LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOL
DETERMINED ADMISSION ARRANGEMENTS FOR 2019-2020

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Appendix 1

Published Admission Numbers (PAN) for London Borough of Hounslow Primary Schools for 2019 -2020

This document sets out the published admission numbers (PAN) for Hounslow primary schools for September 2019. Where changes have been made, the text is in bold.

* These schools are their own admission authority. Any changes to their admissions arrangements will be consulted on separately.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PAN 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEXANDRA PRIMARY</td>
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<tr>
<td>BEAVERS PRIMARY</td>
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Published Admission Numbers (PAN) for London Borough of Hounslow Secondary Schools for 2019-2020:

This document sets out the published admission numbers (PAN) for Hounslow secondary schools for September 2019. Where changes have been made, the text is in bold.

* These schools are their own admission authority. Any changes to their admissions arrangements will be consulted on separately.

<table>
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<th>School</th>
<th>PAN YEAR 7</th>
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# 6th form external pupils only - not pupils from year 11 within school
Appendix 2

DETERMINED Admission arrangements for London Borough of Hounslow’s Community Infant and Primary schools for 2019-2020

This document sets out the London Borough of Hounslow’s Determined admission arrangements for Community Infant and Primary schools for 2019-2020.

Children born between 1 September 2014 and 31 August 2015 will be expected to start in the reception class (Year R) in an Infant or Primary school in September 2019.

Parents of children who live in Hounslow must apply for a reception class place by participating in the coordinated reception scheme by making an online application.

Published Admission Number (PAN)

The Published Admission Numbers for initial entry to Hounslow’s Primary community schools in September 2019 are set out in Appendix 1

Primary Community Schools Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs/Education, Health and Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

1. **A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See Appendix 9 for further information relating to looked after and previously looked after children)

2. **Exceptional Medical/Social need** – Applicants whose child’s medical or social circumstances require attendance at a particular school rather than any other school. (See Appendix 9 for further information relating to exceptional medical/social need)

3. **Sibling** - Children who will have a brother or sister, 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 2019. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

4. **Distance** - Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See Appendix 9 for further information).
**Tie Breaker**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to reception classes is determined using the admission criteria for primary schools. **Attendance at a nursery does not guarantee a reception place at an attached infant or primary school.**

**Waiting list**

Hounslow keeps a waiting list for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an ‘on time’ application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child’s position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until the **31 August 2019**. Any parent/carer wishing for their child to remain on the waiting list until **31 December 2019**, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

**Late applications**

Application forms must be received by Hounslow Council by the closing dates stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time but these must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference. (See Appendix 9 for further information on late applications).
Appendix 3

Determined Admission arrangements for London Borough of Hounslow’s Community Junior schools for 2019-2020

This document sets out the London Borough of Hounslow’s Determined admission arrangements for Community Junior schools for 2019-2020.

Children born between 1 September 2011 and 31 August 2012 and currently in Year 2 in an Infant school will need to transfer to a Junior School (Year 3) in September 2019.

Parents of children who live in Hounslow must apply for a Year 3 place by participating in the coordinated junior scheme by making an online application.

Published Admission Number (PAN)

The published Admission Numbers for initial entry to Hounslow’s Community Junior schools in September 2019 are set out in Appendix 1.

Junior Community Schools Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs/Education, Health and Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

1. **A looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See Appendix 9 for further information relating to looked after and previously looked after children)

2. **Linked Infant School** – children attending their linked infant school have priority for admission to the linked Junior school after looked after or previously looked after children. The linked infant and junior schools are listed below.

3. **Exceptional Medical/Social need** – Applicants whose child’s medical or social circumstances require attendance at a particular school rather than any other school. (See Appendix 9 for further information relating to exceptional medical/social need)

4. **Sibling** - Children who will have a brother or sister, 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 2019. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

5. **Distance** - Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See Appendix 9 for further information).
Linked schools

Cardinal Road Infant and Nursery School linked to Victoria Junior School
Hounslow Heath Infant and Nursery School linked to Hounslow Heath Junior School
Norwood Green Infant and Nursery School linked to Norwood Green Junior School
Southville Infant and Nursery School linked to Southville Junior School
Sparrow Farm Infant and Nursery School linked to Sparrow Farm Junior School
Springwell Infant and Nursery School linked to Springwell Junior School
Strand on the Green Infant and nursery School linked to Strand on the Green Junior School

Tie Breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Waiting list

Hounslow keeps a waiting list for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents’ highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an ‘on time’ application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child’s position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until the 31 August 2019. Any parent/carer wishing for their child to remain on the waiting list until 31 December 2019, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

Late applications

Application forms must be received by Hounslow Council by the closing dates stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time but these must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference. (See Appendix 9 for further information on late applications).
Appendix 4

PAN-LONDON CO-ORDINATED ADMISSIONS SYSTEM

Hounslow Scheme for Co-ordination of Admissions to Reception/Junior in 2019/20

Definitions

“the Application Year” the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).

“the Board” the Pan-London Admissions Executive Board, which is responsible for the Scheme.

“the Business User Guide (BUG)” the document issued annually to participating LAs setting out the operational procedures of the Scheme.

“the Common Application Form” this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.

“the Equal Preference System” the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.

“the Highly Recommended Elements” the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.

“the Home LA” the LA in which the applicant/parent/carer is resident.

“the LIAG Address Verification Register” the document containing the address verification policy of each participating LA.

“the Local Admission System (LAS)” the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs.

“the London E-Admissions Portal” the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA” the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed

“the Mandatory Elements” those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register

“the Notification Letter” the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary school

“the Prescribed Day” the day on which outcome letters are posted to parents/carers.

16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.

“the Pan-London Register (PLR)” the database which will sort and transmit application and outcome data between the LAS of each participating LA

“the Pan-London Timetable” the framework for processing of application and outcome data

“the Participating LA” any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.

“the Qualifying Scheme” the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.
Applications

1. Applications from residents of Hounslow will be made and submitted on-line using Hounslow’s Common Application Form.

2. Hounslow will take all reasonable steps to ensure that every parent/carer who is resident in Hounslow and has a child in a nursery class or Year 2 in an infant school, within a maintained school or academy, either in this LA or any other maintaining LA, is informed how they can access Hounslow’s composite prospectus and apply online. Parents/carers who do not live in Hounslow will have access to this Hounslow’s composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

3. The admission authorities within Hounslow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Hounslow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

4. Where supplementary information forms are used by admission authorities in Hounslow, they will be available on Hounslow’s website. Such forms will advise parents that they must also complete their home LA’s Common Application Form. Hounslow’s composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Hounslow receives a supplementary information form, Hounslow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA’s Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.

7. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hounslow to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Hounslow expresses a preference for schools in the area of another LA, the order of preference for that LA’s schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA’s area.

8. Hounslow undertakes to carry out address verification. This will in all cases include validation of resident applicants against Hounslow’s maintained nursery and primary school data and the further investigation of any discrepancy. Where Hounslow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 11 February 2019.

9. Hounslow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by 5 February 2019.
10. Hounslow will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 5 February 2019.

Processing

11. Applicants resident within Hounslow must return the Common Application Form, which will be available and able to be submitted on-line, to Hounslow by 15 January 2019.

12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA’s scheme, will be up-loaded to the PLR by 5 February 2019. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

13. Hounslow will share the details of each application for a Hounslow voluntary aided school, free school or academy with that school. Schools that require a supplementary information form will check that parents have completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary information form has also completed the Common Application Form.

14. Hounslow will accept late applications only if they are late for a good reason, deciding each case on its own merits.

15. Where such applications contain preferences for schools in other LAs, Hounslow will forward the details to maintaining LAs via the PLR as they are received. Hounslow will accept late applications which are considered to be on time within the terms of the home LA’s scheme.

16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA’s scheme is 11 February 2019.

17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA’s scheme, the new home LA will accept the application as on-time up to 11 February 2019, on the basis that an on-time application already exists within the Pan-London system.

18. This LA will participate in the application data checking exercise scheduled between 12 and 26 February 2019 in the Pan-London timetable.

19. All preferences for schools within Hounslow will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Hounslow have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the ‘Equal Preference System’.]

20. Hounslow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

21. Hounslow will upload the highest potential offer available to an applicant for a maintained school or academy in Hounslow to the PLR by 21 March 2019. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of Hounslow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until 21 March 2019 if this is sooner.

23. Hounslow will not make an additional offer between the end of the iterative process and the 16 April 2019 which may impact on an offer being made by another participating LA.

24. Notwithstanding paragraph 23, if an error is identified within the allocation of places at a maintained school or academy in Hounslow, Hounslow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hounslow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Hounslow will accept that the applicant(s) affected might receive a multiple offer.

25. Hounslow will participate in the offer data checking exercise scheduled between 29 March and 10 April 2019 in the Pan-London timetable.

26. Hounslow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 11 April 2019. (33 London LAs & Surrey LA only).

Offers

27. Hounslow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. The alternative school offer will be allocated to the closest Hounslow school to the applicant’s home address with vacancies.

28. Hounslow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

29. Hounslow’s outcome notification to parents will include the outcome of the application, the reasons for any refusals, the right of appeal against a refusal, the operation of the waiting list and how to accept the offer of a place.

30. Notification of the outcome of the application will be sent on 16 April 2019.

31. Hounslow will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2019.

Post Offer

32. Hounslow will request that resident applicants accept or decline the offer of a place by 2 May 2019, or within two weeks of the date of any subsequent offer.

33. Where an applicant resident in Hounslow accepts or declines a place in a school maintained by another LA by 2 May 2019, Hounslow will forward the information to the maintaining LA by 10
May 2019. Where such information is received from applicants after 2 May 2019, this LA will pass it to the maintaining LA as it is received.

34. Where a place becomes available in an oversubscribed maintained school or academy in Hounslow, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

35. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hounslow, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

36. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of an offer for a maintained school or Academy in Hounslow which can be made to an applicant resident in the home LA’s area, in order that the home LA can offer the place.

37. When acting as a maintaining LA, Hounslow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

38. When acting as a home LA, Hounslow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.

39. When acting as a home LA, when Hounslow is informed by a maintaining LA of an offer which can be made to an applicant resident in Hounslow which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

40. When acting as a home LA, when Hounslow has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.

41. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of any change to an applicant’s offer status as soon as it occurs.

42. When acting as a maintaining LA, Hounslow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

43. When there are more children than places available, waiting lists will operate for this year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child’s name was added to the waiting list. Waiting lists must comply with 2.14 of the School Admission Code.

Waiting Lists

44. Where a child does not receive an offer of their first preference, their name will automatically be placed on the waiting list for each Hounslow school for which they are eligible that is a higher preference school to the one offered.

45. Applicants will be given the opportunity to make applications to Hounslow schools to which they did not originally apply.

46. Waiting lists will be kept for maintained admission authorities in Hounslow and coordinated centrally by Hounslow as part of the coordination of all admission applications. Academies and
voluntary-aided schools will apply their own admission arrangements. Hounslow will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by Hounslow.

47. Waiting lists for entry to Reception and Year 3 in a Junior school in the academic year 2019/20 will be compiled on **9 March 2019** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

48. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authorities published admission and oversubscription criteria.

49. Children will remain on the waiting list until **31 August 2019**. Any parent/carer wishing their child to remain on the waiting list until **31 December 2019**, must register using the appropriate slip which will be sent to them in August 2019. To remain on the waiting list beyond 31 December 2019, parents/carers will be required to complete an in-year application.
### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**Timetable for Admissions to Reception/Junior in 2019-2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 15 Jan 2019</td>
<td>Statutory deadline for receipt of applications</td>
</tr>
<tr>
<td>Tues 5 Feb 2019</td>
<td>Deadline for the transfer of application information by the Home LA to the PLR (ADT file)</td>
</tr>
<tr>
<td>Mon 11 Feb 2019</td>
<td>Deadline for the upload of late applications to the PLR.</td>
</tr>
<tr>
<td>Tues 12 – Tues 26 Feb 2019</td>
<td>Checking of application data</td>
</tr>
<tr>
<td>Thur 21 Mar 2019</td>
<td>Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).</td>
</tr>
<tr>
<td>Thur 28 Mar 2019</td>
<td>Final ALT file to PLR</td>
</tr>
<tr>
<td>Tues 29 Mar - Wed 10 Apr 2019</td>
<td>Checking of offer data</td>
</tr>
<tr>
<td>Thurs 11 Apr 2019</td>
<td>Deadline for on-line ALT file to portal</td>
</tr>
<tr>
<td>Tues 16 April 2019</td>
<td>Offer letters posted.</td>
</tr>
<tr>
<td>Thurs 2 May 2019</td>
<td>Deadline for receipt of acceptances</td>
</tr>
<tr>
<td>Fri 10 May 2019</td>
<td>Deadline for transfer of acceptances to maintaining LAs</td>
</tr>
</tbody>
</table>
Appendix 5


Children born between 1 September 2007 and 31 August 2008 will be expected to transfer to secondary school in September 2019.

Parents of children who live in Hounslow must apply for a secondary school place (year 7) by participating in the coordinated secondary scheme by making an online application.

**Secondary Community Schools Oversubscription criteria**

Should the number of applications for the Heathland School by the published closing date exceed the number of places published (270) and after the admission of pupils with a Statement of Special Educational Needs/Education, Health and Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

1. **A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and have left care under a Child arrangements order, special guardianship order or who were adopted. (See Appendix 9 for further information relating to looked after and previously looked after children)

2. **Exceptional Medical/Social need** – Applicants who child’s medical or social circumstances require attendance at a particular school rather than any other school. (See Appendix 9 for further information relating to exceptional medical/social need)

3. **Sibling** - Children who will have a brother or sister, 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 on roll, at the Heathland School in September 2019. If the older child is year 11 or year 12 at the time of application, the LA will ask the school whether it is expected that s/he will still be attending the school in September 2019.

4. **Distance** - Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See Appendix 9 for further information).
Tie Breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness. (See Appendix 9 for further information on distance measurement).

Waiting list

Hounslow will maintain a waiting list for Heathland School. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents’ highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

The waiting lists will include those who have moved to the area and were unable to make an ‘on-time’ application. The waiting list will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child’s position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until the 31 August 2019. Any parent/carer wishing for their child to remain on the waiting list until 31 December 2019, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

Late applications

Application forms must be received by Hounslow Council by the closing dates stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances the application may be considered as on time but must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference. (See Appendix 9 – for further information on late applications).
Admission to The Heathland School sixth form

The published admission number (PAN) for external candidates to the Sixth Form is 50.

Students already attending The Heathland School in Year 11 and who meet the academic criteria for post 16 programmes of study will normally transfer directly into the Sixth Form in September following the publication of the GCSE results.

The academic criteria is reviewed annually as stated on the School’s website

Applicants from other schools who meet the academic criteria for Year 12 A Level courses will be enrolled if the individual class size limit has not been reached.

The school does not permit students to re-start A level courses.

External Students

Should applications from suitably qualified external students exceed the number of places available the same oversubscription criteria used for Year 7 admissions will apply.
Appendix 6

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Hounslow Scheme for Co-ordination of Admissions to Year 7 and Studio Schools in 2019-2020

Definitions

“the Application Year” the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).

“the Board” the Pan-London Admissions Executive Board, which is responsible for the Scheme

“the Business User Guide (BUG)” the document issued annually to participating LAs setting out the operational procedures of the Scheme

“the Common Application Form” this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order

“the Equal Preference System” the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place

“the Highly Recommended Elements” the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible

“the Home LA” the LA in which the applicant/parent/carer is resident

“the LIAAG Address Verification Register” the document containing the address verification policy of each participating LA

“the Local Admission System (LAS)” the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs

“the London E-Admissions Portal” the common online application system used by the 33 London LAs and Surrey County Council

“the Maintaining LA” the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements” those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register

“the Notification Letter” the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school.

“the Prescribed Day” the day on which outcome letters are posted to parents/carers. 1 March in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.

“the Pan-London Register (PLR)” the database which will sort and transmit application and outcome data between the LAS of each participating LA

“the Pan-London Timetable” the framework for processing of application and outcome data, which is attached as Schedule 3

“the Participating LA” any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.

“the Qualifying Scheme” the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies.
Applications

1. Hounslow will advise home LAs of their resident pupils on the roll of Hounslow’s maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.

2. Applications from residents of Hounslow will be made and submitted on-line using Hounslow’s Common Application Form.

3. Hounslow will take all reasonable steps to ensure that every parent/carer who is resident in Hounslow and has a child in their last year of primary education within a maintained school or academy, either in Hounslow or any other maintaining LA, is informed how they can access Hounslow’s composite prospectus and apply online. Parents/carers who do not live in Hounslow will have access to Hounslow’s composite prospectus, which will advise parents/carers to contact their home LA if they are unable to apply online.

4. The admission authorities within Hounslow will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Hounslow, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.

5. Where supplementary information forms are used by admission authorities in Hounslow, they will be available on Hounslow’s website. Such forms will advise parents that they must also complete their home LA’s Common Application Form. Hounslow’s composite prospectus and website will indicate which schools in Hounslow require supplementary forms to be completed and where they can be obtained.

6. Where a school in Hounslow receives a supplementary information form, Hounslow will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA’s Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.

7. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.

8. The order of preference given on the Common Application Form will not be revealed to a school within the area of Hounslow. This is to comply with paragraph 1.9 of the School Admissions Code 2014 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in a particular order, including ‘first preference first’ arrangements. However, where a parent resident in Hounslow expresses a preference for schools in the area of another LA, the order of preference for that LA’s schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA’s area.

9. Hounslow undertakes to carry out address verification. This will in all cases include validation of resident applicants against Hounslow’s primary school data and the further investigation of any discrepancy. Where Hounslow is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 12 December 2018.
10. Hounslow will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by 13 November 2018.

11. Hounslow will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 13 November 2018.

Processing

12. Applicants resident within Hounslow must return the Common Application Form, which will be available and able to be submitted on-line, to Hounslow by 31 October 2018. However, Hounslow will publish information which encourages applicants to submit their application by 19 October 2018 (i.e. the Friday before half term), to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.

13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms Hounslow’s scheme, will be uploaded to the PLR by 13 November 2018. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.

14. Hounslow will share the details of each application for a Hounslow voluntary aided school, free school or academy with that school. Schools that require a supplementary information form will check that parents have completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent that has completed a supplementary information form has also completed the Common Application Form.

15. Hounslow will accept late applications only if they are late for a good reason, deciding each case on its own merits.

16. Where such applications contain preferences for schools in other LAs, Hounslow will forward the details to maintaining LAs via the PLR as they are received. Hounslow will accept late applications which are considered to be on time within the terms of the home LA’s scheme.

17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA’s scheme is 12 December 2018.

18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA’s scheme, the new home LA will accept the application as on-time up to 12 December 2018, on the basis that an on-time application already exists within the Pan-London system.

19. This LA will participate in the application data checking exercise scheduled between 13 December 2018 and 2 January 2019 in the Pan-London timetable in Schedule 3A.

20. All preferences for schools within Hounslow will be considered by the relevant admission authorities without reference to rank order to comply with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Hounslow have provided a list of applicants in criteria order to Hounslow, Hounslow shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked
preference to decide which single potential offer to make.  [This is the ‘Equal Preference System’.]

21. Hounslow will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.

22. Hounslow will upload the highest potential offer available to an applicant for a maintained school or academy in Hounslow to the PLR by 1 February 2019. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.

23. The LAS of Hounslow will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until 14 February 2019 if this is sooner.

24. Hounslow will not make an additional offer between the end of the iterative process and 1 March 2019 which may impact on an offer being made by another participating LA.

25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in Hounslow, Hounslow will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Hounslow will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.


27. Hounslow will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 22 February 2019. (33 London LAs & Surrey LA only).

Offers

28. Hounslow will ensure that, if there are places available, each resident applicant who cannot be offered a preference expressed on the Common Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. The alternative school offer will be allocated to the closest Hounslow school to the applicant’s home address with vacancies.

29. Hounslow will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.

30. Hounslow’s outcome notification to parents will include the outcome of the application, the reasons for any refusals, the right of appeal against a refusal, the operation of the waiting list and how to accept the offer of a place.

31. Notification of the outcome of the application will be sent on 1 March 2019.
32. Hounslow will provide primary schools with destination data of its resident applicants by the end of the Summer term 2018.

**Post Offer**

33. Hounslow will request that resident applicants accept or decline the offer of a place by 15 March 2019, or within two weeks of the date of any subsequent offer.

34. Where an applicant resident in Hounslow accepts or declines a place in a school within the area of another LA by 15 March 2019, Hounslow will forward the information to the maintaining LA by 22 March 2019. Where such information is received from applicants after 15 March 2019, Hounslow will pass it to the maintaining LA as it is received.

35. Where a place becomes available in an oversubscribed maintained school or academy in Hounslow, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

36. Where a waiting list is maintained by an admission authority of a maintained school or academy in Hounslow, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.

37. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of an offer for a maintained school or Academy in Hounslow which can be made to an applicant resident in the home LA’s area, in order that the home LA can offer the place.

38. When acting as a maintaining LA, Hounslow and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

39. When acting as a home LA, Hounslow will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.

40. When acting as a home LA, when Hounslow is informed by a maintaining LA of an offer which can be made to an applicant resident in Hounslow which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.

41. When acting as a home LA, when Hounslow has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.

42. When acting as a maintaining LA, Hounslow will inform the home LA, where different, of any change to an applicant’s offer status as soon as it occurs.

43. When acting as a maintaining LA, Hounslow will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

44. Where there are more children than places available, waiting lists will operate for this year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child’s name was added to the waiting list. Waiting lists must comply with 2.14 of the School Admissions Code.
Waiting Lists

45. Where a child does not receive an offer of their first preference, their name will automatically be placed on the waiting list for each Hounslow school for which they are eligible that is a higher preference school to the one offered.

46. Applicants will be given the opportunity to make applications to Hounslow schools to which they did not originally apply.

47. Waiting lists will be kept for maintained admission authorities in Hounslow and coordinated centrally by Hounslow as part of the coordination of all admission applications. Academies and voluntary-aided schools will apply their own admission arrangements. Hounslow will offer places on behalf of the governing body. Waiting lists for community schools will be administered centrally by Hounslow.

48. Waiting lists for entry to Year 7 in the academic year 2019/20 will be compiled on 22 March 2018 (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

49. Waiting lists will be maintained and places allocated as they become available, in accordance with each admission authorities published admission and oversubscription criteria.

50. Children will remain on the waiting list until 31 August 2019. Any parent/carer wishing their child to remain on the waiting list until 31 December 2019, must register using the appropriate slip which will be sent to them in August 2019. To remain on the waiting list beyond 31 December 2019, parents/carers will be required to complete an in-year application.
PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Timetable for Admissions to Year 7 and Studio Schools in 2019-2020

Fri 19 Oct 2018 Published closing date (Friday before half-term)

Wed 31 Oct 2018 Statutory deadline for receipt of applications

Tues 13 Nov 2018 Deadline for the transfer of application information by the Home LA to the PLR (ADT file).

Wed 12 Dec 2018 Deadline for the upload of late applications to the PLR.

Thurs 13 Dec 2018 – Wed 2 Jan 2019 Checking of application data

Fri 1 Feb 2019 Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)

Thu 14 Feb 2019 Final ALT file to PLR

Fri 15 – Fri 22 Feb 2019 Checking of offer data

Mon 25 Feb 2019 Deadline for on-line ALT file to portal

Fri 1 Mar 2019 Offer letters posted.

Fri 15 Mar 2019 Deadline for return of acceptances

Fri 22 Mar 2019 Deadline for transfer of acceptances to maintaining LAs
Appendix 7

Admission to a University Technical College or Studio School in Year 10 for 2019

Hounslow will coordinate applications for residents for University Technical Colleges (UTCs) and Studio Schools in neighbouring local authorities.

Applications for Hounslow Studio Schools (Logic Studio School and Space Studio School) should be made directly to the school using their application form. Applications for Year 10 follow the same timetable as for secondary school applications in year 7 (see the coordinated scheme on Appendix 6)

Hounslow residents with children attending year 9 in a secondary school in Hounslow can continue their education at their existing secondary school, or can apply to any Hounslow Studio school by completing the school’s application form. For applications to any school outside of Hounslow with a year 10 transfer, applicants will need to check with the school to ascertain their application process.

Applicants whose children attend year 9 in a secondary school, but do not live in Hounslow will need to submit an application through their own local authority in order to be considered for a year 10 place in a Hounslow school at year 10 transfer.
Appendix 8

DETERMINED Admission Arrangements for In-Year applications for 2019 - 2020

In-Year Admission – Primary and Secondary

The following applications will be treated as in-year admissions during 2019/20

- applications for admission to Reception which are received after 1 September 2019;
- for any school which has a published admission number PAN for Year 3, applications for admission to Year 3 which are received after 1 September 2019;
- applications for admission to Year 7 which are received after 1 September 2019;
- all applications for admission to Years 1 to 6 and 8 to 11.

Applications for places at Hounslow’s maintained primary and secondary schools, must be made to the local authority on Hounslow’s Common Application Form. Where there are more applications than places available, each community school application will be ranked in accordance with the published oversubscription criteria for each school.

1. **A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See Appendix 9 for further information relating to looked after and previously looked after children)

2. **Exceptional Medical/Social need** – Applicants whose child’s medical or social circumstances require attendance at a particular school rather than any other school (See Appendix 9 for further information relating to exceptional medical/social need).

3. **Sibling** - Children who will have a brother or sister, 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 or secondary school in September 2019. This would not apply if the sibling were due to leave in the July before the younger child would be admitted. The LA will ask the school whether it is expected that s/he will still be attending the school in September 2019.

4. **Distance** - where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school with the distance from home to school being measured using a computerized mapping system. (See Appendix 9 for information)

Applications

1. Applications from Hounslow and non-Hounslow residents for a school place in a primary or secondary school in Hounslow must be made directly to Hounslow School Admissions Team (with the exception of applications for Cranford Community College and Westbrook Primary, which must be made directly to the school.)

2. The In-Year Common Application Form is available directly from the Hounslow School Admissions Team or can be downloaded from the Hounslow website.

3. Hounslow residents applying for places at maintained schools and academies outside Hounslow will need to apply directly to the LA in whose area the school is situated.

4. The admission authorities within Hounslow will not use supplementary forms except where the information available through the In-Year Common Application Form is insufficient for consideration of the application against their published oversubscription criteria.

5. Where supplementary forms are used, they will be available from the school concerned. Hounslow’s admission brochure and website will indicate which schools require supplementary forms to be completed and from where they can be obtained.

6. Where an admission authority in Hounslow receives a supplementary form, it will not consider it to be a valid application until such time as the parent/carer has listed the school on Hounslow’s In-Year Common Application Form.

7. Where only the School Admissions Application Form is received, schools MUST rank the applications according to the information available to them.

8. Applicants will be able to express a preference for a maximum of three schools within Hounslow.

9. The order of preference given on the In-Year Common Application Form will not be shared with any school.

10. Hounslow will carry out address verification for each application made to a maintained school or academy in Hounslow. Where Hounslow is not satisfied as to the validity of an address of an applicant it will advise the admission authority schools.

11. Hounslow will check the status of any applicant who is a ‘looked after or was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.’

12. Applicants who are new to the country or have recently returned to the country, will need to bring their children to the Hounslow Civic Centre in order to make their application in person. Hounslow will undertake documentation and address verification checks to ensure eligibility.
13. Hounslow will consider requests for admission outside of a child’s normal age group. Requests should accompany the application for the child’s normal year of entry and be supported by documentation from a professional. Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds.

Processing

14. Parents/carers applying for schools in Hounslow must complete and return the In-Year Common Application Form to the Hounslow School Admissions Team with the exception of Cranford Community College and Westbrook Primary School.

15. Where an application is not fully completed, Hounslow will not treat the application as valid until all information is received.

16. If a pupil is currently on roll at a school in Hounslow or a school in a neighbouring borough, the Hounslow School Admissions Team will advise the parent/carer to discuss the transfer with the Headteacher or senior teacher at the school.

Offers

17. If a school has a vacancy, it is expected that an offer of a place will be made to the child entitled to that place in accordance with the published oversubscription criteria. Hounslow will offer places at community schools and will also make offers on behalf of own admission authority schools should they so wish.

18. Hounslow will write to parents who have not been offered a place at any of their preferred schools giving reasons and informing them of their right of appeal to an independent panel in accordance with the School Standards and Framework Act 1998.

19. Hounslow will notify the Home LA of the outcome of applications for their residents.

20. When a child has been offered a place at a higher preference school, the lower ranking preferences will be withdrawn.

21. When a child has been offered a place at a lower preference school, the higher preferences will also be withdrawn unless the parent indicates otherwise. Only where a parent/carer has expressly set out that they wish to be put on the waiting list of those schools which are a higher preference will this be done.

22. Where a home applicant who is out of school cannot be offered a place at one of their named preferences, Hounslow will offer the nearest community (or own admitting authority if the governors have agreed to this) school to the home address with an available place.

23. Where it is known that a non-Hounslow resident is out of school and cannot be offered a place at one of their named preferences, Hounslow will notify the home LA who will be responsible for identifying a school place for the child.
Post Offer

24. Parent/carers will be expected to accept or decline the offer of a place as soon as possible. Parents must be given a reasonable amount of time to consider the offer (5 school days).

25. Where a parent does not respond within this timeframe Hounslow will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond the offer of a place will be withdrawn.

26. Hounslow will notify the home LA of any appeals that are upheld for Hounslow schools.

27. Children will remain on the waiting list until the end of the academic year in which the application was made for any higher preference than the school offered.

28. Schools will be required to provide a weekly roll update so that it is clear on a week by week basis where there are vacancies across all schools and year groups.

29. When a child leaves a Hounslow school, the school must advise the Hounslow School Admissions Team of their name and the child’s future educational provision.

Transferring between Schools

30. Parent/carers wishing to move their children between local schools will be encouraged to discuss their reasons with their current school.

31. Parent/carers need to be aware of and consider the potential impact that any move might have on the education and wellbeing of their child(ren). This includes where the move is due to a change of address.

32. Where a parent/carer insists on a transfer, the admission authority must consider the application in accordance with the admission criteria of the school.

Fraudulent Applications

33. The address provided must be the one at which the child is permanently living and where their family normally lives at the time of application. Further information regarding home address can be found in the guidance in Appendix 9.
In-Year applications for Cranford Community College and Westbrook Primary School

34. If an applicant lists Cranford Community College or Westbrook Primary School on Hounslow’s form, the applicant will be advised to contact the relevant school directly.

35. Cranford Community College and Westbrook Primary School will notify all applicants of the outcome of their application. If an offer cannot be made, they will inform the applicant of the reasons why and provide the right of appeal.

Providing information to the Local Authority

36. Cranford Community College and Westbrook Primary School will notify the Hounslow School Admissions Team of the pupils they have admitted and the details of any applicants who have been refused a place and why.

37. Cranford Community College and Westbrook Primary School will notify Hounslow of the number of pupils on roll in each year group. Information will be provided on a weekly basis via the specified system in line with safeguarding policy.
Appendix 9


a) Looked after and previously looked after children

In the admission arrangements for all schools looked after and previously looked after children will be considered to be:

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

(i) Were adopted under Section 46 of the Adoption and Children Act 2002

(ii) Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order, which settles the arrangements to be made as to the person with whom a child is to live.

(iii) Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child’s special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority. Places will be allocated under this criterion when places are first offered.

b) Exceptional Social/Medical Need

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

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 social reasons, which means that one school is more suitable than another. Medical applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.
Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

c) **Distance criterion**

The route from home to school will be been measured using the “**shortest designated route**”

It starts from a point of measurement in the “**foot print**” or “**seed point**” of the home address. The “foot print” or “seed point” is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the “foot print” or “seed point” the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of road.

The network starts from a point in 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.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services (www.capita-cs.co.uk).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

**Guidance Notes**

The “**shortest designated route**” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The “**shortest designated route**” is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.
d) **Home Address**

The child’s home address provided on the application must be the one at which the child is permanently living and must be the address where the family normally lives at the time of application.

Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. Address verification against Local Authority records will be undertaken for all applications made by residents of the London Borough of Hounslow. Where we are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information.

Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

- We will not accept possible future addresses as a basis for allocating school places. If an applicant moves after submitting their application, they must inform the Hounslow School Admissions Team within two weeks of the move so that the application is considered using the correct address for school admission purposes.

- If an applicant owns a property which has previously been used as their home address and they are living at and apply from a different address, the second address will be considered as temporary. Therefore, the address of the property which is owned will be used as the address for school admissions purposes.

- Alternative addresses, including a relative’s or childminder’s, will not be accepted. If an applicant retains ownership or tenancy of a property and rents an alternative property or lives with friends or relatives temporarily and use this address in order to gain a school place, this will be considered a temporary address and will not be used for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.

- Applicants may not need to provide us with documentary evidence of their address. If they are not registered to pay council tax, either because they are not liable or have recently moved, they will be asked to provide:
  - A mortgage statement/tenancy agreement.
  
  and two of the following:
  - Recent utility bill, credit card statement or driving licence
  - Child Benefit (pages 1&2)/Inland Revenue document (if entitlement applies)
  - Pay slip/P45/P60
  - Car/House Insurance certificate
  - A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

- Any proof of address provided must show the parent/carers full name and match the details provided at the time of application.

- Any supporting information not in English language must be accompanied by a certified translation.
If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

**Shared or Joint residence**

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the School Admissions Team is not satisfied with this documentation, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (G.P.)

A copy of the latest benefit entitlement notice or the child’s medical card will be requested. We may also ask for further evidence if required.

e) **Appeals**

In the event that it has not been possible to offer a place at any of the preferred schools listed on an application, the applicant will be advised of the reason and their right of appeal. For Hounslow Community Schools, appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code. Appeals will be heard by an independent appeals panel who will adjudicate on all appeals.

f) **Applying from abroad**

Applications can only be made from abroad for children who:

- hold a full British Citizen passport (but not a British Dependent Territories or British Overseas passport) or
- are EEA nationals (all member states of the European Union together with Iceland, Norway and Liechtenstein) or
- who are Swiss nationals (Swiss nationals have the same right to live and work in the United Kingdom as EEA nationals); or
- have a passport which has been endorsed to show that they have the right of abode in the UK.

If the applicant has a property in the UK they should apply online to the local authority for that address. If they do not have a UK property, they should contact the local authority where their preferred school is situated. Applications must be made by the deadline and provide information about the intended date of return and address. The application will initially be considered based on the child’s address abroad and any subsequent change will be considered in line with our change of address policy.

For other children without automatic right of entry to the UK, an application can only be made once the child is in the country.
Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

g) Special Educational Needs (SEN)

Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

h) Starting Reception – Children below compulsory school age

Deferred/Part Time admissions

- Parents/carers of a reception age child can either arrange for their child to attend part-time until they reach compulsory school age or
- defer the date their child is admitted to school until later on in the Reception year. The latest the child can start school will be at the beginning of the summer term 2020.

Applications must be submitted by the closing date and once a place has been allocated parents/carers need to discuss deferred entry or part time attendance with the Head Teacher.

Summer born – delayed admission

Parents of summer born children (1 April – 31 August) may request for their child not to start school until the September following their fifth birthday. They may also request that they are admitted outside of their normal age group – to reception rather than Year 1.

The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the child’s individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of
- the parents’ views
- information about the child’s academic, social and emotional development
- where relevant their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and
- the potential impact on the child of being admitted to year one without first having completed the reception year.

The views of the head teacher will be an important part of this consideration. **Parents should make their request in writing at the same time as making their online application for the child’s actual age group.** Supporting evidence from a professional such as consultant, current nursery or childcare provider should also be submitted.
The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, then the parent/carers will need to make a new application for the following September and this would be considered along with all the applicants for admission in that year. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year.

The decision will be reviewed once the child has started school at intervals agreed by the family and the school. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

i) Admission of children outside their normal age group

Hounslow will consider requests for admission outside of a child's normal age group. Requests should accompany the application for the child's normal year of entry and be supported by documentation from a professional for consideration. Each case will be considered on its own merits and whether the individual circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

j) Twins, Triplet and other children of multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

k) Late applications

If there is a good reason why the applicant could not submit/apply on time such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness and they believe the late application should be considered 'on time', they must submit evidence to support the reasons for lateness with the application form. Decisions will be made considering each case on its own merits.
Appendix 10

Fair Access Protocol

1. Legislation

The School Admission Code which has been issued under Section 84 of the School Standards and Framework Act 1998. The Code imposes mandatory requirements in relation to the discharge of admission functions. Paragraph 3.9 of the Schools Admissions Code states that all Admission Authorities must participate in the Fair Access Protocol.

2. Purpose

The School Admission Code requires each local authority to have a Fair Access Protocol, which all local schools, academies and free schools must adhere to. The Fair Access Protocol is to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable education provision as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

3. Safeguarding

In all cases the LA’s duty to safeguard the child is paramount. Children out of school may be at risk; with the Admission Team, Early Intervention Service and other relevant representatives of the LA must do their utmost to ensure that children are not out of school for extended periods of time.

4. Definitions and Criteria

Children to be placed under this Protocol will live in the London Borough of Hounslow.

- Children who have been permanently excluded from their last school placement, were attending a Pupil Referral Unit or Alternative Provision;
- Children where there is evidence that they were at risk of permanent exclusion prior to leaving their last school;
- Children who are ready for reintegration from a Pupil Referral Unit or secure units;
- Children removed from school and unable to find a place after a number of fixed term exclusions;
- Children who have applied to return to mainstream schooling after a period of elective home education and whose application for a school place through the normal in year admission process is refused;
- Children returning from the criminal justice system who are registered with the Youth Offending team;
- Children without a school place who have a history of serious attendance problems (80% or less) in the last 12 months, as assessed by the attached Education Welfare Officer;
- Children of Gypsies, Roma and Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers;
- Children with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan);
- Children who have been out of education for 8 school weeks or more where there are complex family issues or entrenched behavior concerns;
- Children subject to a child protection plan;
• Children applying for a Year 11 place whose application for a school place through the normal in year admission process is refused;
• Children newly arrived from abroad with no English or experience of school.

5. Principles

• All primary and secondary schools, academies and free schools within the London Borough of Hounslow agree to fully participate and work within the Protocol.
• All Schools (including Academies) should work together collaboratively taking into account the needs of the child and those of the school. There is no duty to comply with parental preference when allocating places through the Protocol but it is expected the wishes of the parent are considered.
• The operation of Fair Access is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.
• When seeking to place a child under the Protocol, all schools will be treated in a fair equitable and consistent manner.
• All parties will act with a sense of urgency to identify a school place for a child who has had difficulty securing one or who falls under the Fair Access Protocol.
• All schools, including Academies are expected to respond to requests by the local authority to admit a child under Fair Access protocol within seven calendar days.
• The fact that the published admission number may have been reached in a year group should not be given as a reason for not admitting a pupil under this protocol.
• Admission authorities will not refuse to admit a child thought to be potentially disruptive or likely to exhibit challenging behavior because the child is first to be assessed for special educational needs (paragraph 3.13 of the School Admissions Code).
• Admissions authorities will not cite oversubscription as a reason for not admitting a child under this Protocol unless an extra child would breach the Infant Class Size Regulations and the child to be admitted could not be treated as an excepted child.
• Under no circumstances will a school ask a parent/carer to withdraw a child from the school’s roll. If a school continues to face difficulty with a child on their roll, such as poor attendance or challenging behavior a referral should be made to the appropriate agency. If information comes to light that a school has taken a child off roll inappropriately and has not sought the appropriate support the local authority will refer the Director of Education and Early Intervention Services.
• Fair Access children who cannot be offered a place at a preferred school have the same right of appeal as any other child. The admission authority for the school must inform the parent/carer of their right of appeal.
• Fair Access placement decisions are made in the knowledge of the number of other panel placements of permanently excluded and statemented pupils, including those changing school as the result of a ‘managed transfer’, recently admitted to the school.
• Any out of borough in year applicants who meet the criteria in Section 4 will be referred back to their home local authority by the In-Year Admissions Team. In these cases, parents will be advised of their right to appeal against this decision.
• Fair Access pupils should be given priority for admission even if there are other pupils on a waiting list or awaiting appeal.
• Schools cannot insist that an admission appeal be heard before a pupil is admitted under the protocol.

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• The educational needs of the pupil will be the prime factor in deciding a placement, but every effort will be made to ensure that practical issues regarding travel, including arrangements regarding siblings are considered.
• The Local Authority retains the right to direct the governors of admission authority schools or to require the governors of voluntary aided and foundation schools, (who have a statutory duty to comply with the Local Authority’s decision to admit pupils), to admit a pupil in accordance with the provisions of Sections 96 and 97 of the Schools Standards and Framework Act 1998 and Section 497 of the 1996 Education Act.
• The protocol applies to pupils who are identified as hard to place from Reception through to Year 11.

6. Roles and Responsibilities

Hounslow’s Principal Case Officer, Exclusions and Fair Access in conjunction with the In-Year Admissions Officers will:

• Identify fair access children, through receipt of an in-year application or via a referral received from Social Care or another local authority;
• Gather all relevant information to present to the Fair Access Panel;
• The Principal Case Officer Exclusions and Fair Access will present and monitor the cases for consideration by the Fair Access Panel;
• Keep a log of all placements made through the Fair Access Protocol will be maintained by the Principal Case Officer Exclusions & Fair Access and this data will be circulated to all schools at the end of each academic year.
• Where a school wishes a pupil to be considered under the Fair Access criteria in the light of additional information or previously unknown circumstances, (e.g. court order, further information that meets Fair Access criteria), they should contact the Principal Case Officer Exclusions & Fair Access with supporting evidence for the Local Authority to decide if the case meets the criteria.

7. Process

The Fair Access Panel:

• Will meet every Wednesday during term time to place Fair Access pupils.
• Will appoint an independent Chair.
• Membership will consist of:
  1 X Secondary Head (on rotation)
  2 x Primary Heads (on rotation)
  Principal Case Officer Exclusions & Fair Access
  Head of Woodbridge Park Education Service (PRU)
  Head of Special Educational Needs
  Senior Education Officer, Vulnerable Groups
  Principal Educational Psychologist
  Head of Commissioned Education
  Children Mission Education Officer
  Manager – Social Care
  Head of Youth Offending Service
  Educational Welfare Manager
• Will consider the cases referred as Fair Access and will determine which school or alternative education provider the pupil should be allocated.
• Will make a decision based on the child’s needs and the previous placements for schools and education providers. As far as possible in making its decision the Fair Access Panel will consider, where appropriate, the pupil’s religious affiliation and any other factors specific to that pupil. When a school admits a pupil under the scheme, the school will be credited with taking a Fair Access pupil. Schools would be expected to admit within 10 school days of the PCP notification of decision.

• Will not normally place he pupil in a school where an appeal was held but was unsuccessful.

8. Children with an Education, Health & Care Plan (EHCP)

Children with an EHCP are outside the remit of Hounslow’s Fair Access Protocol, these children will be referred to the Hounslow Special Education Needs Panel.

Children who are waiting for an EHCP will continue to be considered under the normal admissions process, including the Fair Access protocol if appropriate.

9. Financial Arrangements

A permanently excluded pupil who is admitted to a new school/PRU through the Fair Access Protocol will have, from the date on roll, the remaining portion of the age weighted pupil unit (AWPU) formula transferred to the new school/PRU.

10. Record Keeping

A log of all placements made through the Fair Access Protocol will be maintained by the Principal Case Officer Exclusions & Fair Access and this data will be circulated to all schools at the end of each academic year. This data will also be available throughout the year if requested. By working in partnership, the schools and local authority can be alert to school’s circumstances e.g. numbers on roll, recent admissions, managed transfers. Information regarding placements will be published by the Local Authority at regular intervals, as determined by the Admission Forum.

11. Annual Review of Protocol

The Fair Access Protocol will be reviewed by the Local Authority and will form part of the annual statutory consultation process which is required on Admission arrangements.