Hillside Junior School Admissions Policy 2027-28

POLICY DETAILS:
Legal Status: Statutory
Last Review: January 2026
Next Review: January 2027

Hillside Junior School is a Foundation School, and the admission of pupils is controlled and administered by the Governing Body.

Children are admitted to the Junior School at the beginning of Year 3. The Governing Body has set the admissions limit at 60 pupils in each year group. This number allows the school to make efficient use of resources and to make efficient provision for the education and delivery of the National Curriculum. However, the school has a duty to admit a child with an Education, Health and Care Plan (EHCP), when it is the named school on the Education, Health and Care Plan (EHCP).

In cases where the number of applicants exceeds the number of places available, the Governing Body will consider those applicants according to the criteria in the order set out below:

I. Looked after children and previously looked after children
A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted

II. Attendance at Hillside Infant School
Pupils in Year 2 attending Hillside Infant School who apply for places in the Junior School, by the closing date stated by the London Borough of Hillingdon, will be admitted at the beginning of the Autumn Term following their seventh birthday.

III. Medical condition of child
Children who have a long-term medical or social condition which necessitates their attendance at Hillside Junior School rather than an alternative school; details of that long-term medical or social condition must be supported by a doctor's statement and must be disclosed at the time of application.

IV. Medical condition of member of immediate family
Children where the medical or social condition of a member of the immediate family living at the same address necessitates attendance at Hillside Junior School rather than an alternative school; details of the long-term medical or social condition must be supported by a doctor's statement and must be disclosed at the time of application.

V. Sibling connection
Children, who have a sibling living in the same household, who currently attends Hillside Junior 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.

VI. Children of staff
Children of a member of staff employed at Hillside Junior School at the time of application; children of staff include step-children, or the child of the member of staff's partner living in the same household, at the same address.

VII. Distance from home to school
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 (Ordnance Survey grid reference 510150 191063) using the local authority's computerised measuring system.

Waiting List
From the first day of the Summer Term, a joint waiting list for Year 2 children transferring to Year 3 in September will be kept by both the Hillside Infant and Junior Schools. Children will be placed on the waiting list as follows:

- those whose parents apply for places after the closing date for Year 3 will join the waiting list according to distance from home to school.
- No other criteria will apply.

Tie Breaker
Where two or more children share a priority for a place, e.g. where two children live equidistant from a community school and only one place remains, the Admissions Authority will use a computerised random allocation to determine which child should be given priority.
Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats (as defined by Ordnance Survey) and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation (as described above).

Withdrawal of Places
Places offered at oversubscribed school will be withdrawn if:
● the offer was made in error.
● an incorrect address or other false information is supplied.
● parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.
A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be taken into account i.e., less than one term.

Temporary Addresses
A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought, or living with a family member or friend).
You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Multiple Births
Where there are twins or multiple births on the waiting list or applying to enter the school and there is only one place available; all children from that particular multiple birth will be admitted even if it takes the numbers in a year group above 60. This provision is without prejudice to the Governors intention to admit no more than the standard number of pupils in each year under the admissions criteria

Children of UK Service Personnel
Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

Applications From Abroad

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

Applications For Families Arriving From Abroad, Including From the EU, From 1st January 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

Read more on the government website

In Year Admissions

In Year admissions are made directly to the school. If a place is available and there is no waiting list then the Governing Body will admit the child. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the oversubscription criteria and not in the order applications are received. If a place cannot be offered, then you may ask us for the reasons and you will be informed of your right of appeal. The school maintains a waiting list. This waiting list will be maintained by the Governing Body based on the oversubscription criteria above. When a place becomes available the school will make an offer.

Admission to a Junior School for a Place

In accordance with the co-ordination of junior school places, parents can complete a common application form naming up to 6 preferences for a junior school.

Priority is given to pupils already attending year 2 in an infant school for admission to the linked junior school. In Hillingdon, infant and junior schools are linked where they share the same name. Hillingdon residents with children attending year 2 in an infant School in Hillingdon must apply to continue their education at any junior school by completing the application form available from LB Hillingdon and online.

Hillingdon residents with children attending year 2 in an infant School not in Hillingdon will need to complete a Hillingdon application form. Details of the application will be forwarded to the maintaining local authority.

Residents whose children attend year 2 in an infant School in Hillingdon but do not live in Hillingdon will need to submit an application through their own local authority in order to be considered for a year 3 place in a Hillingdon junior school.

Any resident wishing to transfer from an infant school to a primary school at the start of year 3 should complete an In-Year application.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date of allocation. The request for later admission should accompany the application. This enables the application to be processed, and a school place secured in the child's actual age group if an Admission Authority refuses the request. If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.

How to apply

● When a parent feels their child should be educated in a higher chronological age group, parents will need to apply for admission the year before the child would normally apply for school.
● Or when a parent would like their child educated in a lower chronological age group, parents would need to apply as part of the normal admissions round for a school, they should initially apply for a school place by 15 January in the year of the chronological cohort.
● In both instances, parents should put forward their request for their child to be educated out of their chronological year group along with any supporting evidence that they may have. They can complete the 'out of cohort request application' available on our web page.

Whilst there is no expectation for parents to obtain professional evidence that they do not already have, it may be useful to demonstrate why it would be in the child's best interests to be admitted out of their chronological year group.

This process will ensure that an in-principle decision can be made in good time, and that the child does not miss out on accessing a year of education should the request to educate out of the chronological year be refused. However, any offer of a place in a child's correct chronological year group cannot be held until the following academic year.

As such, if an admission authority agrees in principle that an out of year group placement would be appropriate, the parent would have to apply again in the following year in order for their child's application to be considered according to the admission criteria for that school alongside other applicants in that year. In addition, one admission authority cannot be required to honour a decision made by another admission authority. Parents should therefore consider whether to request admission out of the normal year group at all their preference schools rather than just their first preference.

Where requests are received the decision will be made according to the circumstances of the case and what is in the best interest of the child. In each case, the decision will be made by the admission authority for the school, taking into consideration the following;

• Parent's views
• Head teacher's views
• Information about child's academic, social, and emotional development
• Relevant medical history and views of a medical professional
• Previous experience of education outside of the child's normal age group
• Premature children who would be in a lower age group if not born prematurely.

Medical/Social Conditions

Hillside Junior School has no special provision for children with a medical or social condition which is not offered by other schools in the locality. The Governors will consider applications on medical/social grounds only if:

a. there is a declaration on the application form to state their intent to apply on medical/social grounds and
b. there is full information about the medical/social condition with supporting medical evidence.

Failure to satisfy both these requirements will make an application on medical/social grounds invalid. It is important to note that Governors will not be satisfied with evidence produced after a parent has been notified of the Governors' decision not to offer a place to a child.

Governors reserve the right to make further enquiries regarding grounds for application. If an application has been made on medical/social grounds, parental consent will be requested for such enquiries to be made.

Admission Appeals
Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched.

Consultation/Determination

The Admissions Authority is required to consult on their admissions procedures every seven years.

This policy is reviewed annually by the Governing Body in accordance with the School Admissions Code, published by the Department for Education in September 2021.