

2009/2010

APPLYING FOR A PLACE  
AT

QUEENSMEAD  
SCHOOL



A TECHNOLOGY  
COLLEGE

## MAKING AN APPLICATION TO THE LONDON BOROUGH OF HILLINGDON

- Complete the application form and state 6 Schools, including any schools outside of the London Borough of Hillingdon, in the order of preference for where you would like your child to attend.
- Ensure that any additional information required by the schools is sent directly to them (e.g. birth certificates). See individual school brochure and the "Starting Secondary School" booklet).
- **If your child attends a primary school in Hillingdon and resides in the London Borough of Hillingdon** you will receive an application form from your child's primary school. The completed application form should be returned to your child's primary school to be received by **noon on Wednesday 22<sup>nd</sup> October 2008 where a receipt will be issued.**
- **If your child attends a primary school outside of Hillingdon but resides in the London Borough of Hillingdon** then you must apply for an application form from The Admissions Team at the London Borough of Hillingdon, 4E/05 Civic Centre, Uxbridge, Middlesex, UB8 1UW. You can contact the call centre for Admissions on 01895 556000. The completed application form should be returned to the same address to be received by **noon on Friday 24<sup>th</sup> October 2008. If you wish you may enclose a S.A.E. where a receipt will be issued to you.**
- **If your child attends a primary school outside or inside of Hillingdon and resides out of the London Borough of Hillingdon** you must apply for an application form from your own Local Education Authority (LEA) (where you pay your council tax) and clarify with them where it needs to be returned to and the deadline date for returning it. At the time of receiving an offer of a place from your LEA you must send proof of address directly to the school. Failure to provide adequate proof of address may result in the offer of a place being withdrawn.
- A letter will be posted on the **Monday 2<sup>nd</sup> March 2009** from the Admissions team at the Civic Centre, to all parents who applied by the closing date, giving the result of the application. Each individual school will have administered their own admissions criteria in the allocation of places.
- If a place cannot be offered at any of your preferred schools then a place will be offered at the nearest school in Hillingdon to your home address with a vacancy (if you live in Hillingdon).
- You should return your acceptance to your local LEA (where you pay your council tax) by **Monday 16<sup>th</sup> March 2009.**
- Appeals documentation must be requested by **Tuesday 24<sup>th</sup> March 2009** from Queensmead School. Appeals requests received after this date will be allowed at the Governors' discretion and may only be allowed under exceptional circumstances. You must write to us stating that you wish to lodge an appeal, enclosing a stamped, self addressed envelope.
- Your child's name will be held on the waiting lists for any school that is a higher preference than the one offered. Acceptance of a place offered will have no bearing on any waiting lists.
- You must provide the additional information requested by each school (see individual school brochure and the "Starting Secondary School" booklet).

## **DID YOU KNOW?**

**From 1st SEPTEMBER 2008**

**YOU CAN APPLY FOR A SCHOOL PLACE ON-LINE**

The website to apply on-line for a Secondary School place for September 2009 is -

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

The final closing date for completed Secondary School applications is **24<sup>th</sup> October 2008** when you apply on-line.

# **ADMISSION TO QUEENSMEAD**

(The notes cover all admissions procedures to Queensmead School)

## **1. Making an application**

Queensmead School is a Foundation School and admissions are initially administered by the Local Education Authority (LEA) on behalf of the Governing Body. Applications must be made in accordance with the procedures set out in this part of the school prospectus. The Governors reserve the right to discard applications, which do not conform to the procedures herein.

Making application for a place at Queensmead School does not preclude applications to any other school, or Local Authority. Queensmead School will produce and send out its own application form after **Monday 2<sup>nd</sup> March 2009** for after deadline applications only. Copies of the prospectus are available from the School.

Applications for a place in National Curriculum Year 7 academic year September 2009 - August 2010 will be available to parents of children born between 1 September 1997 and 31 August 1998. These applications must be returned directly to your child's Primary School by **NOON on Wednesday 22<sup>nd</sup> October 2008 if your child attends a Hillingdon School or to the London Borough of Hillingdon by NOON on Friday 24<sup>th</sup> October 2008.**

Please note: -

Applications for children for whom a Statement of Special Educational Need exists should apply using the common application form (see above on how) in conjunction with their SEN Officer.

Applications for a place in any other year group can be made at any time. Application forms are available from the School. Details of mid-year induction procedures are included later in this document.

The LEA will inform parents in writing of the result of their application to be posted on **Monday 2nd March 2009.**

Appeals against a decision by the Governors not to offer a place to a child will be dealt with under the appeals procedure established by the Governing Body.

Communications regarding admissions to Queensmead School will be addressed to the parent with whom the child normally lives.

At the time of receiving an offer from the LEA you must return your acceptance with two items as proof of address if you live in the London Borough of Hillingdon. If you live outside the London Borough of Hillingdon you must send your proof of address directly to the school.

## **2. Information and Open Evenings/Days**

The School produces a prospectus, which is available from **Wednesday 3<sup>rd</sup> September 2008.** Parents may collect a prospectus from the School during normal school hours, but would generally obtain one either through their child's primary school or by attending the Open Evening on Wednesday 24<sup>th</sup> September 2008.

Parents considering making application for a place at the School are recommended to attend the Open Evening.

**3. Admission of students having a Statement of Special Educational Need**

Where Queensmead School is named in a child's Statement of Special Education Needs (SEN) the School will admit the child.

**Applications are made using the common application form in conjunction with their SEN officer.**

**4. Criteria for Admission into National Curriculum Year 7**

The following criteria apply for applications to join National Curriculum Year 7 at the time of secondary school transfer for children not having a statement of SEN.

These criteria formed part of Queensmead School's Foundation School submission and the Governors are now responsible to the Secretary of State for Education and Science for their implementation.

Students will be admitted without reference to their ability or aptitude.

The Governors may in discussion with the LEA allocate some places to children for whom a statement of SEN exists.

In the event of over-subscription the following criteria will be applied in the order shown.

1. Children in public care.
2. Children who have evidence to prove to the Governors' satisfaction that there are medical grounds that make it essential that they are admitted to Queensmead School.
3. Children who have a sibling attending the school at the time of application and who would be reasonably be expected to still be attending Queensmead School in September 2009. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling)
4. Children whose homes are nearest the School measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to the school gates situated in Queens Walk, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

**5. Admission Limits**

When last calculated, Queensmead School's Indicated Admission Limit was set at 180.

6. **Notes on Admissions Criteria**

a) **Medical Grounds**

The Governors will be prepared to consider applications on medical grounds **ONLY** if they are submitted directly to Queensmead School in time for receipt by NOON on **Friday 24<sup>th</sup> October, 2008**.

This information must include:-

- i) Details of the medical condition, which forms the basis of the application.
- ii) An explanation of why the medical condition **necessitates** the child's admission to Queensmead.
- iii) A medical certificate and relevant evidence.

Governors reserve the right to make further enquiries in order to satisfy themselves that the conditions on which parents have based an application meet the grounds indicated above. If parents apply for a place under this criterion they will be deemed to have given their consent to such enquiries being made.

All details should be in an envelope clearly labelled with the address below containing the tear-off slip at the bottom of this page.

Failure by the parents to satisfy both of these requirements will make an application on medical grounds invalid.

The medical grounds, which the Governors will be prepared to take into account, will be a long-term medical condition.

The Governors may be prepared to take into account a chronic medical condition of members of a child's immediate family provided they are satisfied that this **necessitates** the child's admission to Queensmead School on the grounds indicated below, and provided the information is disclosed.

The Governors will need to be satisfied that admission to Queensmead School is **necessary** because:

- \* The medical condition **requires** attendance at a secondary school which possesses **specific facilities** for meeting the needs of the child and which Queensmead possesses but which are not possessed by other secondary schools in the locality.
- \* Details of the medical condition, which form the basis of the application;
- \* An explanation of why the medical condition **necessitates** the child's admission to Queensmead;
- \* A medical certificate in support of the application.

Address for applications on medical grounds:-

Please Mark:- CONFIDENTIAL ADDITIONAL INFORMATION NEW YEAR 7 APPLICATION  
ADMISSIONS OFFICE  
QUEENSMEAD SCHOOL  
QUEENS WALK  
SOUTH RUISLIP  
MIDDLESEX  
HA4 0LS

Please complete the details below and attach this to the front of your additional information.

-----Detach this section-----

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Child's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Primary School: \_\_\_\_\_

Details of documents enclosed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Please Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Contact \_\_\_\_\_ Tel \_\_\_\_\_

No: \_\_\_\_\_



(b) **Siblings**

Parents who hope to be allocated a place for a child because he/she has a brother or sister who is already on roll at Queensmead School must claim priority by **NOON on Friday 24<sup>th</sup> October 2008**. The application form has a section in which these details- must be entered. Failure to bring the details of this relationship to the attention of the Governors by this means will remove any entitlement to priority consideration under 4.iii).

Children who have a brother/sister on the school roll on the day stated as the deadline for applications and who commenced at the School prior to the end of the Spring Term, previous to the September for which an application is sought, **AND** who will continue to attend during that following school year.

The qualifying relationship is brother or sister. Other extended family relationships **may not** qualify e.g. (brother-cousin or sister-cousin). Generally a sibling means a child's brother or sister, step-brothers or step-sisters and foster children. A cousin or other family members, even if living in the same household, do not qualify as a sibling. Blood related siblings living apart will qualify, as well as step-brother/sisters living as a family unit in the same residence.

Parents are required to provide, on the application form, sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

The Governors reserve the right to request that parents forward the **full version** of the birth certificate of both the younger child for whom they are applying for a place and the older brother/sister who forms the basis of the application.

c) **Distance Criteria**

If you are a Hillingdon Resident you will need to send proof of address directly to the London Borough of Hillingdon with your acceptance. If you are not a Hillingdon Resident you must send proof of address directly to the school. Failure to provide adequate proof of address may result in the offer of a place being withdrawn.

Below are the forms of proof that are accepted:-

- a) A copy of your current council tax schedule **or** a copy of the page of your tenancy agreement that shows your address and the date you moved

**AND**

- b) A copy of your child benefit schedule **or** a copy of the front page of your child benefit book.

The criteria for home to school distance for all schools in Hillingdon is as the crow flies (or straight line). This is calculated using Ordnance Survey co-ordinates for the school and the home address. The measurement is accurate to the nearest metre.

**IMPORTANT NOTE**

The LEA and Governors will, for admissions, rely upon the information contained in the application form or any additional information, which they may request. If it transpires that any information is false or misleading in any material way, the LEA and Governors reserve the right to:

- a) Withdraw the offer of admission, even after the child has commenced study at the school.
- b) Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the School in rejecting an application due to false or misleading information having been given.

## 7. How To Apply for a Place

### Reminder: -

Applications for children for whom a Statement of Special Educational Need exists should apply using the common application form in conjunction with their SEN officer.

A calendar for the allocation of Special Needs places has been agreed with the LEA, and must be closely adhered to.

Queensmead School makes two types of application form available.

- i) For a place in the National Curriculum Year 7 **after Monday 2nd March 2009** (this may involve a waiting list).
- ii) To fill a vacancy in another year in the School (this may involve a waiting list).

## 8. Acceptance of a Place

If a place at Queensmead School is offered to your child by the LEA and you intend to accept the place, you must complete the acceptance form within two weeks and return it directly to the London Borough of Hillingdon **by NOON on Friday 20<sup>th</sup> March 2009 along with proof of address (see below). Failure to do so may result in the place being withdrawn.**

If you are a Hillingdon Resident you will need to send proof of address directly to the London Borough of Hillingdon with your acceptance. If you are not a Hillingdon Resident you must send proof of address directly to the school. Failure to provide adequate proof of address may result in the offer of a place being withdrawn.

## 9. Appeals

Parents who have applied for, but not been offered, a place for a child at Queensmead have the right to lodge an appeal with the Governing Body in writing to be received by **NOON on Tuesday 24<sup>th</sup> March 2009.**

Appeals received after this date will be allowed at the school's discretion and may only be allowed under exceptional circumstances.

## 10. Waiting Lists

If it is not possible to offer a place at Queensmead School the child's name will be placed on a waiting list. Positions will only be communicated to parents if a request has been made in writing. This information will only be available from April 2009.

## 11. Financial Assistance

Although Queensmead is a Foundation School, the financial arrangements, as they affect parents, are exactly the same as for the other local secondary schools. The education provided at Queensmead is free.

Parents of students attending Queensmead are entitled to apply for Education Welfare Benefits from the London Borough of Hillingdon in the same way as parents at other schools may do. Financial help may be available to assist with:

- \* Travel to and from School
- \* Free school meals
- \* Maintenance grants (for students aged 16 or over)

Most families who qualify for help of this kind will already be in receipt of Family Credit or Income Support. You can make your application by contacting the call centre for Admissions on 01895 556000.

Provision of these welfare benefits is the responsibility of the local council not of the School. All correspondence on such matters should be addressed to the Education Department at the Civic Centre.

## APPEALS PROCEDURE

### 1. **GROUNDINGS FOR APPEAL:**

You have a right to appeal against the decision of the Governing Body not to admit your child and the Governors will make arrangements to hear your appeal.

Possible grounds for appeal are:

- a) The Admissions Authority failed to apply the Admissions criteria established with the approval of the Secretary of State for the purpose of allocating places in the event of the School being over-subscribed.
- b) The Admissions Authority failed to follow the procedure laid down in the Queensmead School Instrument and Articles of Government for dealing with admissions.

### 2. **NOTICE OF APPEAL:**

Information: -

- a) There is a deadline for appeals. You must register your intention to appeal **Tuesday 24<sup>th</sup> March 2009**. You may do this by post.
- b) The Clerk will provide you with a Notice of Appeal form after the above deadline has passed. On this form will be written the deadline for its return to the school.
- c) The Clerk is neither a member of the Admissions Committee nor the Appeals Committee and will be willing to give you impartial advice on the grounds for an appeal.
- d) Please specify the grounds on which you are making appeal.
- e) Please ensure that, as far as possible, you send with your Notice of Appeal copies of documents you intend shall be considered at the meeting in support of your appeal.

# ADMISSIONS FOR SEPTEMBER 2009

## IMPORTANT DATES

**WEDNESDAY  
SEPTEMBER 24<sup>TH</sup> 2008**

**OPEN EVENING 6.00pm–9.00pm**

**WEDNESDAY  
OCTOBER 22<sup>ND</sup> 2008**  
(Time: NOON)

**DEADLINE FOR RECEIPT OF  
APPLICATIONS AT PRIMARY  
SCHOOL**

**FRIDAY  
OCTOBER 24<sup>TH</sup> 2008**  
(Time: Noon)

**DEADLINE FOR RECEIPT OF  
APPLICATIONS AT L.B.H.**

**MONDAY  
MARCH 2<sup>ND</sup> 2009**

**OFFERS OF PLACES POSTED  
BY THE LEA**

**FRIDAY  
MARCH 20<sup>TH</sup> 2009**  
(Time: Noon)

**DEADLINE FOR ACCEPTANCES**

**TUESDAY  
MARCH 24<sup>TH</sup> 2009**  
(Time: Noon)

**DEADLINE FOR REGISTERING  
INTENTION TO APPEAL TO THE  
SCHOOL**