



2012 / 2013

APPLYING FOR A PLACE
AT



MAKING AN APPLICATION **TO THE LONDON BOROUGH OF HILLINGDON**

- Complete the application form and state 6 Schools, including any schools outside of the London Borough of Hillingdon, in the order of preference for where you would like your child to attend.
- Ensure that any additional information required by the schools is sent directly to them (e.g. medical information). See individual school brochure and the "Starting Secondary School" booklet.
- **If your child attends a primary school in Hillingdon and resides in the London Borough of Hillingdon** you will receive an application form from your child's primary school. The completed application form should be returned to your child's primary school to be received by **noon on Friday 21st October 2011 where a receipt will be issued.**
- **If your child attends a primary school outside of Hillingdon but resides in the London Borough of Hillingdon** then you must apply for an application form from The Admissions Team at the London Borough of Hillingdon, 4E/05 Civic Centre, Uxbridge, Middlesex, UB8 1UW. You can contact the call centre for Admissions on 01895 556000. The completed application form should be returned to the same address to be received by **noon on Monday 31st October 2011. If you wish you may enclose a S.A.E. where a receipt will be issued to you.**
- **If your child attends a primary school outside or inside of Hillingdon and resides out of the London Borough of Hillingdon** you must apply for an application form from your own Local Authority (LA) (where you pay your council tax) and clarify with them where it needs to be returned to and the deadline date for returning it. At the time of receiving an offer of a place from your LA you must send proof of address directly to the school. Failure to provide adequate proof of address may result in the offer of a place being withdrawn.
- A letter will be posted on **Thursday 1st March 2012** from the Admissions team at the Civic Centre, to all parents who applied by the closing date, giving the result of the application. Each individual school will have administered their own admissions criteria in the allocation of places.
- If a place cannot be offered at any of your preferred schools then a place will be offered at the nearest school in Hillingdon to your home address with a vacancy (if you live in Hillingdon).
- You should return your acceptance to your local LA (where you pay your council tax) by **Thursday 15th March 2012.**

- Appeals documentation must be requested by **Friday 23rd March 2012** from Queensmead School. Every parent has the right of appeal regardless of when they lodge the appeal. All appeals must be heard within 30 school working days. The only reason we have a date by which appeals must be lodged is to ensure that parents get the appeal in on time in order for them to be heard in time for a September start. You must write to us stating that you wish to lodge an appeal, enclosing a stamped, self addressed envelope.
- Your child's name will be held on the waiting lists for any school that is a higher preference than the one offered. Acceptance of a place offered will have no bearing on any waiting lists.
- You must provide the additional information requested by each school (see individual school brochure and the "Starting Secondary School" booklet).

DID YOU KNOW?

YOU CAN APPLY FOR A SCHOOL PLACE ON-LINE

The website to apply on-line for a Secondary School place for September 2012 is -

www.hillingdon.gov.uk/schools

The final closing date for completed Secondary School applications is as published in the Starting Secondary School booklet

ADMISSION TO QUEENSMEAD

(The notes cover all admissions procedures to Queensmead School

1. Making an application

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

Making an application for a place at Queensmead School does not preclude applications to any other school, or Local Authority. Copies of the prospectus are available from the School.

Applications for a place in National Curriculum Year 7 academic year September 2012 – August 2013 will be available to parents of children born between 1 September 1998 and 31 August 1999. These applications must be returned directly to your child's Primary School by **NOON on Friday 21st October 2011 if your child attends a Hillingdon School or to the London Borough of Hillingdon by NOON on Monday 31st October 2011.**

Please note: -

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

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

The LA will inform parents in writing of the result of their application and this will be posted on **Thursday 1st March 2012.**

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

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

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

2. Information and Open Evenings/Days

The School produces a prospectus, which is available from **September 2011**. Parents may collect a prospectus from the School during normal school hours, but would generally obtain one either through their child's primary school or by attending the Open Evening on **Wednesday 21st September 2011**.

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

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

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

4. Criteria for Admission into National Curriculum Year 7

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

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

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

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

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

1. Children in public care.
2. Children who have evidence to prove to the Governors' satisfaction that there are medical grounds that make it essential that they are admitted to Queensmead School.
3. Children who have a sibling attending the school at the time of application and who would reasonably be expected to still be attending Queensmead 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 511852, 185609) using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

5. Admission Limits

When last calculated, Queensmead School's Indicated Admission Limit was set at 240.

6. Notes on Admissions Criteria

a) Medical Grounds

The Governors will be prepared to consider applications on medical grounds **ONLY** if they are submitted directly to Queensmead School in time for receipt by **NOON** on **Monday 31st October 2011**.

This information must include:-

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

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

All details should be sent to the School in an envelope clearly labelled to the Admissions Office as per the instructions on page 7 of this booklet and must contain the completed tear-off slip.

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

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

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

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

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

Address for applications on medical grounds:-

Please Mark:-

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

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

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

PLEASE ONLY FILL OUT THIS FORM IF YOU ARE MAKING A MEDICAL APPLICATION

Child's Name: _____ **D.O.B:** _____

Primary School: _____

Details of documents enclosed: _____

Parent/Guardian Signature: _____ **Please Print Name:** _____

Date: _____ **Contact Tel No:** _____

(b) **Siblings**

Parents who hope to be allocated a place for a child because he/she has a brother or sister who is already on roll at Queensmead School must claim priority by **NOON on Monday 31st October 2011**. The application form has a section in which these details must be entered. Failure to bring the details of this relationship to the attention of the Governors by this means will remove any entitlement to priority consideration under 4.iii.

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

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.

c) **Distance Criteria**

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

Below are the forms of proof that are accepted:-

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

AND

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

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

IMPORTANT NOTE

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

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

7. How To Apply for a Place

Reminder: -

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

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

New Year 7's should complete the application form provided by your home local authority or apply on-line through your local authority.

In-Year Admissions must complete an application form provided by your home local authority.

8. Acceptance of a Place

If a place at Queensmead School is offered to your child by the LA and you intend to accept the place, you must complete the acceptance form within two weeks and return it directly to the London Borough of Hillingdon **by NOON on Thursday 15th March 2012 along with proof of address (see below). Failure to do so may result in the place being withdrawn.**

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

9. Appeals

Parents who have applied for, but not been offered, a place for a child at Queensmead School have the right to lodge an appeal with the Governing Body in writing to be received by **NOON on Friday 23rd March 2012.**

Appeals documentation must be requested by **Friday 23rd March 2012** from Queensmead School. Every parent has the right of appeal regardless of when they lodge the appeal. All appeals must be heard within 30 school working days. The only reason we have a date by which appeals must be lodged is to ensure that parents get the appeal in on time in order for them to be heard in time for a September start. You must write to us stating that you wish to lodge an appeal, enclosing a stamped, self addressed envelope.

10. Waiting Lists

If it is not possible to offer a place at Queensmead School the child's name will be placed on a waiting list. Positions will only be communicated to parents if a request has been made in writing. This information will only be available from April 2012.

11. Financial Assistance

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

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

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

Most families who qualify for help of this kind will already be in receipt of Family Credit or Income Support. You can make your application by contacting the call centre for Admissions on 01895 556644.

Provision of these welfare benefits is the responsibility of the local council not of the School. All correspondence on such matters should be addressed to the Education Department at the Civic Centre. In the case of Free School meals this IS administered by the School.

APPEALS PROCEDURE

1. GROUNDS FOR APPEAL:

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

Possible grounds for appeal are:

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

2. NOTICE OF APPEAL:

Information: -

- a) There is a deadline for appeals. You must register your intention to appeal **Friday 23rd March 2012**. You may do this by post.
- b) The Clerk will provide you with a Notice of Appeal form after the above deadline has passed. On this form will be written the deadline for its return to the school.
- c) The Clerk is neither a member of the Admissions Committee nor the Appeals Committee and will be willing to give you impartial advice on the grounds for an appeal.
- d) Please specify the grounds on which you are making appeal.
- e) Please ensure that, as far as possible, you send with your Notice of Appeal copies of documents you intend shall be considered at the meeting in support of your appeal.

IN-YEAR ADMISSIONS

If you are applying for a school place at any stage other than at primary or secondary allocation, you must complete an In-Year Application Form.

- Only complete one application form provided by your home local authority (where you live)
- You can contact schools direct to see if it is possible to arrange a visit before completing the form
- You may list up to 4 school preferences, which can be in or out of the borough
- You will be sent a letter from your home local authority with the outcome of your application
- You will be asked if you wish your child's name to be added to the waiting list of any school of a higher preference than the one offered
- You have the right of appeal for a place at your preferred school(s) if they are unable to offer your child a place
- You can also apply online at www.hillingdon.gov.uk/schools

Your home local authority will process the form and you will be offered the highest possible preference with a place available. If the local authority is unable to offer one of these preferences, a place will be offered at the nearest school to the home address with a vacancy.

You will be invited to request that your child's name be added to the waiting list of any of the schools that were a higher preference than the one offered. When a vacancy arises, your home local authority will write to you offering a place.

If you have not been offered one of your preferences, you have the right of appeal. You will be informed of the procedure in the letter that will be sent to you with the outcome of your application. However, this appeals procedure may take up to 30 school working days to be heard and it is in your child's interest to accept the place offered.

ADMISSIONS FOR SEPTEMBER 2012

IMPORTANT DATES

**WEDNESDAY
SEPTEMBER 21st 2011**

OPEN EVENING 5.30pm–8.30pm

**FRIDAY
OCTOBER 21st 2011
(Time: Noon)**

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

**MONDAY
OCTOBER 31ST 2011
(Time: Noon)**

**DEADLINE FOR ON-LINE
APPLICATIONS AND
APPLICATIONS SENT DIRECT TO
THE BOROUGH**

**THURSDAY
MARCH 1ST 2012**

**OFFERS OF PLACES POSTED BY
THE LA**

**THURSDAY
MARCH 15TH 2012
(Time: Noon)**

DEADLINE FOR ACCEPTANCES

**FRIDAY
MARCH 23RDTH 2012
(Time: Noon)**

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