

# Starting Secondary School

September 2012

# 2012

## Important dates to remember

September/October 2011	School open evenings
31 October 2011*	Closing date for applications
1 March 2012	Offers sent to parents
15 March 2012	Acceptance deadline

\*We strongly recommend that you submit your application online or by post, so that we receive it by **Friday 21 October 2011**. Please see page 5 for details.

This booklet was correct at the time of publication, but is subject to amendments to ensure admissions arrangements comply with the School Admissions Code.



**HILLINGDON**  
LONDON

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

# You can apply for a school place online at [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools)

You can access this website wherever you have access to a computer.

- Home
- Internet café
- Work
- Local library

**Use this space to record your unique number, and the username and password you have used to make your application.**

Unique number:	Username:	Password:
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It is important that you keep this information to be able to access your application and the school your child has been offered.

If you require further information or assistance:  01895 556644  [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools)

## Benefits of applying online:

- You will receive confirmation that we have received your application, if you supply an email address
- You can change the details of your application, ie which schools you name, right up to midnight on the deadline date
- You will have the choice to attach your proof of address documentation
- You will be able to view the result of your application from 5pm on 1 March 2012. During the evening of 1 March 2012 you will be sent an email with the outcome of your application. Please wait until you have received the email before logging onto the PAN London eAdmissions website.
- You can accept your offer online.

If you have any questions about applying online, please visit our website [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools) or call 01895 556644.

## Important dates

### Applying

- We strongly recommend that you submit your application online or by post so that we receive it by **Friday 21 October 2011**. This is the Friday before the half-term holiday.
- Applications received by 31 October 2011 will be accepted, but if your application is received by **Friday 21 October 2011**, we can ensure that it is checked, acknowledged and processed in good time.
- Parents/carers who prefer to hand in a form at their child's Hillingdon primary school, will need to ensure that they do this by **Friday 21 October 2011**, so that the school can forward it to us before the half-term holiday.

### Offer

- Offer letters will be posted on **1 March 2012**.
- If you applied online, you can view the result of your offer from **5pm on 1 March 2012**.
- Deadline to send back your reply is **15 March 2012**.

### Appeals

- Deadline for requesting appeals documentation is **Tuesday 20 March 2012**.

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## Further information

Further information and advice is available during normal office hours from

✉ Admissions Team  
4E/09 Civic Centre  
High Street  
Uxbridge  
Middlesex  
UB8 1UW

☎ 01895 556644

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

@ [contact@hillington.gov.uk](mailto:contact@hillington.gov.uk)

## School term dates 2012/2013

### Autumn term 2012

		<b>Days</b>
Term starts	Tuesday 4 September 2012	74
Half-term holiday	Monday 29 October – Friday 2 November 2012	
Term ends	Friday 21 December 2012	

### Spring term 2013

Term starts	Monday 7 January 2013	54
Half-term holiday	Monday 18 – Friday 22 February 2013	
Term ends	Thursday 28 March 2013	

### Summer term 2013

Term starts	Monday 15 April 2013	67
Half-term holiday	Monday 27 – Friday 31 May 2013	
Term ends	Wednesday 24 July 2013	

**Total days 195**  
(inclusive of 5 inset days)

The term dates for some Voluntary Aided (faith), Foundation schools and Academies may vary slightly from those shown above.

### Bank holidays 2012/2013

Bank Holiday (Christmas)	Tuesday 25 December 2012
Bank Holiday (Boxing Day)	Wednesday 26 December 2012
Bank Holiday (New Year)	Tuesday 1 January 2013
Good Friday	Friday 29 March 2013
Easter Monday	Monday 1 April 2013
May Day Holiday	Monday 6 May 2013
Spring Bank Holiday	Monday 27 May 2013
Summer Bank Holiday	Monday 26 August 2013

# Open evening dates

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Each secondary school has an open evening during the Autumn Term for parents and pupils to visit the school. These evenings usually include a talk by the headteacher and a tour of the school.

Often it will be possible to see current pupils at work and meet staff. We suggest you visit the secondary schools on their open evenings if you can.

Date	School	Time
Tuesday 20 September 2011	Bishopshalt School	6.30pm
Thursday 15 September 2011	The Douay Martyrs School	6.30pm
Monday 19 September 2011	Stockley Academy	6.00pm
Tuesday 20 September 2011	Rosedale College Academy	6.30pm
Wednesday 21 September 2011	Queensmead Academy	6.00pm
Wednesday 21 September 2011	Abbotsfield School	6.30pm
Thursday 22 September 2011	Haydon Academy	6.00pm
Thursday 22 September 2011	Swakeleys Academy	6.30pm
Monday 26 September 2011	Uxbridge High Academy	6.00pm
Tuesday 27 September 2011	Harlington Community School	6.00pm
Tuesday 27 September 2011	Vyners School	6.00pm
Wednesday 28 September 2011	Northwood School	6.00pm
Wednesday 28 September 2011	Barnhill Community High School	6.00pm
Thursday 29 September 2011	Ruislip High School	5.00pm
Thursday 29 September 2011	Hewens College	6.30pm
Tuesday 4 October 2011	Guru Nanak Sikh Academy	5.00pm
Tuesday 4 October 2011	The Harefield Academy	6.30pm
Thursday 6 October 2011	Bishop Ramsey Academy	6.00pm

*These times were correct at time of publication.*

If you are unable to attend an open evening, please contact the school for alternative arrangements.

To find out the dates of the open evenings for schools outside of Hillingdon, you must contact the Local Authority (LA) in which the schools are located or alternatively contact the schools direct (see back cover for neighbouring LA contact numbers).

## Important dates to remember

September/October 2010	School open evenings
31 October 2011*	Closing date for applications
1 March 2012	Offers sent to parents
15 March 2012	Acceptance deadline

*\*If your child attends a Hillingdon primary school, you must return the paper application form to the Hillingdon primary school by noon on 21 October 2011. If you apply online, this must be submitted by midnight on 31 October 2011.*

# Important points to note in making your application

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## Completing the form

- You can apply either on paper or online and state up to 6 schools, including Selective, Partially Selective schools and any other schools outside of the London Borough of Hillingdon, **in the order that you would most like your child to go to.**
- Ensure that any additional information required by the school(s) is sent according to the details given in pages 22 to 42.

## Submitting the form

- We strongly recommend that you submit your application online or by post so that we receive it by Friday 21 October 2011. This is the Friday before the half-term holiday.
- You must provide proof of address with your application in the form of: Your Council Tax reference number – this will enable us to confirm that you reside at the address given on your application. A copy of your Child Benefit Entitlement Notice. Please see page 6 for the Child Benefit Agency contact information if you do not have this document readily available. Please do not send originals as this document will not be returned to you it will be kept on your child's admissions file. If you apply online you will be given the opportunity to enter your Council Tax reference number and you will have the opportunity to attach a scanned copy of your Child Benefit Entitlement Notice if you wish to. You will not need to send this via the post if you chose this option. **The name of your child and your name and address for both of the above, must match the information on your application form. We reserve the right to request further documentation if there is a question concerning the validity of the address.**
- Applications received by 31 October 2011 will be accepted, but if your application is received by **Friday 21 October 2011**, we can ensure that it is checked, acknowledged and processed in good time.

- If you chose to apply online you will have the option to upload your Child Benefit Entitlement Notice.
- If you chose to complete a paper application, you will need to submit your Child Benefit Entitlement Notice with your application.
- Parents/carers who prefer to hand in the a form at their child's Hillingdon primary school, will need to ensure that they do this by **Friday 21 October 2011**, so that the school can forward it to us before the half-term holiday.

## What happens next

- Letters will be posted on 1 March 2012 giving the result of the application.
- If you have applied online, offers will be available to view online from 5pm on 1 March 2012 where you will be able to accept your offer. You will receive an email confirming. During the evening of 1 March 2012 you will be sent an email with the outcome of your application. Please wait until you have received the email before logging onto the PAN London eAdmissions website.
- 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.
- Acceptances should be sent to the London Borough of Hillingdon by 15 March 2012. If you have submitted an online application you must either accept your offer online or return the tear off slip from the letter you will be sent.

## Waiting lists

Your child's name will be held on the waiting list for any Hillingdon school that is a higher preference than the one offered. Please refer to page 13 of this brochure for more information on how waiting lists work.

## Check list

You may wish to use the tick list below, which could help to ensure you have completed your application correctly.

- Have you read this booklet?
- Have you read the prospectus for each school you wish to apply for, so that you understand how they will apply their criteria?
- Do any of the schools you wish to apply for require additional information? If so have you sent this direct to the school(s)? Address details of the school(s) concerned can be found at the back of this brochure.
- Have you enclosed your Child Benefit Entitlement Notice and given your Council Tax Reference Number on your application.
- Have you supplied all of the mandatory information requested on the application form? This includes: DfE number(s); your postcode; your child's current school; your address details if different from your child's.
- Have you completed the correct form? You must apply to the Local Authority that you live in. This will be the Authority that you pay your Council Tax to. If you are not a resident of the London Borough of Hillingdon, you should contact your home LA (where you pay your Council Tax) to obtain an application form and details of the application procedures. Please see back cover for contact details of neighbouring boroughs and counties.

### I don't have my Council Tax Reference Number, what should I do?

Contact 01895 556644 where you will be able to obtain your reference number if you do not have this readily available.

### I don't pay Council Tax, what should I send?

Send a copy of your Tenancy Agreement showing the date you moved or a copy of a utility bill (gas, electric or water), dated within the last 3 months.

### I don't want to give my Council Tax Reference Number, what should I do?

Please refer to page 8 of this brochure.

### I don't have my Child Benefit Entitlement Notice, what should I do?

Contact the Child Benefit Office on 0845 302 1444. Send a copy of the Entitlement Notice to the Admissions Team as soon as you receive it and tick the appropriate box on the reply slip.

### I don't receive Child Benefit, what should I send?

Send a copy of your child's medical card.

### What happens next?

Offer letters will be posted on 1 March 2012.

If you applied online, you will be able to view the result of your application from 5pm on 1 March 2012.

### My question is not answered here.

The Frequently Answered Questions on the next few pages will probably answer any further questions you have.

If your question is not answered, please contact:

✉ Admissions Team, 4E/09 Civic Centre, Uxbridge UB8 1UW

☎ 01895 556644 @ contact@hillingdon.gov.uk

- Please only send copies of the requested information as we do not return documents. All information received is kept on your child's admission file.
- Please note: we do not offer a photocopying service at the civic centre.

# How to apply

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## The Pan-London Co-ordinated Admissions Scheme

As part of the co-ordinated admissions scheme, parents must list the schools that they want to apply for on one form, ranking them in order of preference. This form must then be returned to the council in which the child lives. All the councils taking part in the Pan-London Co-ordinated Admissions Scheme will then pass on details of applications for schools in other areas and co-ordinate the offer of places to make sure that nobody gets offered more than one school place. The decision on whether a place can be offered will continue to be made by the admission authority for each school listed. Where a school is over subscribed, its published admission criteria will be used to decide the order in which applicants will be offered places. All schools will consider themselves as a first preference. All offers will be sent out on the same day (see page 5). If you have made an online application, the offer made to your child will be available on the eadmissions website from 5pm on 1 March 2012 and you will receive an email confirming the offer (see page 2 for details of how to make an online application).

The following pages give you details of how to apply to schools both within and outside of the London Borough of Hillingdon. There are 18 state funded schools in the London Borough of Hillingdon. Ten are Academies, which are funded by a direct grant from the Department for Education (DfE). One is a Voluntary Aided (Faith) schools, one is a community school and the others are Foundation schools. These schools are maintained and funded by the Local Authority.

All schools provide education between the ages of 11 and 18, in line with the National Curriculum. Detailed information is published by each school in its prospectus, which can be obtained from the school at their open evening.

Children normally transfer to secondary school in the September following their 11th birthday. So if your child was born between 1 September 2000 and 31 August 2001, he or she should transfer in September 2012.

You can apply online by visiting the website [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools). Many parents will find this a more convenient method of application. You can find details of how to make an application online, as well as some of the benefits of doing so, on page 2 of this brochure.

On both the paper and online applications, you are invited to state up to 6 schools that you are interested in sending your child to including Selective (Grammar), Partially Selective schools and any schools outside of the London Borough of Hillingdon. You must put the schools in the order that you would most wish your child to attend.

The order of your preferences will not be disclosed to any school at the time of application. This is to ensure that your preferences are ranked only in accordance with how your application meets the published criteria and not according to the order of your preferences.

Some schools require a supplementary information form to be sent to the school direct and others, such as Local Authority schools require the information to be sent to the Admissions Team. Please refer to each school's prospectus and pages 22 to 42 to ensure you follow the correct procedure for each of your preference schools.

Any late applications, either paper or electronic, will only be considered after all those applications received on time. Please note that the Local Authority (LA) cannot be responsible for any delays in the postal system or problems encountered with internet providers, and it is your responsibility to ensure that the application is received on time.

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If you need help in completing the application, call 01895 556644. For help and information on completing an online application, please visit the website

[www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools), refer to page 2, or call 01895 556644. Or contact the Pupil Tracking and Transfer Officer (see page 19 for contact information).

Only complete one application. If you have submitted an online application, you do not need to complete a paper application. If you submit more than one application form and it is not clear which one is correct we will accept the latest application submitted up to the closing date.

You must apply for a school place, even if you have a child already attending a school.

The Local Authority does not assist with fees for independent schools. If you wish to apply for a place at an independent school, you should apply direct to the school of your choice.

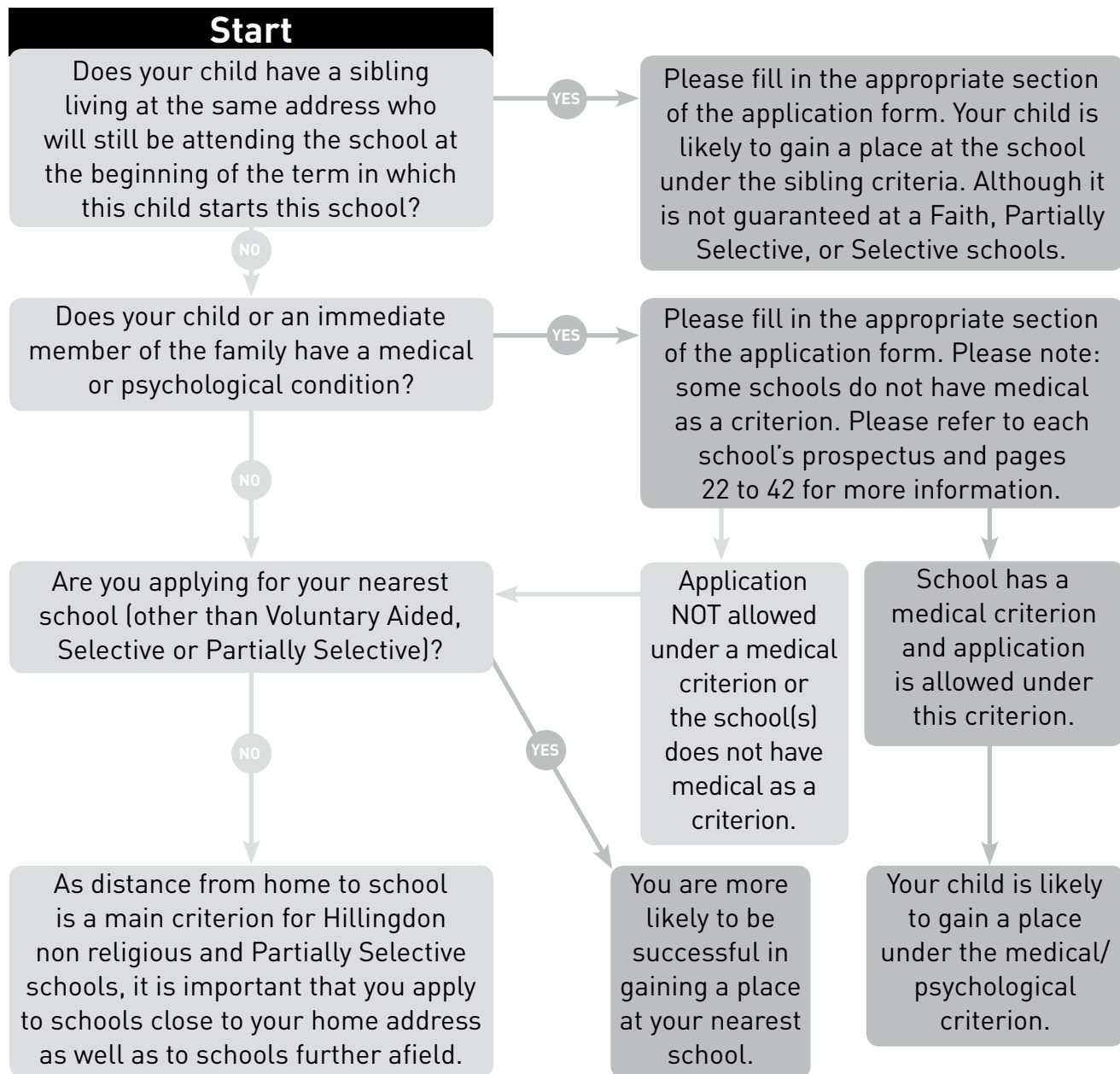
**If you reside outside of the London Borough of Hillingdon you must contact that authority for details of their procedures and to obtain an application form.**

For information about schools in other boroughs or counties, you will need to contact each individual borough or county (see back cover).

**Please note:** the Admissions Team will access your Council Tax records towards validating your address. If you object to this access you must state this in writing. You must provide proof of address documentation in the form of a copy of your current Council Tax Schedule, which must correspond to the address on your application form.

# Where is your child most likely to get a place in a secondary school?

You need to ask yourself these questions for each of the schools you plan to list on your application form. You have a better chance of getting a place at the school whose criteria you meet best.



## Important notes

**Voluntary Aided schools will consider your application in accordance with their own published criteria where the main criteria is based on the commitment of faith.**

**Selective and Partially Selective schools will consider your application in accordance with their own published criteria where the main criteria are based on test scores.**

**If you wish to apply for a Voluntary Aided (Faith), Selective or Partially Selective school or Academy, you must include it on your application form and complete any additional form required, which will be available from each school.**

## Frequently asked questions

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Please see below for answers to frequently asked questions, which may help you in making your application.

### **What if I want a place at a school outside Hillingdon?**

You can apply to schools in other authority areas by including the school(s) on your application. Remember to include the DfE number obtainable from the school or the Local Authority (LA) the school is in. Other boroughs cannot give priority to their residents, and places are offered on the basis of their published admission criteria.

Schools in other LAs may require additional or supplementary information regarding your application, and you will need to contact them direct for their procedure. Telephone numbers of neighbouring authorities can be found on the back cover of this booklet.

### **What if I live outside Hillingdon?**

You must apply through your own LA, this is the authority that you pay your Council Tax to. Please see the back cover of this brochure for contact details of neighbouring authorities.

### **Will my child have an interview?**

Schools or admission authorities must not interview parents or pupils as any part of the application or admission process.

### **Can I put just one school on the application?**

It is advisable that you state more than one school - although you do not have to choose the maximum number. These must be in the order that you would prefer your child to attend. Some parents only consider other schools after the offers have been made and are surprised that they are then unable to obtain a place at their nearest school, which has been filled with applications received by the closing date.

### **Will the schools know what order I have put them on the application?**

The order of your preferences will not be disclosed to any school at the time of application. This is to ensure that your preferences are ranked only in accordance with how your application meets the published criteria and not according to the order of your preferences. Each school you state as a preference will be treated equally (ie each school will consider themselves as a first preference), however, the order of your preferences will enable the authority to make an offer of one school place at the highest preference school where you meet their criteria. This will help to avoid any duplication and ensure that every child is offered a school place on the prescribed day.

### **Can I apply for an independent (private/fee paying) school?**

There are a few independent schools in the authority and you must contact them direct. Further details can be found on the website [www.isc.co.uk](http://www.isc.co.uk), or alternatively you may ring the Independent Schools Council (ISC) on 020 7766 7070.

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

No, you must give your child's home address. This must be where parent and child **are living at the closing date for applications**. If parents live separately, but the child lives equally with both, this will be taken as the address of the parent who is in receipt of Child Benefit, or for those not eligible for this benefit, the address registered with the doctor.

**Important:** in previous years Admissions Authorities have withdrawn a large number of applications due to a false address being given. **The School Admission Code states that a fraudulent or an intentionally misleading**

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**application from a parent for example, a false claim of residence, which effectively denied a place to another child, can be withdrawn by the Admissions Authority.**

You must provide proof of address with your application in the form of:

- Your Council Tax reference number – this will enable us to confirm that you reside at the address given on your application.
- A **copy** of your Child Benefit Entitlement Notice. Please see page 6 for the Child Benefit Agency contact information if you do not have this document readily available. Please do not send originals as this document will not be returned to you it will be kept on your child's admissions file.

If you apply online you will be given the opportunity to enter your Council Tax reference number and you will have the opportunity to attach a scanned copy of your Child Benefit Entitlement Notice if you wish to. You will not need to send this via the post if you choose this option.

**The name of your child and your name and address for both of these, must match the information on your application form. We reserve the right to request further documentation if there is a question concerning the validity of the address.**

### **What is a sibling?**

Each school will define this in more detail in their prospectus. Generally, a sibling means a child's brother or sister, stepbrother or stepsister with one parent in common, and/or an adopted brother or sister. Cousins or other family members, even if living in the same household, **do not** qualify as a sibling. Please note: you should not be asked to supply a copy of full birth certificates under any circumstances - the shortened version is sufficient.

If you want your child's application to receive sibling priority, you **must** give the name and date of birth of the child who is already attending the school in the **correct** place on your application. This applies to both paper **and** online applications.

### **How are decisions made about places?**

In the case of Foundation, Voluntary Aided (Faith) schools, Selective, Partially Selective schools and Academies, the LA will forward your details to each of your preferred schools using a computerised system (as explained on page 7). Where a school is oversubscribed, its published admissions criteria will be used to decide the order in which applicants will be offered places. In the case of Local Authority schools, the LA will apply the criteria. The LA will co-ordinate the results for all schools and a place will be offered at the highest possible preference. In Hillingdon, one of the main criterion for admissions is the distance from home to school. If you submit more than one application form and it is not clear which one is correct, we will accept the latest application submitted up to the closing date.

### **What if I apply to a school some distance away?**

As distance from home to school is a main criterion for non-religious and non-Partially Selective schools, it is important that you apply to schools close to your home address, as well as others further afield.

If you move from another authority, you must inform that authority of your change of address and they will contact Hillingdon on your behalf.

### **How do I decide which is the best school for my child?**

- Speak to other parents who already have a child at the school.
- Have you read the OFSTED Inspection Report? You can ask the school for sight of the report or alternatively details can be found on the website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

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- Attend the schools' open evenings and obtain a prospectus, which will tell you all about the school.
  - Look at schools' exam results, which will be published in their prospectus, or visit [www.dcsf.gov.uk/performance/tables](http://www.dcsf.gov.uk/performance/tables)

### **Will I definitely be offered one of my named preference schools?**

Where possible, one of the schools named on your application will be offered. If it is not possible to offer one of these schools for your child, you will be offered the school closest to your home with a place available. (If you have applied for schools near your home, this is unlikely to happen).

### **What additional information will schools require?**

All parents who list their preferred school on the Local Authority's common application form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for some schools.

Information must be forwarded to the schools concerned and not attached to a paper application. The paper application form you return to your child's primary school will not be considered under the relevant criteria unless you have returned the additional information to the school concerned. If you are making an online application, you must ensure that you obtain an additional information or supplementary form direct from each school you list as a preference.

#### **Selective (Grammar) schools**

These schools will require you to have completed a form to enable your child to take the 11+ test.

You should contact the Local Authority that the Selective school is in to obtain information about their open evenings and test dates. Please note there are no Grammar schools in Hillingdon.

### **I think my child or a member of the immediate family has a medical condition.**

If you would like your preferred schools to take any exceptional circumstances into consideration and it is one of their criterion, then the appropriate box on the paper application form should be ticked. If you are making an online application, ensure that you indicate this where appropriate. Evidence relating to the medical information may be required at the time of application as additional information. Please refer to each school's prospectus and pages 22 to 42 for details of where to send any additional information. If you wish to apply to schools outside of the London Borough of Hillingdon, you must find out the procedure for additional information from that authority. Please note: some schools do not have medical as a criterion - please refer to each school's prospectus and pages 22 to 42 for more information.

### **I think I have religious or philosophical reasons for my preferences.**

Any evidence you wish to submit is required at the time of application. Please refer to each school's prospectus and pages 22 to 42 for details of where to send any additional information. If you are making an online application, ensure that you include this where appropriate.

### **Will I get my first preference?**

For September 2011, approximately 70.9% of children were offered places at their first preference school. It is important to name more than one preference on the application form.

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## When will I hear about my application?

Letters will be posted on the prescribed day (please see inside cover for important dates) giving the result of the application. If you have made an online application, this information will be available to you from 5pm on 1 March 2012 – you will need to supply your unique reference number to access this information.

During the evening of 1 March 2012 you will be sent an email with the outcome of your application. Please wait until you have received the email before logging onto the PAN London eAdmissions website.

## What should I do when I have an offer?

You must accept the place within 14 days. If you have submitted an online application, you must either accept the offer online or return the slip from the letter you will be sent. Failure to do this may result in the place being withdrawn. Remember, if you are not offered your first preference, your child's name will remain on the waiting lists for any schools that were a higher preference. Please note: If you receive an offer from a higher preference school at a later stage, you may also be required to provide this school with proof of address documentation so only send copies of documentation at all times.

## What if I am not satisfied with the school offered?

You should accept the place offered to ensure that your child has a place reserved for September 2012 and your child's name will be held on the waiting lists for your higher preference schools.

You have the right of appeal and full information can be obtained as follows.

- Foundation, Voluntary Aided schools and Academies – please contact the schools direct. Please see pages 44 to 46 for contact details.
- Local Authority schools – please call the Hillingdon Contact Centre on 01895 556644.

- Schools outside the London Borough of Hillingdon – you must contact the Admissions Authority that the school is in for full details and procedures, as this may vary from authority to authority (see back cover for contact details).

Appeals documentation must be requested by Friday 20 March 2012 to ensure that the appeal is heard before the end of term.

If you wish to re-apply for a school that was a lower preference than the one offered, please call 01895 556644 to obtain a late application form.

## How do waiting lists work for on-time applications?

Your child's name will be held on the waiting list for any school that is a higher preference than the school offered.

<b>Preference 1 = School A</b>	<b>– On waiting list</b>
<b>Preference 2 = School B</b>	<b>– On waiting list</b>
<b>Preference 3 = School C</b>	<b>– On waiting list</b>
<b>Preference 4 = School D</b>	<b>– School offered</b>
<b>Preference 5 = School E</b>	<b>– Not placed on waiting list</b>
<b>Preference 6 = School F</b>	<b>– Not placed on waiting list</b>

If your child's name has been included on a waiting list, you will be contacted immediately if/when a vacancy arises.

- London Borough of Hillingdon LA schools - the Local Authority will maintain waiting lists for all LA schools.
- London Borough of Hillingdon schools other than LA schools - each individual school will hold the waiting lists and you will be able to obtain details directly from them. Waiting lists should be maintained in accordance with the schools' published admission criteria.
- Schools outside of the London Borough of Hillingdon - you must contact the

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Admissions Authority that the school is in for full details and procedures, as this may vary from authority to authority (see back cover for contact details).

Please note: After the prescribed offer date, any late applications received that have a higher priority under the school's individual published admissions criteria will supersede your child on that waiting list. This is in accordance with paragraph 3.19 of School Admissions Code. This information is correct at the time of publication.

### **What if my application is late?**

After the prescribed offer date, applications will not be considered until those applications that were received on time have been processed - whether they are paper or electronic. This may mean that you will not get a place at your preferred school(s), as the places will have been allocated to other children whose applications were received on time. Please ring 01895 556644 for more information.

### **What happens if I move house?**

If you move within Hillingdon prior to the offer day, you must contact the Admissions Team to tell them your new address. It may be possible to use your new address to process your application if:

- a. you are resident in your new property by 16 December 2011 and can provide evidence to confirm this
- b. you have exchanged contracts on the purchase of your new property by 16 December 2011 and can provide evidence to confirm this. Please note: This decision will be made by the individual admission authorities and may vary from school to school. The Local Authority is the admission authority for all LA schools.

### **Who owns the land, employs staff and organises admissions?**

In Hillingdon, there are four types of secondary school:

- **Community schools** – these are schools that are run by the local authority
- **Foundation schools** – these schools are run by their own governing body, which employs staff, organises admissions and usually owns the land and buildings
- **Voluntary Aided schools** – these schools are also run by their own governing body. Usually the land and buildings are owned by a charity, often a religious organisation, and these types of schools are often religious schools
- **Academies** – these schools are also run by their own governing body, which employs staff, organises admissions and usually owns the land and buildings

Hillingdon Council co-ordinates the admissions to all these different types of school to make sure that each child only gets one place. However, if you want a place at a Foundation, Academy or Voluntary Aided (faith) School then you usually have to fill in a supplementary form for those schools as well.

### **What if my child has special educational needs?**

Most children's special educational needs will have been identified at primary school. However, if you think your child may have special educational needs please discuss this with your child's Form Tutor, Special Needs Co-ordinator (SENCO) or Head of Year.

Most special educational needs can be met by the class or subject teacher who can adapt the way the curriculum is taught for individual pupils.

Occasionally a pupil may have extreme difficulties that require more help than is

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usually available from the school's own resources. The school and the local education authority have a legal duty to identify and meet these needs, so an assessment may be necessary to help everyone decide what is best for your child. Wherever possible, any extra help will be given in the mainstream school.

## **Pupils with statements of special educational needs (SEN)**

If your child has a statement of Special Educational Needs, it is subject to an Annual Review. This enables the LA to monitor your child's progress and to ensure that the provision remains appropriate. In addition, when your child approaches the age of transfer to secondary school a suitable placement is discussed at the annual review and you have the opportunity to express which secondary school you would like your child to attend.

Therefore, a pupil with a statement of special educational needs does not follow the usual secondary admissions procedures. If you wish your child to attend a mainstream secondary school from September 2012, you should fill in and return the application form you receive from your child's primary school. This is to ensure accurate information is recorded. However, the SEN Team deals with the process for pupils with statements by contacting you directly and consulting with your preferred school, in accordance with the requirements of the SEN Code of Practice, 2001. The SEN Team will issue an amended statement naming the new school by no later than 15 February 2012. You will also receive a letter from the Admissions Team confirming placement at the same time as all other pupils moving to secondary school in September 2012.

The SEN Team also deals with the process for all pupils already attending a special school, or who are moving to a special school from September 2012. All such pupils will have

undergone a statutory assessment of the SEN and be the subject of a proposed or final Statement of Special Educational Needs.

To find out more information on this procedure and your child's secondary school place, please contact the Special Needs Team in Education Services on 01895 250244 or 250466.

## **In-Year admissions**

From September 2010, all boroughs have co-ordinated admission to their own schools in much the same way that secondary allocation is administered. All applicants will need to complete their home Local Authority's in-year application form, the home Local Authority is where the Council Tax is paid.

Applicants will have the opportunity to name up to 4 schools including LA, Foundation, Faith and Selective schools, Academies and schools that are in other authorities.

All the authorities taking part in the In-Year Co-ordinated Admissions Scheme will then pass on details of applications for schools in other areas and coordinate the offer of places to make sure that nobody gets offered more than one school place. The decision on whether a place can be offered will continue to be made by the Governing Body of the admission authority for each Academy, Foundation, Voluntary Aided (VA) or Selective school. Please note the Local Authority is the admission authority for all community schools. Where a school has more applications than places, its published admission criteria will be used to decide the order in which applicants will be offered. All schools will consider themselves as a first preference.

All offers will be sent from the home Local Authority regardless of which Authority the school is in.

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## Sixth Form

Each Hillingdon secondary school has a Post 16 Centre (sixth form). If you have a child eligible to apply for Post 16 education or you would like information about open evenings and admission procedures you should contact each school direct. Full information can be obtained from the school direct. See pages 44 to 46 for contact details. If you would like information on Post 16 education in other Authorities you should contact each Authority direct for information.

If your application is unsuccessful, you have the right of appeal and it will be heard by an independent panel. Full information can be obtained from the school direct.

## School attendance

Attending school regularly is vitally important for pupils. Without it the best efforts of teachers and schools come to nothing. Pupils need to attend regularly to take full advantage of all the educational opportunities open to them. If they do not, their education and social skills suffer and their behaviour may deteriorate. Repeated unauthorised absence could lead to prosecution, which may result in a £2,500 fine for each parent or three months imprisonment together with community orders or a £50 fixed penalty notice to be served.

Parents should contact the school immediately if a child is too ill to attend, followed by a note when the child returns to school. Parents may not authorise absence, only schools can do this after they are satisfied that the explanation given for absence is appropriate.

The law requires parents to make sure their children go to school on time. If a parent has any problems regarding attendance or lateness the Education Welfare Service can be contacted in office hours on telephone 01895 250858 or email [educationwelfareservice@hillingsdon.gov.uk](mailto:educationwelfareservice@hillingsdon.gov.uk)

## Family holidays during term time

It is important that pupils attend school for as many days as possible each term. Family holidays must be taken during school holidays. You should not expect the school to agree to a holiday during term time. You will find that most schools will only authorise holidays in term time in extenuating circumstances and will also take into account your child's attendance record for the past two years. If you still take your child on holiday, the absence will be recognised as unauthorised and may result in the Local Authority issuing you with a Fixed Penalty Notice or prosecuting.

## Can I choose to educate my child at home - elective home education?

All parents have the right to educate their own child at home. However, there is no assistance from the Local Authority. You may choose to educate your child at home and you should inform the education department in writing. However, the LA still has a duty to ensure appropriate provision is made in these circumstances. Full details of your arrangements will be requested and monitoring visits will be made. Further information is available by emailing [educationwelfareservice@hillingsdon.gov.uk](mailto:educationwelfareservice@hillingsdon.gov.uk) or visiting [www.parentcentre.gov.uk](http://www.parentcentre.gov.uk)

## School exclusion

Your child could be excluded from school on either a temporary (Fixed Term) or permanent basis. Children cannot be sent home or asked to remain out of school without an exclusion.

Parents can contact an Education Welfare Officer on Duty Line 01895 250858 for advice or email [educationwelfareservice@hillingsdon.gov.uk](mailto:educationwelfareservice@hillingsdon.gov.uk)

## Fair Access Inclusion Protocol

Hillingdon operate a Fair Access Inclusion Protocol for pupils who have been permanently excluded from school and pupils who move into or within Hillingdon who have challenging behaviour. This process is only

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administered when the normal process of admission has failed and the child is classed as Hard to Place. Applications cannot be made by parents directly to schools. Pupils are referred via the Fair Access Inclusion panels. For further information, A copy of the full protocol is available at [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

### **Legal age to leave school**

At present, a child attends school full time until they reach the end of Year 11, usually when they are 16 years of age. They can leave school to work, study at sixth form in a school or study at a Further Education College. This extra study can last for one or two years. At the age of 18, people who have the right qualifications can choose to go on to Higher Education, often at university, to get a degree or similar qualification. From 2013, children will need to stay in education or training until they are 17 and from 2015, they will stay in education or training until they are 18.

### **[young.hillingdon.gov.uk](http://young.hillingdon.gov.uk)**

There is a dedicated youth website that promotes activities and services within Hillingdon for 11-19 year olds. This site is an all-encompassing centre point for information, offering details on a range of activities, including sports, youth service activities, cultural opportunities such as drama, dance and music and recreational facilities, such as swimming pools, leisure centres and local open spaces.

There will be core information on areas that will help your child to learn and develop with a focus on the transition between primary and secondary school, as well as careers guidance at the touch of a button. Log on to [young.hillingdon.gov.uk](http://young.hillingdon.gov.uk)

### **ACE**

You may also find it useful to contact the Advisory Centre for Education (ACE) – an independent national advice centre for parents of children in state schools. They offer information and advice on state education, including admissions appeals. They can be contacted from 1 March by visiting the website [www.ace-ed.org.uk](http://www.ace-ed.org.uk) or phone 0808 800 5793, Monday–Friday 10am to 5pm.

### **Fair processing**

London Borough of Hillingdon will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act, you have the right to make a formal request in writing for access to personal data held about you or your child.

Hillingdon has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Hillingdon may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Hillingdon also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud.

# Assistance for children who live in Hillingdon

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## School meals

Free school meals are available to children whose parent's are in receipt of one of the following:

- **Income Support:** A copy of a letter sent within the last 3 months from the Department of Work and Pensions (DWP) stating that you are receiving income support.
- **Income based Job Seekers Allowance:** Copy of a letter from DWP sent within last 3 months and MUST state 'Jobseekers Allowance' (income based) on any page of the letter. If it doesn't state this anywhere in the letter please obtain one from the DWP office. An interview card is not acceptable as proof of Job Seekers Allowance.
- **Child Tax Credit:** A copy of your Tax Award Notice (TC602) confirming that your annual income does not exceed £16,190.
- **Employment and Support Allowance (Income Related):** A copy of the letter from Job Centre plus.
- **The Guaranteed element of State Pension Credit:** A copy of your pension Credit Award Notice (M1000)
- **Support under Part VI of the immigration and Asylum Act 1999:** A letter from the Home Office confirming your status.

Application forms are available from schools direct.

## Temporary qualification for free school meals

You become eligible to claim free school meals:

- where you have been entitled to 'Working Tax Credit' during the four-week period immediately after your employment ceases
- or after you start to work less than 16 hours per week

You need to apply by completing a hard-copy application form and send it to your child's school with a copy of your 'Tax Credit Decision Notice'. Free school meals authorisation will not be granted prior to the date of application.

In order to qualify for free school meals after the four week period expires you will need to be in receipt of one of the other qualifying benefits as listed above and you will need to provide the appropriate paperwork to the school.

## Home to School Transport Policy for School Admissions

London introduced free travel on all London buses. As from September 2006, there is free travel for pupils up to the age of 18. No new applicants since that time have been awarded any assistance toward travel.

Our Transport Policy changed in September 2004. Any parent choosing a school more than 3 miles away from their home regardless of whether it is a religious or grammar school is unlikely to qualify for assistance. If you already have a child in receipt of assistance then any future siblings will not qualify.

Please note: If a child does not have an existing Oyster card you must apply for one at least a month prior to their 16th birthday so they can travel free on the buses to the end of that school year. Every child who needs to purchase travel now has to have an Oyster card, you can obtain an application form from your local post office.

If you have not already been given information on Oyster cards and how to make an application, or you require further assistance, please see the back cover for Transport for London contact details.

From September 2008 if a child from a low income family attends a school over 2 miles but under 15 miles from home he/she may be eligible for travel assistance if their parents have expressed a wish for them to be educated at a school which is based on the parent's religion or belief and there is no nearer suitable school.

Low income is defined as those in receipt of a maximum working tax credit or free school meals.

The type of travel assistance provided will be at the discretion of London Borough of Hillingdon. To obtain the complete Home to School Transport Policy, write to 4E/05 Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW, visit [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk) (search for 'Home to School Transport Team') or call 01895 250008.

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## Student progress reports

Parents of pupils at secondary schools will receive a written report by 31 July each academic year. These will include comments on your child's general progress, achievements in every National Curriculum core and Foundation subject studied and a summary of attendance during that year.

At the end of each key stage (years 9 and 11) you will also receive:

- details of your child's assessed level of attainment
- information comparing the levels of attainment of other pupils in the school at the same stage.

Each school's governing body must publish a school profile online each year. These can be viewed at [www.schoolsfinder.direct.gov.uk](http://www.schoolsfinder.direct.gov.uk)

## Religious Education

The LA is advised upon matters of Religious Education and Collective Worship by a Standing Advisory Council (SACRE) which includes representatives from local faith groups. Religious education will cover Christianity (or the religion specified by its trust deed) and the other principal religious traditions of Great Britain. Its aims are to teach children about religion and to enable them to learn from religion. Parents may exercise their legal right to withdraw their children from

Religious Education and/or Collective Worship. In this case they should consult the headteacher of the school. Should parents seek further help, they can contact Gill Brace on 01895 250457.

## Complaints procedure

Most complaints are best dealt with by talking through the issue with the people concerned. The following procedure is intended to cover general complaints.

Parents should initially bring their complaint to the attention of the teacher/Headteacher who will investigate the complaint quickly, fairly and efficiently. If parents are not satisfied with the outcome they may make a formal complaint to the Chair of Governors of the school, who will if necessary hold a special meeting to consider the complaint.

Complaints about the curriculum (what is taught) must be dealt with by the Headteacher/governing body. If these routes have been exhausted then the complaint can go to the LA and, ultimately, to Ofsted.

Parents who would like advice on complaints procedures should telephone 01895 556305/556283 or visit the website [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk) or email [complaints-education@hillingdon.gov.uk](mailto:complaints-education@hillingdon.gov.uk).

# Need assistance ?

**Applying for school can be a confusing time. If you are having problems understanding the school admissions process, why not contact the Pupil Tracking and Transfer Officer?**

The Pupil Tracking and Transfer Officer is available to assist anyone who may feel they need the extra help. Perhaps:

- English is not your first language
- you need extra help completing the forms
- you have recently moved to Hillingdon
- you are just feeling a little confused and need impartial advice

If you require general information or assistance, call 01895 250858, but if the help you need is more specific, please ask to be referred to Kath Hughes, Pupil Tracking and Transfer Officer.

# Secondary schools in Hillingdon

**The following pages give a summary  
of each school's Admissions Policy.**

**The governors of Voluntary Aided (Faith) school, Foundation schools and Academies are responsible for determining their admissions arrangements. Although the Local Authority co-ordinates the offer of places on behalf of these schools, their own published criteria is considered in determining the priority for places. When there are more applications than places, children are admitted according to these criteria.**

**Please refer to the bottom of each individual school's page to see whether or not they require any additional information, e.g. faith or medical information.**

**You will be able to obtain each school's prospectus, which will contain full details of any additional information required by schools, by attending the school's open evening or by contacting the school(s) direct.**

We strongly recommend that you submit your application online or by post, so that we receive it by **Friday 21 October 2011**. This is the Friday before the half-term holiday.

Applications received by 31 October 2011 will be accepted, but if your application is received by **Friday 21 October 2011**, we can ensure that it is checked, acknowledged and processed in good time.

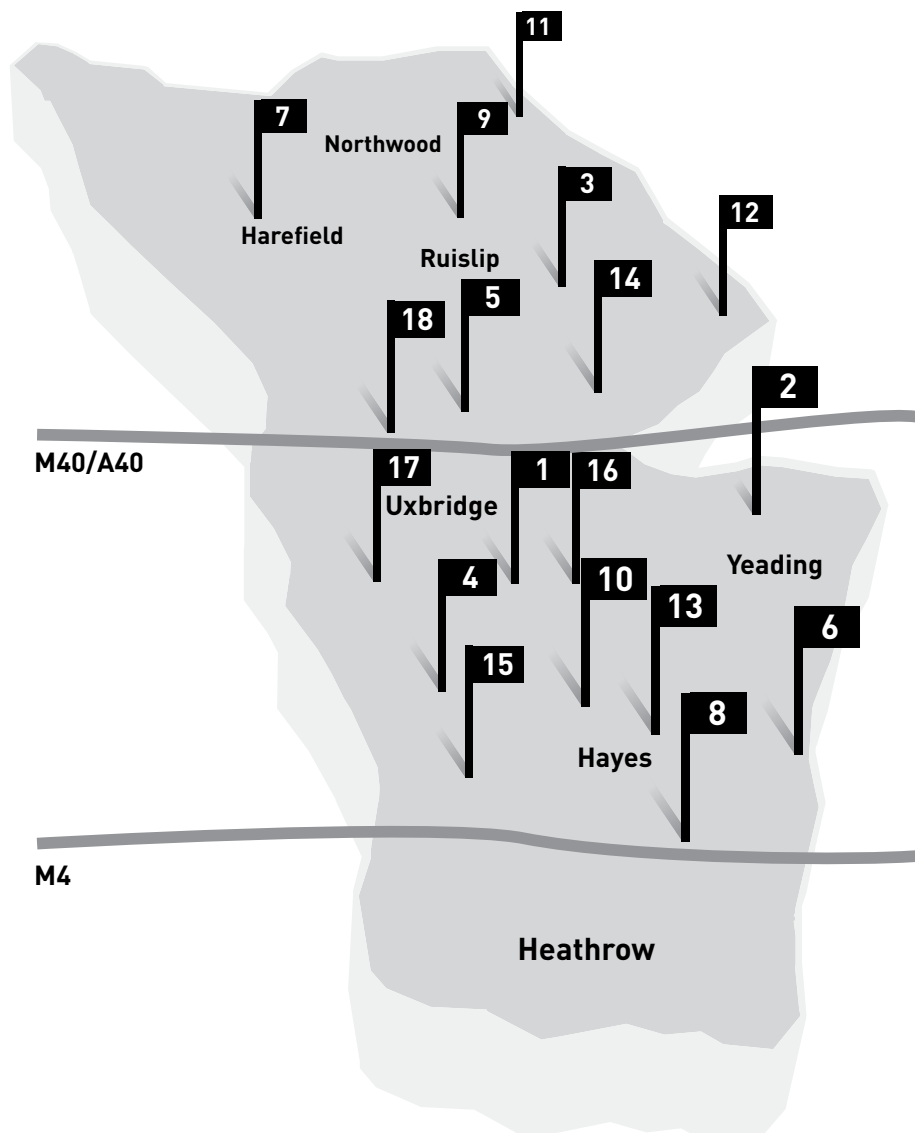
Parents/carers who prefer to hand in the form at their child's primary school, will need to ensure that they do this by **Friday 21 October 2011**, so that the school can forward it to us before the half-term holiday.

**Contact details for all schools  
can be found on pages 44-46**

**Other useful and statistical information for each school  
can be found on page 43**

For information on schools outside of Hillingdon, please contact the Local Authority that the school is in. Contact details of neighbouring Local Authorities can be found on the back cover of this brochure.

# London Borough of Hillingdon schools



1. **F** **Abbotsfield School**  
Hillingdon (DfE 5409)
2. **F** **Barnhill Community High School**  
Hayes (DfE 5412)
3. **A** **Bishop Ramsey Academy**  
Ruislip (DfE 4600)
4. **F** **Bishopshalt School**  
Hillingdon (DfE 5400)
5. **VA** **The Douay Martyrs School**  
Ickenham (DfE 5408)
6. **A** **Guru Nanak Sikh Academy**  
Hayes (DfE 4654)
7. **A** **The Harefield Academy**  
Harefield (DfE 6906)
8. **F** **Harlington Community School**  
Hayes (DfE 5411)
9. **A** **Haydon Academy**  
Eastcote (DfE 5401)
10. **A** **Hewens College**  
Hayes (DfE 5407)
11. **F** **Northwood School**  
Northwood (DfE 5405)
12. **A** **Queensmead Academy**  
South Ruislip (DfE 5403)
13. **A** **Rosedale College Academy**  
Hayes (DfE 5406)
14. **LA** **Ruislip High School**  
Ruislip Manor (DfE 4023)
15. **A** **Stockley Academy**  
Yiewsley (DfE 6905)
16. **A** **Swakeleys Academy**  
Hillingdon (DfE 5410)
17. **A** **Uxbridge High Academy**  
Uxbridge (DfE 5404)
18. **F** **Vyners School**  
Ickenham (DfE 5402)

## Key

- A** Academy
- F** Foundation school
- LA** Local Authority School
- VA** Voluntary Aided (faith) School

*Please note: Each school's status is correct at the time of publication.*

## Summary of the admissions criteria

1. Looked After Children.
2. Children who suffer from a confirmed medical and/or psychological condition which necessitates attendance at Abbotsfield; the Governing Body will require written evidence from a doctor, educational psychologist or other professional.
3. Children with a member of the immediate family who suffers from a confirmed medical or psychological condition; the Governing Body will require written evidence from a doctor, educational psychologist or other professional.
4. Children who have a sibling in attendance at either Abbotsfield or Swakeleys School on the date of admission.

For the purposes of admissions we define a sibling as:

- a brother or sister sharing the same parents
- a half brother or sister, where two share one common parent
- a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
- An adopted or fostered child

A sibling must be living at the same address as the applicant when the application is made. Checks may be made with the Post 16 Centre/sixth form to see if there is a realistic possibility of a sibling in Year 11 continuing into the sixth form.

5. All other applicants according to distance from the school measured in a straight line from the pupil's home to the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to the school office at Abbotsfield School (co-ordinates 507772, 183189) using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

## No additional information required at the time of the initial application

## Summary of the admissions criteria

1. Children in public care.
2. Those who have a brother or sister in attendance at the school at the point of admission. 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 being sought is living in the same family unit at the same address as that sibling. This does not include cousins or other family members who live in the same household
3. Children living nearest the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 511208, 182523) using the computerised Geographical Information System (GIS)

## Important notice

If you have made a sibling application you will be required to provide supporting documentation.

*Where asked for supporting documentation this needs to be sent directly to the school, clearly marking the envelope with your child's forename, surname, address and date of birth. Please also supply a stamped addressed envelope for return of documentation.*

## No additional information required at the time of the initial application

## Summary of the admissions criteria

1. Looked after children, ie children in public care.
2. Children living with parents\*, at least one of whom attends worship at least three times a month in an Anglican Church or church or chapel of a Christian Denomination affiliated nationally to 'Churches Together in Britain and Ireland' or the Evangelical Alliance and has done so for at least the past three years with siblings who entered the school prior to Year 12 and who are themselves attending the school at the time of admission. This regularity of worship to be certified by the Parish Priest or Minister.
3. Children living with parents\*, at least one of whom worships at least three times a month in an Anglican Church or chapel, and has done so for at least the past three years without siblings who entered the school prior to Year 12. This regularity of worship to be certified by the Parish Priest or Minister.
4. Children living with parents\*, at least one of whom worships at least three times a month in a church or chapel of a Christian Denomination affiliated nationally to 'Churches Together in Britain and Ireland' or the Evangelical Alliance, and has done so for at least the past three years without siblings who entered the school prior to Year 12. This regularity of worship to be certified by the Parish Priest or Minister.
5. Children living with parents', \* at least one of whom worships at least three times per month in a church or chapel of a Christian Denomination that is not affiliated nationally to 'Churches Together in Britain and Ireland' or the Evangelical Alliance and has done so for at least the last three years. This regularity of worship to be certified by the Parish Priest or Minister.
6. Children, not covered by criterion 2 with siblings who entered the school prior to Year 12 and who are themselves attending the school at the time of admission.
7. Children living with parents\*, at least one of whom attends worship at least monthly in an Anglican Church or church or chapel of a Christian Denomination and has done so for at least the past three years. Frequency of worship must be certified by the appropriate clergy.
8. Children living with parents\*, at least one of whom attends worship at least monthly in the tradition of a non-Christian world faith, and has done so for at least the past three years. Frequency of worship must be certified by the appropriate authority, and will be used to establish priority within this criterion.
9. Children living with 'parents' who do not meet any of the above criteria but have chosen Bishop Ramsey School for the type of education it provides.

\* 'Parents' includes legal guardians and carers

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### Important notes

- Where Bishop Ramsey Church of England School is named in a child's statement of Special Educational Needs, the school has a duty to admit the child as directed by the Local Authority. It is not necessary to complete a Supplementary Information Form if your child has a statement of Special Educational Needs.
- The definition of **'A Looked after Child'** is a child placed with someone other than their parents after the intervention of the social services.
- A sibling is defined as; all blood, half, step, adoptive and foster children who live at the same address as the child already attending the school and will be attending the school at the time of admission. Please note that the qualifying relationship is sibling, other extended family relationships do not qualify. The Governors reserve the right to seek documentary evidence to verify the existence of a valid qualifying relationship.
- Priority within categories 2, 3, 6 and 7 as appropriate, will be given in the following order:
  - **Firstly** to children whose parents attend an Anglican Church or Chapel who also live or worship in the Anglican Deanery of Hillingdon.
  - **Secondly** to children whose parents attend an Anglican Church or Chapel who also live or worship in the Anglican Deaneries of Harrow or Brent.
  - Where two children meet the same criteria, distance from the school will be the deciding factor. Distance will be measured in a straight line from the School Office (co-ordinates 510374, 187841) to their permanent home as described in the Admissions Procedure, point 6.3.1.

### Additional information required, which must be sent to the school by 31 October 2011

For Categories 2-8 Supplementary Information Form: Declaration, on a form provided by the school, relating to the parents'/carers' attendance at Church, chapel or other place of worship.

Name and address of vicar, minister or other religious leader to whom reference can be made by the School regarding the attendance of the parents/carers.

*Continued overleaf...*

## Summary of the admissions criteria

1. Children in public care.
2. Children who have a brother or sister at Bishopshalt School at the date of admission.
3. Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 506926, 182639) using the computerised Geographical Information System (GIS).

## Notes

**Criterion 2:** Children who have a brother or sister at Bishopshalt School at the date of admission:

Sibling is defined as a blood relationship:

- step-brother/sister (if parents are married and the children reside at the same address (also the Child Benefit is received at that address))
- half brother/sister
- adopted child
- foster child when 'long term' fostering is involved.

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 additional information will be required.

**Criterion 3:** If you are successful in your application for Bishopshalt School under criterion 3 "*Distance from home to school*" you will have to provide proof of address which covers the period October 2010 to March 2011. This should be provided to the Local Authority along with your acceptance slip by the published acceptance date in March 2012.

*Failure to provide proof of address documents has led to offers being withdrawn in the past.*

**No additional information required at the time of the initial application**

## Summary of the admissions criteria

1. Catholic looked-after children (as defined in the diocesan guidance)
2. Practising Catholics with the completed Priest's Reference Form from their parish priest.
3. Other Baptised Catholic students with evidence of Baptism (usually a Baptismal Certificate)
4. Any other looked-after children.
5. Catechumens and members of Eastern Christian churches.
6. Other Christian denominations (whose parents wish their child to have a Catholic education) with a letter of support from church or pastor.
7. Any other applicants.

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

## Notes

1. Siblings will have priority within each category. The definition of a sibling is brother or sister attending the school in years 7–13. To qualify as a sibling the Admissions Committee needs there to be a reasonable expectation that the student currently on roll at the school will still be attending the school at the time of admission of the sibling. Reasonable expectation would exist in year groups 7–10 and in 12 where a student was on the first year of a two year course. In Year 11 expectation could only exist if entry to The Douay Martyrs Sixth Form seemed likely and in Year 13 if the student was on the first year of a two year course. Parents need to declare the sibling link at time of application. The definition of sibling includes a natural, half brother and sister, step-brother or sister and children adopted into the family.
2. The governing body will increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately be met at this school. To demonstrate this the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.
3. A Catechumen is a member of the catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens.

Continued overleaf...

# The Douay Martyrs School continued

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## **Tie break**

Within each category, if there are more applications than places available, the distance from the school will be used as a tie breaker.

For the purpose of this policy, children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 507925, 185611) using the computerised Geographical Information System (GIS). The home address is defined as where the applicant lives for at least 50% of the week.

If there is one remaining place and more than one application from a family e.g. twins or other multiple applications the governing body will have random allocation of a lottery which will take place in the presence of an independent witness to allocate the place.

## **Additional Information required, which must be sent to the school by Friday 31 October 2011**

The Supplementary Information Form (SIF) together with all supporting paperwork (Certificate of Baptism, Entry to Order of Catechumens), Letters in support from Priests, social workers, doctors etc to be sent to Mrs. M. Hayden, Admissions Office, The Douay Martyrs School, Edinburgh Drive, Ickenham, Middlesex UB10 8QY

## Summary of the admissions criteria

The Governing Body of Guru Nanak Sikh Academy determines their admissions criteria. The Local Authority administers the offer of places on its behalf.

Subject to available places, governors will admit 150\* pupils to Year 7, matched against the criteria below:

1. Children in public care (Looked After Children).
2. **Sikh Faith.** Up to 120 places will be allocated to children living with parents/legal guardians/ carers, **who demonstrate a commitment to the Sikh faith.** Evidence of this will be required through the completion of a self-evaluation Religious Questionnaire (RQ) and a statement from the Priest of your Gurdwara\*. Priority order is 'Outstanding' applications with siblings, 'Outstanding' applications with no siblings, followed by 'Good' applications with siblings, and finally 'Good' applications without siblings.
3. **Other Faith.** Up to 30 places will be allocated to children living with parents/legal guardians/carers at **least one of whom attends worship at least monthly in the tradition of any faith other than Sikh.** Evidence of this will be required through completion of a self evaluation **Other Faith Form part 1 and a statement from a religious leader part 2\*\*.** Priority order is 'Outstanding' applications with siblings, 'Outstanding' applications with no siblings, followed by 'Good' applications with siblings, and finally 'Good' applications without siblings. Any unallocated places remaining from the 30 places under criteria 3 will revert to criteria 2.
4. Any surplus places not filled by any of the above criteria will be allocated to those children whose parents/legal guardians/carers have applied to the school and live nearest to the school (as measured in a straight line from the point set by Ordnance Survey at the child's home address to the main entrance of the Secondary School).

### Within each category, priority will be given to:

- a. Children with **brothers or sisters in the school who were admitted prior to Year 11.** They should have a brother or sister attending the school at the time of admission.
- b. Distance from home to school is measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 511224, 180090) using the computerised Geographical Information System (GIS).

The qualifying relationship is brother or sister; this means children sharing one or both common parents, step brother or step sister, or legally adopted children, who live in the same

Continued overleaf...

# Guru Nanak Sikh Academy continued

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household. Other extended family relationships (e.g. brother-cousin or sister-cousin) DO NOT qualify for sibling consideration.

For parents/ legal guardians/carers who do not submit a Religious Questionnaire in respect of their child's place, the application will only be considered under criteria 4.

To apply for a place at our school parents/legal guardians/carers have to complete the **Common Application Form** from their 'home' Local Authority naming our school (returnable to the LA) and a **Religious Questionnaire**. There are two parts to the application process.

The Self Evaluation Questionnaire (RQ) is obtainable **from** the School Office but **returnable** to the Nanaksar Thath Isher Darbar Trust, 1 Mander Street, Wolverhampton, WV3 0JU by **noon Friday 11 November 2011**. This should be sent by a recorded delivery method that **records the name and address of sender and the address that it is posted to**. Parents are also strongly advised to keep a **photocopy of their completed RQ** should any query arise.

NB\* The admission number in the secondary age range for 2012 will be up to 150 (only 1 form of entry 30 pupils coming through from the primary phase) to make a total of the planned admission number of 180. For subsequent years, 2013 and beyond it will revert to 120 to allow for the 2 forms of entry (up to 60 pupils) from the lower age range of the Academy. Of the 120 places, up to 100 will be allocated to applicants from the Sikh faith (criteria 2) and up to 20 from applicants from other faiths (criteria 3).

## Summary of the admissions criteria

After the admission of pupils with statements of Special Educational Needs where The Harefield Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

1. Children in public care – Children in public care (Children who are in the care or interim care of a Local Authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a Local Authority, pursuant to S20 of the Children Act 1989);
2. Aptitude - 10% of applicants in the relevant age group each year will be admitted by reference to aptitude in sport. An additional form will be available from The Harefield Academy if you wish your child's sporting abilities to be considered. This form should be completed and returned to The Academy by **midday Friday 7 October 2011**. Please note this is in addition to the main application which should be completed via the Local Authority;
3. Boarding - From 2011 admissions at Year 7 will be based on 143 day places and 7 boarding places. For further information please see the Boarding Provision brochure available at: [www.theharefieldacademy.org/article.asp?id=2338](http://www.theharefieldacademy.org/article.asp?id=2338)  
An additional form will be available from The Harefield Academy if you wish to apply for a boarding place for your child. This form should be completed and returned to The Academy by **Friday 7 October 2011**;
4. Medical/social need - Children with professionally supported medical, social or special educational need for whom it is essential to be admitted to the Academy as determined under arrangements agreed from time to time and published by the Governing Body;
5. Siblings - Applicants whose siblings currently attend The Academy and who will be attending The Academy on the date of admission. Parents need to declare the sibling link at time of application. The qualifying relationship is brother/sister, step brother/sister and foster children but does not include other extended family relationships or other family members who reside at the same address;
6. Applicants living nearest to The Academy, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in The Academy set by Ordnance Survey (co-ordinates 505830, 190870) using the computerised Geographical Information System (GIS).

**Please see each category above for information that should be returned to The Academy.**

## Summary of the admissions criteria

Children who have been assessed by the LA as having special educational needs, which makes it necessary for them to attend Harlington Community School and the school has been mentioned in the SEN statement are entitled to attend the school without reference to oversubscription criteria. The original statement of SEBN naming the school must be produced.

1. Children who are in Public Care.
2. Children who will have a brother or sister, having the same parent or parents, living in the same household, still attending Harlington Community School, as a full-time student, at the beginning of the term when the applicant is due to start full-time education at the school.
3. Children living nearest to the school. Distance from school is measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 508629, 178733) using the computerised Geographical Information System (GIS) with those living closer to the school receiving higher priority.

Where only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family and admit all the children born of the same pregnancy.

## Definitions

- A sibling is a child having the same biological parent or parents or who has been legally adopted by those parents and living in the same house as the parent or parents and child currently at Harlington Community School. Foster-children are not included in this definition.
- Children living nearest the school are defined by the Local Authority using the centre of the school site as a starting point with distance measured in straight line from this point to the child's home.
- The address of the child is considered to be the address to which child benefit for that child is paid.
- In cases of oversubscription to the school within the sequential application of the criteria for admission, those entitled to be awarded a place at the school shall be determined by the procedures outlined above, where entitlement is made according to proximity to the school.
- The original statement of SEBN naming the school must be provided.

## No additional information required at the time of the initial application

## Summary of the admissions criteria

1. Children in public care
2. Children who will have a brother or sister, having the same parent or parents, living in the same household and who will still be attending Haydon School as a full-time student, and who will continue to attend during the following school year. The sibling has to be a registered student for a minimum period of 6 calendar months from the date of their admission with an exemplary attendance record.
3. Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 509979, 189600) using the computerised Geographical Information System (GIS).

**No additional information required at the time of the initial application**

## Summary of the admissions criteria

1. Children in Public Care/Looked After.
2. Where the student has a 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 who will be attending the school at the date of admission.
3. The proximity of the student's home to the school (measured by a straight line), with those living nearer being accorded the higher priority. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address – this is usually the centre of the home – to the fixed point set at Hewens College by the Ordnance Survey points 508326, 182235.

**No additional information required at the time of the initial application**

## Summary of the admissions criteria

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 Northwood School.
3. Children who have a sibling attending the school at the time of application and who would reasonably be expected to still be attending Northwood School in September 2012.  
*A sibling is a brother or sister, which for admission purposes means brothers or sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.*
4. Children whose homes are nearest to 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 (co-ordinates 510455, 190655) using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

## Additional information required

Full evidence is required if medical grounds are being claimed, and must be sent directly to the school by 31 October 2011.

## Part of the Queensmead – Northwood Federation

## Summary of the admissions criteria

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.
3. Children who have a sibling attending the school at the time of application and who would reasonably be expected to still be attending Queensmead in September 2012.  
*A sibling is a brother or sister, which for admission purposes means brothers or sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.*
4. Children whose homes are nearest to 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 (coordinates 511852, 185609) using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

## Additional information required

Full evidence is required if medical grounds are being claimed, and must be sent directly to the school by 31 October 2011.

## Summary of the admissions criteria

1. Children in public care who are the responsibility or interim responsibility of a Local Authority under the provisions of the Education (Admission of Looked After Children) Regulations 2006.
2. Children who have a sibling living in the same household who currently attend the secondary school and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or half sister with one parent in common, including an adopted child, who permanently lives at the same address and for whom the parent also has parental responsibility as defined in the Children Act 1989, Part 1, Section 3.
3. Children living nearest where distance is measured in a straight line between the home address, as determined by Ordnance Survey, and the reception point at the campus (coordinates 509119, 181356) using a computerised mapping system. Travelling distances will not be taken into account. In cases where there are multiple births, if one child is admitted then all will be admitted. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, e.g. 1, 1a, 2, etc. In cases of two applicants living the same distance from the campus, both will be offered places.

## No additional information required at the time of the initial application

## Summary of the admissions criteria

1. Children in public care.
2. Children who have a sibling living in the same household who currently attend the school and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
3. Children living nearest to the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address to the main school gate at Sidmouth Drive (co-ordinates 510184, 186161) using a computerised mapping system.

## No additional information required at the time of the initial application

## Summary of the admissions criteria

All children applying for admission in Year 7 to Stockley Academy will be required to take a Non-Verbal Reasoning Test (NVRT).

All applicants will then be placed in one of nine bands, based on their performance in the NVRT. Within each band children will be allocated a place on the basis of the oversubscription criteria detailed below. The number admitted from each band will be such that the intake is representative of the national ability range. Where the number of applications for admission in a band is greater than the percentage to be allocated within that band applications will be considered against the criteria set out below.

### Oversubscription

Where the Academy as a whole is oversubscribed but there are too few pupils to fill a particular ability band, pupils will be admitted alternately from the band below, and then the band above, until the band is filled. In allocating children the Academy will give priority in the order set out below:

- a. Children in public care
- b. Children whose siblings currently attend the Academy and who will continue to do so on the date of admission; (i.e. a natural brother or sister, a half-brother or sister, or a legally adopted brother or sister; who will be living with them at the same address at the date of their entry to the Academy)
- c. Children living nearest to the Academy, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the Academy set by Ordnance Survey (co-ordinates 506738, 181305) using the computerised Geographical Information System (GIS).

### Additional information required,

**In addition** to the Common Application Form, **ALL** applicants, including those with siblings already at the Academy, are also required to complete the Academy's Supplementary Application Form.

The Supplementary Application Form is available from:

- your child's Primary School
- direct from Stockley Academy (please call 01895 430066)
- Stockley Academy website – [www.stockleyacademy.com](http://www.stockleyacademy.com)

**The Supplementary Application Form must be returned direct to the Academy by 31 October 2011**

**Please note: If you do not complete the Supplementary Application Form and/or if your child does not take the NVRT, your application will only be considered after all those children who did take the test.**

## Summary of the admissions criteria

1. Priority will be given to girls in public care.
2. Children who have a sibling in attendance at either Swakeleys or Abbotsfield School at the time of admission;

For the purposes of admissions we define a sibling as:

- a brother or sister sharing the same parents
- a half brother or sister, where two share one common parent
- a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
- an adopted or fostered child

A sibling must be living at the same address as the applicant when the application is made.

Checks may be made with the Post 16 Centre/sixth form to see if there is a realistic possibility of a sibling in Year 11 continuing into the sixth form.

3. Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school set by Ordnance Survey (co-ordinates 507984, 183217) using the computerised Geographical Information System (GIS).

## No additional information required at the time of the initial application

## Summary of the admissions criteria

1. Children in public care as defined by the Children Act 1989.
2. Children who currently have a brother or sister\* as a student on roll at Uxbridge High School and who would reasonably be expected to still be attending at Uxbridge High School at the time of admission.
3. Children living nearest to the school (measured in a straight line from the school office (co-ordinates 506017, 183113) to their parents' permanent home as set by Ordnance Survey points of reference using the computerised Geographical Information System (GIS)\*\*.

\* *This does not include cousins or other family members who live in the same household, but will include stepbrothers/sisters and foster children.*

\*\* *This must be that of the child's permanent home with his/her parents or legal guardians.*

**No additional information required at the time of the initial application**

## Summary of the admissions criteria

1. Children in public care.
2. Children who currently have a brother or sister\* as a student on roll at Vyners School and who would reasonably be expected to still be attending at Vyners School at the time of admission.  
*\*This does not include cousins or other family members who live in the same household, but will include stepbrothers/sisters and foster children.*
3. Children who have evidence to prove, to the Governors' satisfaction, that there are medical grounds that make it essential that they are admitted to Vyners School .
4. Children living nearest to the school when measured in a straight line from a central point in the school building to the parents' home. The distance used for this criterion is calculated using a computerised Geographic System (GIS) to measure a straight line from a fixed point in the school (co-ordinates 506710, 185521) to the property address included on the application.

## Exceptional

The Governors will be prepared to admit pupils as of right over the admissions limit if the applicant has a statement of Special Educational Needs (Hearing Impaired or Vyners School is named on the statement) and is recommended by Hillingdon Local Authority.

## Additional information required, which must be sent to the school by Friday 21 October 2011

Full evidence if medical grounds are being claimed.

# Statistical information

## September 2011 intake



















	Published Admission Number (PAN)	Preference 1		Preference 2		Preference 3		Prefs 1-3 total received applications
		Received applications	Successful applications	Received applications	Successful applications	Received applications	Successful applications	
Abbotsfield	194	38	38	62	20	58	10	158
Barnhill	240	188	188	108	23	90	13	386
Bishop Ramsey	180	284	165	177	9	164	3	625
Bishopshalt	181	303	154	370	10	234	5	907
Douay Martyrs	240	137	125	210	59	160	20	507
Guru Nanak Academy	120	192	147	45	3	45	8	282
Harefield Academy	150	135	123	75	14	68	9	278
Harlington	224	80	77	49	6	58	5	187
Haydon Academy	300	257	204	224	41	226	21	707
Mellow Lane*	224	42	42	65	3	73	2	180
Northwood	150	25	25	36	11	34	3	95
Queensmead	240	197	197	204	39	140	15	541
Rosedale	180	102	102	86	21	77	10	265
Ruislip High	150	166	124	213	12	179	6	558
Stockley Academy	180	163	148	75	21	79	4	317
Swakeleys	180	115	106	114	30	121	20	350
Uxbridge High	210	138	124	194	54	173	13	505
Vyners	180	209	157	142	6	176	9	527

	Published Admission Number (PAN)	Preference 4		Preference 5		Preference 6		Grand total received applications
		Received applications	Successful applications	Received applications	Successful applications	Received applications	Successful applications	
Abbotsfield	194	43	3	35	3	31	1	267
Barnhill	240	68	8	53	4	59	5	566
Bishop Ramsey	180	124	3	80	-	49	-	878
Bishopshalt	181	121	2	100	6	70	3	1198
Douay Martyrs	240	118	22	75	8	77	6	777
Guru Nanak Academy	120	55	11	41	9	34	2	412
Harefield Academy	150	55	2	42	1	41	1	416
Harlington	224	47	3	26	1	30	1	290
Haydon Academy	300	123	11	108	11	67	9	1005
Mellow Lane*	224	49	1	51	1	31	-	311
Northwood	150	37	2	26	3	34	4	192
Queensmead	240	104	9	87	4	64	6	796
Rosedale	180	64	8	45	2	32	1	406
Ruislip High	150	127	7	83	-	53	1	821
Stockley Academy	180	42	6	29	-	21	1	409
Swakeleys	180	91	10	54	8	48	6	543
Uxbridge High	210	109	10	89	6	75	3	778
Vyners	180	168	4	137	2	97	2	929










\*Hewens College from September 2011

# Schools contact information

School name	Address and telephone number	Headteacher/ Principal	Contact details	Type and number on roll	Places for Sept 2012	Furthest distance offered under distance criteria
Abbotsfield School (Boys)	Clifton Gardens, Hillingdon UB10 0EX ☎ 01895 237350 ✉ abbotsfield@hillingdongrid.org	Mr M Bland	Mrs A Hare	Foundation (Boys) 590	194	5136.78
Barnhill Community High School	Yeading Lane, Hayes UB4 9LE ☎ 020 8839 0600 ✉ mail@barnhill.hillingdon.sch.uk	Mr R Lobatto	Mrs L Paul	Foundation (Mixed) 1450	240	8571.92
Bishop Ramsey Church of England Academy	Hume Way, Ruislip HA4 8EE ☎ 01895 639227 ✉ brupper@hillingdongrid.org	Mr A Wilcock	Headteacher	Voluntary Aided (Mixed) 1234 net	180	*7778.53
Bishopshalt School	Royal Lane, Hillingdon UB8 3RF ☎ 01895 233909 ✉ office.bishopshalt.hillingdon@lgl.net www.bishopshalt.hillingdon.sch.uk	Mr K Rowe	Mrs Bermingham (Office Manager) Mrs L Cookson (Admissions Officer)	Foundation (Mixed) 1255	181	1370.91
The Douay Martyrs Catholic School	Edinburgh Drive, Ickenham UB10 8QY ☎ 01895 679400 ✉ douaymartyrs@hillingdongrid.org	Mr M Rainsford	Admissions Office ☎ 01895 679403	Voluntary Aided (Mixed) 1348	240	*28175.56
Guru Nanak Sikh Academy	Springfield Road, Hayes UB4 0LT ☎ 020 8573 6085 ✉ gurusec@hillingdongrid.org	Mr R Sandhu	School Office	Voluntary Aided (Mixed) 497	180	*16018.47
The Harefield Academy	Northwood Way, Harefield UB9 6ET ☎ 01895 822108 ✉ info@theharefield.academy.org www.theharefield.academy.org	Mrs L Gadd	Principal	Academy (Mixed) 752	150	13301.69

School name	Address and telephone number	Headteacher/ Principal	Contact details	Type and number on roll	Places for Sept 2012	Furthest distance offered under distance criteria
Harlington Community School	Pinkwell Lane, Hayes UB3 1PB  020 8569 1610  hcs@hillindongrid.org  www.haydonschool.com	Ms E Horrigan	Kate Franks	Foundation (Mixed) 1260	224	4741.88
Haydon Academy	Wiltshire Lane, Pinner HA5 2LX  020 8429 0005  haydonschool@hillindongrid.org  www.haydonschool.com	Mr S Robson	Mrs M Hicks	Foundation (Mixed) 2040	300	2539.44
Hewens College (formerly Mellow Lane)	Hewens Road, Hayes UB4 8JP  020 8573 1039  www.mellow-lane.co.uk	Ms Lewis	Mrs S Neave	Foundation (Mixed) 1138	224	3835.07
Northwood School	Potter Street, Northwood Hills HA6 1QG  01923 836363  northwood@hillindongrid.org  www.northwood.hillingdon.sch.uk	Mr G D Atkins	Clerk to the Governors c/o Northwood School	Foundation (Mixed) 857	150	7424.58
Queensmead Academy	Queens Walk, South Ruislip HA4 0LS  020 8845 6266  queens@hillindongrid.org  www.queensmeadschool.org.uk	Executive Headteacher: Mr N McLaughlin Principle: Ms R Johnston	Admissions Officer	Foundation (Mixed) 1113	240	2987.72
Rosedale College Academy	Wood End Green Road, Hayes UB3 2SE  020 8573 2097  rosedalecollege@hillindongrid.org	Mr C Neathey	Mrs H Hancox (Admissions Officer)	Foundation (Mixed) 663	180	4279.64
Ruislip High School	Sidmouth Drive, Ruislip HA4 0BY  01895 464064  office@ruisliphigh.com	Mrs M Lecky	Mrs D Keohane	Community (Mixed) 600	180	1157.96

# Schools contact information continued

School name	Address and telephone number	Headteacher/ Principal	Contact details	Type and number on roll	Places for Sept 2012	Furthest distance offered under distance criteria
Stockley Academy	Park View Road, Hillingdon UB8 3GA  01895 430066  www.stockleyacademy.com  info@stockleyacademy.com	Mr I Storey	Mrs A Spires	Academy (Mixed) 746	180	4129.27
Swakeleys School for Girls	Clifton Gardens, Hillingdon UB10 0EJ  01895 251962  swakeleys@hillingdongrid.org	Mrs S Pryor	Mrs N Baker	Academy (Girls) 1008	180	4280.42
Uxbridge High Academy	The Greenway, Uxbridge UB8 2PR  01895 234060  office@uhs.org.uk  www.uhs.org.uk	Mr P Lang	Mrs A James	Foundation (Mixed) 1150	210	5405.57
Vyners School	Warren Road, Ickenham UB10 8AB  01895 234342  mkalsi@vyners.hillingdon.sch.uk	Mrs S A Gould	Mrs Manny Kalsi	Foundation (Mixed) 1135	180	2080.05

*\*faith criteria supersedes distance for these schools*



# Useful contact information

**Admissions Team Customer Services Centre: 01895 556644**

## Neighbouring Local Education Authorities

You may wish to apply to a school maintained by another education authority. The telephone numbers given here are for Admissions Sections in neighbouring authorities where you can get advice on the admissions process for individual schools.

### Buckinghamshire

#### County Council

Admissions Team  
Achievement and Learning  
County Hall  
Alyesbury  
Buckinghamshire  
HP20 1UZ

☎ 01296 383250

🌐 [www.buckscc.gov.uk](http://www.buckscc.gov.uk)

### Ealing Council

High School Admissions  
Perceval House  
14-16 Uxbridge Road  
Ealing W5 2HL

☎ 020 8825 5522

🌐 [www.ealing.gov.uk](http://www.ealing.gov.uk)

### Harrow Council

Admissions Service  
Civic Centre  
Station Road  
Harrow  
HA1 2UW

☎ 020 8901 2620

🌐 [www.harrow.gov.uk](http://www.harrow.gov.uk)

### Hertfordshire County Council

Local Admissions and Transport  
Team West  
Apsley One  
Brindley Way  
Hemel Hempstead  
HP3 9BF

☎ 0300 123 4043

🌐 [www.hertsdirect.org](http://www.hertsdirect.org)

### London Borough of Hounslow

School Admissions Team  
The Civic Centre  
Lampton Road  
Hounslow  
TW3 4DN

☎ 020 8583 2711

🌐 [www.hounslow.gov.uk](http://www.hounslow.gov.uk)

### Slough Borough Council

Admissions & Access Team  
Ground Floor East  
St Martin's Place  
Bath Road  
Slough SL1 3UF

☎ 01753 875728

@ [admissionshelpline@slough.gov.uk](mailto:admissionshelpline@slough.gov.uk)

🌐 [www.slough.gov.uk](http://www.slough.gov.uk)

## Other useful contact information

### Department for Education

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT

☎ 0870 001 2345

🌐 [www.education.gov.uk](http://www.education.gov.uk)

### Connexions

☎ 0808 001 3219

🌐 [www.connexions-direct.com](http://www.connexions-direct.com)

🌐 [www.direct.gov.uk/youngpeople](http://www.direct.gov.uk/youngpeople)

### Independent Schools Council (ISC)

☎ 020 7766 7070

🌐 [www.isc.co.uk](http://www.isc.co.uk)

### Ofsted

☎ 0300 123 4666

🌐 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### Exams Information Line

🌐 [www.dfes.gov.uk/performancetables](http://www.dfes.gov.uk/performancetables)

### Transport for London Information Line

☎ 0843 222 1234

🌐 [www.tfl.gov.uk](http://www.tfl.gov.uk)

### Uxbridge Bus Garage

☎ 01895 236598

## Proof of address

If you do not have the required proof of address documentation, please contact the departments listed below.

### Child Benefit

Child Benefit Office (GB)  
PO Box 1  
Newcastle-upon-Tyne  
NE88 1AA

☎ 0845 302 1444

### Council Tax

☎ 01895 250000  
(select option 1)

### Tenancy Agreement

Contact your landlord for details