



London Borough
of Hounslow

How to make an In-Year Application online

Starting an Online In-Year Application

Welcome to the In-Year Application Portal where you can apply for your child to transfer in-year to a London Borough of Hounslow school. Before making your application, please read the information about changing schools at www.hounslow.gov.uk/inyearadmissions

Important Notes

1. Please do not use this form if you are applying for a school place for your child to:
 -) Start in Reception in September 2021
 -) Transfer from Infant to Junior school in September 2021
 -) Transfer to Secondary school in September 2021

2. Do not complete this form if you do not have Parental Responsibility or legal guardianship of the child. This form will not be processed if you do not have Parental Responsibility and will cause delays in acquiring a school place for the child.

If your child lives with relatives and not the parents, you will need to provide documents to show that the relatives have legal guardianship of your child.

**PLEASE CONTACT THE ADMISSIONS TEAM FOR FURTHER ADVICE ON 020
8583 2711/2721 IF YOU REQUIRE ANY HELP WITH THE ONLINE
FORM.**

Website

The In-Year Application Portal can be found at www.hounslow.gov.uk/applyingforschoolsinhounslow

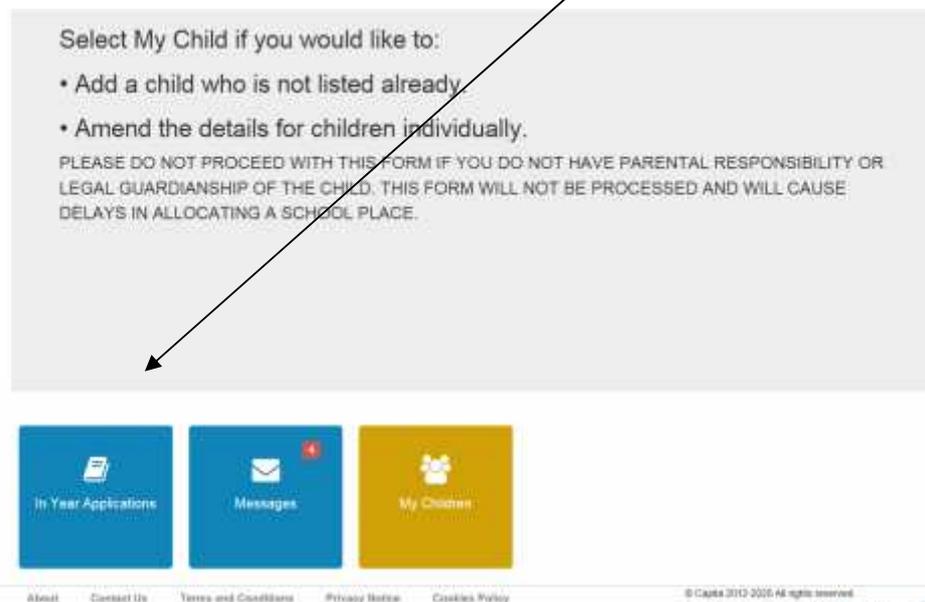
You will be able to log into your accounts once you have registered and activated your account using your email address and password.

(see our “How to Register online with the In-Year Application Portal” guidance if you have not already registered).



The screenshot shows the top of the website with the London Borough of Hounslow logo and the title 'In Year Application Portal'. Below the header, there is a navigation bar with 'Home', 'Sign Out', and 'English/Contact Us'. The main content area is divided into two sections. On the left, there is a login form with the heading 'Don't have an account? Please register'. The form includes an 'Email Address' field with the placeholder 'jane.smith@gmail.com', a 'Password' field with a 'Show' button, and a 'Login' button. Below the login button is a link for 'Forgot your password?'. On the right, there is a 'Welcome to In-Year Application Portal' message. The message states: 'This site is for those who are applying in-year for a school place or want to change schools. To use this site you will need to first register then you can create and submit in-Year applications and edit and view existing ones.'

Once you have logged in, Click on 'In-Year Application' to start a new application for a child.



The screenshot shows a section titled 'Select My Child if you would like to:'. Below the title, there are two bullet points: '• Add a child who is not listed already.' and '• Amend the details for children individually.'. Below the bullet points, there is a warning message: 'PLEASE DO NOT PROCEED WITH THIS FORM IF YOU DO NOT HAVE PARENTAL RESPONSIBILITY OR LEGAL GUARDIANSHIP OF THE CHILD. THIS FORM WILL NOT BE PROCESSED AND WILL CAUSE DELAYS IN ALLOCATING A SCHOOL PLACE.'. Below the warning message, there are three buttons: 'In-Year Applications', 'Messages', and 'My Children'. Below the buttons, there is a footer with links for 'About', 'Contact Us', 'Terms and Conditions', 'Privacy Notice', and 'Cookies Policy'. At the bottom right, there is a copyright notice: '© Capital 2013-2015 All rights reserved. Public Services Division under the Local Government Act 2000'.



**How to add
a child**

After you click on In-Year Application, you must add your child **before** you can start the application.

To add your child, go to the bottom right hand corner and click the “**Add your child**” button.



Follow the steps and **complete all areas that have a red asterisk (*)**.

Add Child
We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school (e.g. end of Primary move to Secondary school) in the following September.

Forename*

Middle Name*

Surname*

Gender*

Date of Birth*

Relationship to Child*

Parental Responsibility* Yes No
If your child lives with you click on the address below, or select Click to add new address.

Select Address*

Add Child
We accept In-Year applications for children who are of statutory school age, 5-16 years old. Do not use this site for applications to transfer school (e.g. end of Primary move to Secondary school) in the following September.

Forename*

Middle Name*

Surname*

Gender*

Date of Birth*



**How to start
a new
application**

Click on the **Start new application** link under the child's details as shown below:



You can then start your application.

Click on "**Change school immediately/in near future**"

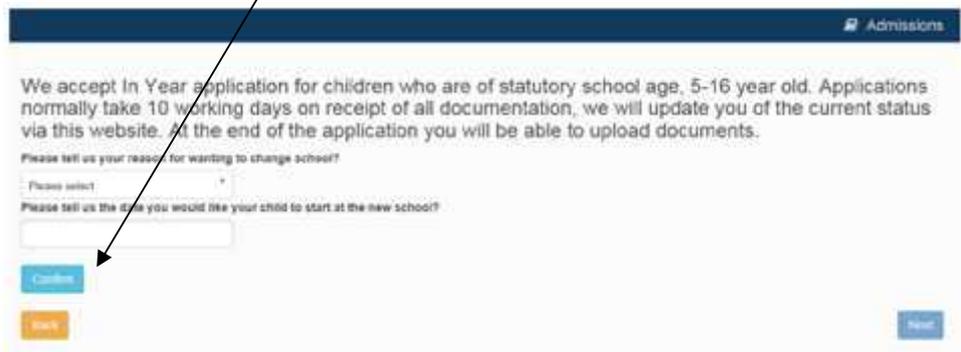


You will need to complete each step of the application one part at a time. Please make sure you complete all the sections correctly.

Select the reason you want to change your child's school from the drop-down menu below and tell us the date you require the school place from.

(Please note that in year applications can take a minimum of 10 schools days to be processed. So please be realistic with your date of when you wish your child to start education. This will take longer during the holidays as we do not allocate places during the holidays.)

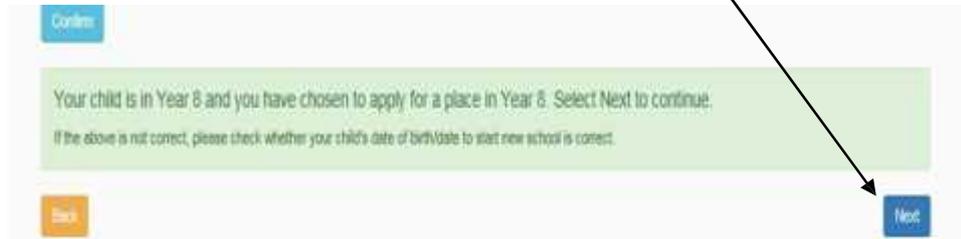
Then click **"Confirm"** in order to proceed.



The screenshot shows a web form titled 'Admissions'. It contains the following text: 'We accept In Year application for children who are of statutory school age, 5-16 year old. Applications normally take 10 working days on receipt of all documentation, we will update you of the current status via this website. At the end of the application you will be able to upload documents.' Below this, there are two questions: 'Please tell us your reason for wanting to change school?' with a dropdown menu labeled 'Please select', and 'Please tell us the date you would like your child to start at the new school?' with a date input field. At the bottom left is a blue 'Confirm' button, and at the bottom right is a blue 'Next' button. An arrow points from the text above to the 'Confirm' button.

When you click confirm, the system will check what academic year your child is eligible for. This will be based on your child's date of birth.

If the correct academic year is shown please click **Next**.



The screenshot shows a confirmation message in a green box: 'Your child is in Year 8 and you have chosen to apply for a place in Year 8. Select Next to continue.' Below this, it says: 'If the above is not correct, please check whether your child's date of birth/date to start new school is correct.' At the bottom left is a blue 'Confirm' button, and at the bottom right is a blue 'Next' button. An arrow points from the text above to the 'Next' button.

<p>Additional child details</p>	<p>Complete the additional details about your child. Tick any relevant boxes.</p> <p>Please make sure you complete this correctly otherwise it may delay your application.</p> <div data-bbox="387 568 1418 996"> <p>Additional Child's Details</p> <p><input type="checkbox"/> Does your child have a Statement of Special Educational Needs / EHC Plan?</p> <p><input type="checkbox"/> Is your child registered as being in the care of a Local Authority e.g. are they fostered or a 'Looked After' child?</p> <p>Select Local Authority <input type="text"/></p> <p><input type="checkbox"/> Is your child a twin or triplet, etc. (one of a multiple birth)?</p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p> </div> <p>Then click "Next".</p>
<p>Address Details</p>	<p>You will need to confirm your address. If you are moving in the near future, you can tell us your new address and the date you will be moving there.</p> <p>If you are not moving you can leave this Question blank and click "Next".</p> <p>You will need to provide us with proof of your address. You can upload documents at the end of this application or you can email us copies to admissions@hounslow.gov.uk</p> <p>Please see www.hounslow.gov.uk/addressproof for a list proof of address documentation that we can accept.</p> <div data-bbox="387 1503 1418 2007"> <p>Address Details</p> <p>You have previously indicated that stu's current address is 38, Station Road, Hounslow, TW3 2AH. If this is not stu's current address, please update this via My Family. Then please navigate back to In Year Applications and select to 'Continue this application'. It is very important that we know the correct current address for stu.</p> <p>Moving Home?</p> <p>If you are moving to the above address please supply date.</p> <p>Moving Date <input type="text"/></p> <p>(Enter your new postcode and then click 'Find Address'. If your address is not listed, press the 'Enter Address Manually' and type the correct address into the boxes provided. If you don't have a Postcode please select 'I don't have a Postcode'.</p> <p>Find Address <input type="text"/> <input type="button" value="Search"/></p> <p>The next question is only for members of service (e.g. Army) and Crown Servant families. If this does not apply to you, please ignore this question and click the NEXT button below.</p> <p><input type="checkbox"/> Is stu a member of a Service or Crown Servant family, who are returning/moving to the address selected to take up duties?</p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p> </div>



**Additional
Questions**

Please complete any sections that apply to your child and provide full details.

Additional Questions

SECTION 1: Residency - This section must be completed to assist us in processing your application. Please tick any relevant box and provide details.

> 1.1 New arrival or returning to UK

> 1.2 Date of Entry - Tell us the date you entered the UK

> 1.3 Anticipated length of stay

> 1.4 Previous country of residence

> 1.5 Does the child speak any English? None / Little / Good / Fluent

> 1.6 New arrival from another area within the UK (specify borough/town)

SECTION 2: Education Background - Please tick the relevant box and provide details.

> 2.1 Overseas school? If your child's current or previous school is not in England, please give details of the school name, address, telephone number and start date

> 2.2 Has your child ever attended a school in the UK? Please give details, of the school name, address, and dates they attended. Please give the reasons why you are moving?

If you tick a check box to select Yes you will need to provide further details.

If you do not enter any details and click **“Next”**, you will not be able to move on. You will see the error below:

11-Year Admissions

Additional Questions

Please fill the mandatory field(s)
- Please provide some additional details to support the answer to the question you've ticked

32 Other Information: Has your child been permanently excluded from school?

Please provide details -

Please provide some additional details to support the answer to the question you've ticked

Back Next

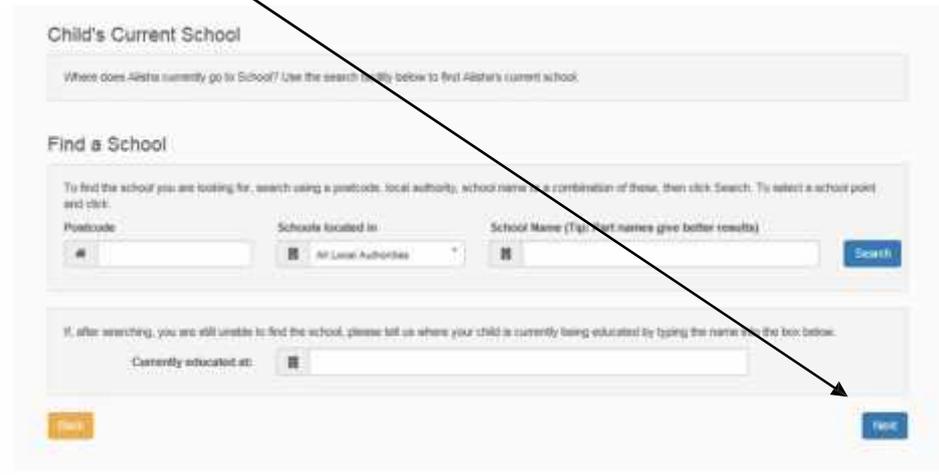
After you have entered the information click on **“Next”**

**Child's
Current
School**

Tell us your child's current school.

Use the search buttons to find and select the name of your child's current school

Then click **"Next"** to go to the next section.



**Preference
School
Search**

Select the schools you wish to apply for (maximum 3) by searching using the school name, postcode or area. Click on **'Search'**





Double click on the school you want to add to your application

Preference School Search

Please read before entering School details

Hounslow schools are listed on www.hounslow.gov.uk

Some schools require a Supplementary Information Form (SIF) which must be returned to the school.

List up to three schools you want to apply for in the order which you prefer them and check the admissions criteria which can be found on the above link.

If you tick medical or social you must attach a letter from a suitable professional such as a consultant, 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.

If your child has a sibling at any of your preferred school(s) - 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. Tick the box and write their details below.

If you tick children of members of staff, the parent must have been employed at the school for at least two years and newly appointed staff, filling a post with a "demonstrable skills shortage".

Find a School

To find the school you are looking for, search using a postcode, local authority, school name or a combination of these, then click Search

Start of Postcode Schools located in School Name (Tip: Part names give better results)

1 School found

Alexandra Primary School CoEd

3 Deragh Road, Hounslow, TW3 4DU

Siblings

Preference Reasons: Sibling - tick this box ONLY if your child already has a sibling attending the school you have applied for. Then click **'Next'**

Preference Reasons: Sibling

In order to support your application for a place at Chisworth Primary School you can select appropriate reasons on the next pages.

Does your child have a sibling who will still be attending the school when your child starts?

Add the sibling details. Then click **'Next'**

Sibling Details

In order to support your application for a place at Chisworth Primary School you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling chosen to apply and select the address where the sibling lives.

Forename:

Middle Name:

Surname:

Gender:

Date of Birth:

Address:

33
Deragh Road
Hounslow
TW3 4DU



Tick one of these boxes **ONLY** if you are applying under the medical or social reasons. You will need to provide supporting evidence.

Preference Reasons

In order to support your application for a place at Chatsworth Primary School you can select the appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages.

- I am selecting this school for medical reasons
- I am selecting this school for social reasons

Back

Next

Click on **Next**.

Other Reasons

Use this section to tell us any other reasons you have for wanting this school.

In-Year Admissions

Other Reasons

You may tell us of any other reasons to support your application. If you have selected Gwyn Jones Primary School for social or medical reasons you should give more details below. You may be contacted to discuss this further.

Other Reasons

There is a limit of 3000 characters for you to express other reasons. 3000 remaining.

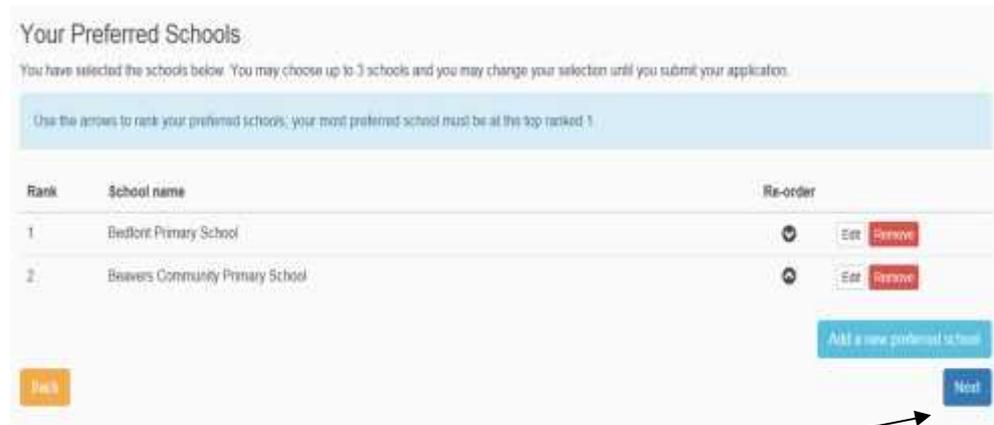
Back

Next

Click **Next** to proceed .

Your Preferred Schools

Use this page to view the schools you have applied for, change the order of your choices and /or add another school.



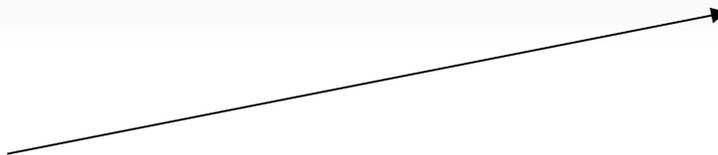
Your Preferred Schools

You have selected the schools below. You may choose up to 3 schools and you may change your selection until you submit your application.

Use the arrows to rank your preferred schools; your most preferred school must be at the top ranked 1.

Rank	School name	Re-order
1	Bedford Primary School	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
2	Beavers Community Primary School	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Click “Next”



Supporting Evidence

Upload any supporting evidence to your application. Maximum of 5 documents. If you have more documents to send, email them to admissions@hounslow.gov.uk. Make sure your child’s full name and date of birth are on the documents.



Supporting Evidence

Please upload any evidence to support your application, such as proof of address, a current council tax bill or tenancy agreement plus two alternative documents, fullbank statements/driving license etc. in the applicants (parent/carer's) full name. Child's birth certificate. A photocopy of the child's passport and visa (if your child has entered or re-entered the UK within the last six months). If you are applying under the medical and social criteria this will only be considered if the appropriate documentation is provided. If you are unclear to the information that is required please refer to the information on the web site https://www.hounslow.gov.uk/info/20029/in-year_admissions/17/in-year_admissions_-_applying_for_schools_in_hounslow

Selected Files:

Type of File(s): docx, pdf, jpeg, jpg, tiff, doc, png
Max 5 file(s) can be uploaded. Max 10 MB file size is allowed per file.

Click “Next”



**Terms and
Conditions**

Please check all the details are correct and read the terms and conditions

Terms and Conditions

Before you submit your [application](#) you should read the following Terms and Conditions. This page also details our Data Protection statement.

To submit your application you must accept the terms and conditions at the bottom of the page.

All parents are advised to read further information on the admissions pages of our website that give details of how applications are processed and the timetable for processing them. This information can be found by clicking on the following link https://www.hounslow.gov.uk/in_year_admissions the school preferences listed on your application are taken as your current preferences, any previous applications will be cancelled.

Parental Responsibility:

Applications are only accepted from a person who is legally responsible for the child and if the child lives with relatives and not their parents, documents providing legal guardianship must be submitted.

For further help and guidance, you can email admissions@hounslow.gov.uk or call 020 8583 2721/2711.

Moving Home:

If in future you and your child move home, and your permanent home address changes, it is essential that you inform the School Admissions Team immediately and you must provide evidence confirming the address change e.g. photocopy of a Council Tax bill or Tenancy Agreement for the property you have moved into.

Where we are able to offer more than one school, we will offer your highest ranked preferred school and withdraw all lower ranked offers. If we are unable to offer you any of your preferred schools, we will offer you a place at the nearest available school to where you live. The council does not have to offer an alternative school for your child if you do not live in the borough.

If you are not offered a place at your preferred school you will have the right to an independent appeal. For further information about In Year School Admissions click the link https://www.hounslow.gov.uk/in_year_admissions to view our web site.

PLEASE NOTE: If a place in a preferred school has been obtained on the basis of false or misleading information or supporting documentation, this application will no longer be valid and the Local Authority may withdraw the offer of a school place.

School Place Offer

The Local Authority may contact you to discuss your application or contact the school that you are attending or have been attending. Please ensure that you have provided the correct contact details. Where we are able to offer more than one school, we will offer your highest ranked preferred school and withdraw all lower ranked offers. If we are unable to offer you any of your preferred schools, we will offer you a place at the nearest available school to where you live. If you are not a residence of this [Authority](#) we do not have to find an alternative school for your child.

Preview Your Application:

To see a printer friendly version of your unsubmitted application, click the Preview button

Submit Your Application

Please read the declaration below carefully, in order to accept you will need to click on the grey button to select yes. Then click on submit to complete this application. Note you can change any part of this form at any time by logging in and following the instructions.

If you are not ready to submit your application now, you can click 'Return Later' instead and you may return to your application at a later date. You will then have the opportunity to make changes until you submit it. The Local Authority will not process this application until it has been submitted.

<p>Data Protection</p>	<p style="text-align: center;"><u>Please read this section carefully</u></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Data Protection <u>Data Protection</u></p> <p>You have a right under the Data Protection Act (DPA) to request any information the council holds about you. This is called a subject access request.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>School Place Offer</p> <p>The Local Authority will contact you about your application. Please ensure that you have provided the correct contact details.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Preview Your Application</p> <p>To see a print-friendly version of your unsubmitted application, click the Preview button.</p> <p style="text-align: center;">Preview</p> </div>
<p>Declaration and Submit application</p>	<p>After you have read the information above, check on the box to accept the terms and conditions</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Declaration:</p> <p>I declare that I have checked the information given in this application and believe it to be correct. I have read and understood the admission criteria and want to apply for a place at each of the schools I have named, and I have listed these schools in my order of my preference.</p> <p>I am aware that I have to submit supporting documents as outlined in the guidance notes to admissions.</p> <p>I confirm that I am the person with parental responsibility for the child named in this application and that the information I have given is correct.</p> <p>I understand that applications are only accepted from a person who is legally responsible for the child and that if the child lives with relatives and not their parents, documents providing legal guardianship/parental responsibility must be submitted as stated in the guidance notes.</p> <p>I confirm that the schools I have applied for on this form are my current preferences. This means I no longer want to apply for schools I named on previous forms and which I have not named on this form.</p> <p>I understand checks may be carried out to verify any information provided on this application form and that if I give any false or misleading information or supporting documentation, this application will no longer be valid and the Local Authority may withdraw the offer of a school place.</p> <p>We may pass the information you give on this form to schools inside or outside the borough or to other local authorities. We will pass the information to the school the child is offered a place at. We will deal with any personal information you provide in line with the Data Protection Act 1998.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Submit Your Application</p> <p>Once you "Submit" your application you will no longer be able to make changes online.</p> <p>If you are not ready to submit your application now, you can click "Return Later" instead and you may return to your application at a later date. You will then have the opportunity to make changes until you submit it. The Local Authority will not process this application until it has been submitted.</p> <p><input checked="" type="checkbox"/> I declare that I have checked the information given in this application and believe it to be correct. I declare that I have read and agree to the terms and conditions set out above.</p> <p style="text-align: right;"> Return Later Submit Now </p> </div> <p>Click “submit now” to make your application or return later.</p>

**Application
Confirmation**

You have now completed your application

Application for alan haines, Date of birth: 03/12/2009

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. (If additional information or evidence, e.g. medical/baptism certificates or supplementary information forms, is required for these schools, you will need to supply them.)

To see a printer friendly version of your submitted application, click the [Preview](#) button.

You do not need to take any further action. However, if you want to change any of the details you have submitted, please contact us (see the 'Contact Us' link at the foot of the page).

You will be sent a confirmation email. If you do not receive this contact the **School Admissions Team on 020 8583 2711/2721.**

To check the progress of your application, log into your account and click on **Messages**. You will be able to see any messages that have been sent to you.



Please note that applications take a **minimum of 10 schools days** to process, so please be patient. We will contact you as soon as we have an update.