow Heath		DTO	1.56
Hounslow Town		DTO	3.144
Isleworth Town	YES	DTO	0.878
Ivybridge	YES	DTO	3.804
Lionel		DTO	1.553
Marlborough		SBO	0.897
Norwood Green		DTO	2.043
Orchard		DTI	0.7
Oriel		DTO	2.893
Smallberry Green		DTO	5.248
Southville		DTO	2.592
Sparrow Farm	YES	DTO	1.872
Spring Grove	YES	DTO	0.765
Springwell		DTO	1.387
Strand		DTO	0.688
Wellington		DTO	1.008
William Hogarth	YES	DTO	5.728
Worple		DTO	0.467

Key

SEN = Special Educational Need

PC = Public Care

MS = Medical/Social

SBI = Sibling In PAA

DTI = Distance in PAA

DTO = Distance Outside PAA

SBO = Sibling Outside PAA

CH= Church



Contact addresses for other local education authorities

London Borough of Ealing

Education Department, Perceval House
14-16 Uxbridge Road, Ealing W5 2HL
Tel: 020 8825 5511
www.ealing.gov.uk

London Borough of Hammersmith & Fulham (Postal address)

School Admission Section, Town Hall
King Street, Hammersmith W6 9JU
Tel: 020 8753 2627/3628/3664
www.lbhf.gov.uk

London Borough of Hillingdon

Admission Section, 4E/09 Civic Centre
Uxbridge UB8 1UW
Tel: 01895 556644
www.hillingdon.gov.uk

London Borough of Kensington and Chelsea

School Admissions Team
Room 247/1
Hornton Street
London W8 7NX
Tel: 020 7361 3000
www.rbkc.gov.uk

London Borough of Richmond upon Thames

Civic Centre, 44 York Street
Twickenham TW1 3QB
Tel: 020 8891 7514
www.richmond.gov.uk

Surrey County Council

Admissions and Transport Team
Quadrant Court
35 Guildford Road
Woking
Surrey
GU22 7QQ
Tel: 0300 200 1004
www.surreycc.gov.uk

London Borough of Wandsworth

Education Department, Pupil Services Section
Town Hall, Wandsworth High Street
London SW18 2PU
Tel: 020 8871 7962
www.wandsworth.gov.uk

The Royal Borough of Kingston upon Thames

School Admissions
Guildhall 2,
Kingston upon Thames KT1 1EU
Tel: 020 8547 4610
www.kingston.gov.uk

Children's Services and Lifelong Learning

London Borough of Hounslow

Civic Centre, Lampton Road

Hounslow TW3 4DN

Telephone: 020 8583 2721

Fax: 020 8583 2613

Translations and accessible formats:

ترجمے کی مفت سہولت
भाषांतरनी भईत सेवा
अनुवाद की मुफ्त सेवा
उरजमे दी भुडत सेवा



020 8583 2299