



London Borough
of Hounslow



Starting School in Hounslow

Reception class and transferring to
Junior school - September 2020

Apply online at www.hounslow.gov.uk/primaryadmissions
Apply on time by 15 January 2020

Apply online:

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

Applications open on 1 September 2019.

**If your child was born between 1 September 2015
and 31 August 2016 you will need to apply for a
primary school place by 15 January 2020.**

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Introduction

Welcome

Choosing the school which will start your child's educational journey is an important decision, and parents and carers will be worrying about how to make the best choice for their child's future.

This brochure is intended to provide you with all the information you will need to apply for a school place for your child.

If your child was born between 1 September 2015 and 31 August 2016, they are due to start primary school in September 2020. You must make an application for your child's primary school place. The deadline for applications is 15 January 2020.

Here at the council – and in every school across the borough - we passionately believe in the power of education to transform lives and provide brighter futures for our children and young people.

Good education is key to tackling inequality and creating opportunities for all, and I firmly believe that every child in the borough has a right to outstanding education whatever their circumstances and wherever they live.

We are fortunate to have so many good primary schools in the borough that provide high quality education, and they have a strong track record for building the solid foundations that are vital for children to continue enjoying learning throughout their lives.

You may already have firm ideas about where you want your child to go to school, but I urge you to take advantage of the time before you need to apply to find out more about the other schools in the area.

Some schools do have specific criteria for admission based on religion, so please read the information on their pages to make sure you meet it. You may also need to fill in supplementary forms in order to apply.

Do remember that you have six preferences – please use them all. If we cannot allocate a place in one of the schools you name, we will offer your child a place in a school with vacancies.

Finally, please ensure that you submit your application by the **15 January 2020** deadline.

Parents should rest assured that no matter which school your child starts at next September, you can be sure they will be given the best possible education to help them succeed in



Cllr Tom Bruce
Cabinet Member for Education and Children's Service
Hounslow Council

Introduction to Hounslow Primary schools

Your child's primary education is extremely important and will lay the foundations for all that comes afterwards. Hounslow Council looks forward to welcoming your child into a local school and to working with you as the parent or carer of one of our pupils.

The high quality of Hounslow schools

Each Hounslow school aims to provide the best possible education for your child. Hounslow Council has a firm commitment to excellent education, ensuring that schools encourage children to develop to their full potential.

Parents are encouraged to play a part in their children's education and your child's school will give you information on how to support your child with their learning.

All schools deliver the National Curriculum. A number of schools have voluntary before and after school care schemes.

The curriculum

All schools offer a broadly similar curriculum which complies with the national curriculum.

In Reception classes (up to the age of 5), the areas of learning are:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Expressive art and design
- Understanding of the world

From Year 1 to Year 6 children are taught the following subjects:

- English
- Mathematics
- Science
- Art
- Design Technology
- Personal, Social, Health and Economic Education (PSHE)
- History
- Geography
- Music
- Information and Communication Technology (ICT)
- Physical education (PE)

Religious education is taught according to the Hounslow agreed syllabus 'Widening Horizons.'

We are committed to ensuring that all children in Hounslow excel in their learning through a broad, balanced, exciting curriculum and that no child is left behind.

Understanding the Admissions Process

If your child was born between 1 September 2015 and 31 August 2016 they will start in the reception class in September 2020.

All applications must be made to your home local authority (the council you live in/pay your council tax to). You must use their common application form. For Hounslow residents this is online using eAdmissions at www.hounslow.gov.uk/primaryadmissions

You should use this form to apply for schools in and outside of Hounslow, except independent fee-paying schools.

How school places are allocated

All schools are required to set their admission criteria by the Department for Education. The admission criteria are how they decide who they can give their school places to. Other personal circumstances e.g. childcare or transport arrangements cannot be taken into account.

Your application will be ranked in one criterion only. Make sure you check the admission criteria for the schools you are interested in. Each school will have different criteria e.g. faith schools will give priority to practicing applicants of the faith. See pages 31-52.

You can apply for six schools. We strongly recommend you use all six preferences. If you only list one school this does **not** mean you will be given this school and does **not** give you a higher priority. We will only ask the admission authority of the schools you have listed on your application if they can give your child a place at their school. The more schools you list, the more chances you have of being offered a school that you actually want.

If the admission authority of the schools you have listed cannot give your child a place, then we will have to find a place at any school that still has vacancies after all the applications have been considered. This might be a school you did not consider and could be some distance away from your home.

You should list all your schools in order of preference with your most preferred school as number one. Schools will not know what preference they have been ranked as.

We will ask the admission authority of each school that you have listed separately if they can give your child a place. If more than one admission authority can give your child a place, then you will be given the school that is listed highest in your order. Any lower preference will be withdrawn from your application.

Getting Information

- Read the information in this brochure
- Check the admission criteria for the schools you are applying for
- Read the individual school prospectuses – you can get these directly from the school or their website
- Watch our information guide at www.hounslow.gov.uk/primaryadmissions
- Attend our drop in-sessions – every Wednesday from 2 October 2019, 10am -2pm

Age Range of Schools

Infant Schools

Infant schools provide education for children aged 4 to 7 years. The first year of infant school is called the Reception year for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years. Most infant schools have nursery classes attached to them which cater for children aged 3 to 4. **Please note that attendance in a nursery class at a particular school does not guarantee entry to the reception class of that school.**

Children who attend infant schools will need to apply to a junior school. Further information can be found on page 49.

Junior schools

Junior schools provide education for children aged 7 to 11 years. They cover four school years, Years 3-6. Children transfer to secondary school at the end of Year 6.

Primary Schools

Primary schools provide education across the whole primary age range of 4 to 11 years. They cover the reception year and Years 1 to 6. Most primary schools have nursery classes attached to them for children aged 3 to 4. **Please note however that attendance in a nursery class at a particular school does not guarantee entry to the reception class of that school.** Children transfer to secondary school at the end of Year 6.

When children can start school

Children start school in the September of the school year in which they turn 5, which means most children are 4 years old when they start school. **Children born between 1 September 2015 and 31 August 2016 are eligible to start school in September 2020.** Children reach compulsory school age at the beginning of the term following their fifth birthday. Compulsory school age means the age when a parent is legally required to make sure that their child attends schools (or is educated other than at school).

Summer born – delayed admission

If your child is summer born (born between 1 April and 31 August), you may not want to send them to school until the September following their fifth birthday. If you decide to do this, when you apply, a place will be allocated in Year 1. If you consider that your child should not be admitted to Year 1, you may request that they are admitted outside of their normal age group – to reception rather than year 1.

You must make your request at the same time as making your online application for your child's actual age group and upload your supporting documentation using the document type – out of cohort. If your request is not made at the same time as your online application, we may not be able to consider this at a later date.

Before making your request, you are encouraged to discuss how your child's needs can be met in the Reception class at age 4 with the Headteacher of your preferred schools.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with your child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether your child's physical maturity places them in a position of being developmentally different from their peer group

- whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

Your request will be considered and you will be notified before 16 April. If it is agreed that your child can delay entry, you will need to make a new application for the following September and this will be considered along with all the applicants for admission in that year. **It is not possible to reserve a place for the following year.** Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once your child has started school at intervals agreed by the family and the school.

If your request is not agreed, you must decide whether to accept the place for your child's normal age group or to refuse it and make an in-year application for Year 1 for the September following your child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if your child is offered a place at the school but it is not in your preferred age group.

Deferred Admission

Parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) You will still need to make your application online as usual by **15 January 2020**.

Once your child has been allocated a school place, you will need to write to the Headteacher to arrange the deferred admission.

Your child must take up the school place that has been allocated within this year group. If you do not take up the place, you will need to reapply again and your child will be allocated a place in Year 1 (not Reception.)

Children with their fifth birthday between 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until January – the school place that your child has been allocated will be held once you have agreed this with the school.
Children with their fifth birthday between 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until January or April – the school place that your child has been allocated will be held once you have agreed this with the school.
Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then year 1 not reception): A school place will be available from the September before this but can be deferred until January or April – the school place that your child has been allocated will be held once you have agreed this with the school. Your child must take up the school place that has been allocated within this year group. If you do not take up the place, you will need to reapply again and your child will be allocated a place in Year 1 (not Reception.)

Part -Time Admission

Parents may choose to consider part time admission. This may be preferable to deferring your child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

You will still need to make your application online as usual by **15 January 2020**. Once your child has been allocated a school place, you will need to contact the Headteacher to discuss the school's part time policy and how your child's needs can be met.

Key dates

1 September 2019

Applications open - apply online at www.hounslow.gov.uk/primary-admissions for Reception applications and Year 3 entry to Junior Schools.

From 2 October 2019

Drop-in sessions for general advice and help with online applications. Every Wednesday from **10am-2pm** at Hounslow House, 7 Bath Road, Hounslow, TW3 3EB.

15 January 2020, midnight

Closing date for applications.

7 February 2020, 5pm

Closing date for applications from people moving into the borough after 15 January 2020, or for any late applications to be considered 'on time' due to exceptional circumstances. Must be received by **5pm**

16 April 2020

National offer day

Email will be sent on the evening of 16 April with the outcome of your application.

30 April 2020

Last date to respond to your school offer online. After this date, the online portal will close and you will not be able to accept the offer online.

15 May 2020

Closing date for the return of appeal registration forms to ensure your appeal is heard by the end of the summer term.

June 2020 onwards

Late applications will be processed after the first allocation of places to those who applied on time.

June - July 2020

Appeal hearings for community schools will be heard during this period.

Myth Busters

We know that the application process can be confusing and that rumours can circulate about what is best to do. The facts below will give you information and confidence to make your application.

MYTH: Making my application as soon as the application system opens means I will have more chance of getting my preferred school.

FACT: School places are not allocated on a first come, first served basis. All applications received by the closing date, 15 January 2020, will be allocated based on the admission criteria of the school and not by date order.

MYTH: It will not matter if I miss the application deadline.

FACT: Applications submitted after the deadline will not be processed until after all those submitted on time. This will delay you getting a school place and the school you prefer may already be full. If your preferred schools are already full, you may be allocated a school some distance away.

MYTH: Listing only one school will give me a better chance of getting that school.

FACT: Listing only one preference means that, if we are not able to allocate a place at the school you will be allocated the nearest school with a space available. If you have not listed any other preferences, you might be allocated a school some distance away as other parents who did express additional preferences will take priority for the nearer schools. This is why we encourage parents to name more than one preference and strongly recommend listing your nearest school or schools as one of those preferences.

MYTH: My child's grandparents/childminder lives closer to the school, I can use their address to apply.

FACT: You must apply using your child's home address. If we discover that a false address has been used, we may withdraw your application at any stage of the process, even if you have already been offered a school place. See page 12 for more information.

MYTH: If I don't get a place at my preferred school, I will get a place at my nearest school anyway.

FACT: If we cannot allocate a place at your preferred school, you will be allocated the nearest school with a space available. If you have not listed any other preferences, you could be allocated a school some distance away from your home address as other parents who did express additional preferences will take priority for the nearer schools, even if those schools are nearer to you.

MYTH: Living near to a school gives you more priority for a place there.

FACT: Many schools do offer some priority based on distance from the school in their oversubscription criteria but this does not guarantee a place if there are other children who rank higher in the criteria. Just because someone living near to you was allocated a place last year, does not mean that you will also secure a place there. The distance from home to school is measured using the Local Authority measuring system. Please see page 30. Other measuring systems, such as google maps, may give a different measurement.

MYTH: One of my children already goes to the school so my other child will automatically get a place.

FACT: Each child's school place must be applied for and there is no automatic allocation based on having a sibling at the same school. Many schools do offer some priority to siblings in their oversubscription criteria but this does not guarantee a place if there are other children who rank higher in the criteria. If your child does have a sibling attending the school already, make sure you indicate this on your application form. If you make a late application, we may not be able to give a place at that school.

MYTH: Having my child in the nursery/pre-school at my preferred school means I do not need to apply and I get more priority for a place in reception.

FACT: All reception places must be applied for, regardless of whether or not your child is attending the attached nursery/pre-school. Attending the nursery or pre-school does not guarantee a place in the Reception class.



Completing your application

Please ensure you read this booklet before completing your application form.

The closing date for applications is 15 January 2020.

Hounslow residents must apply online using eAdmissions via our website
www.hounslow.gov.uk/primaryadmissions

Completing your application

The closing date for applications is 15 January 2020.

Hounslow residents must apply online using eAdmissions via our website www.hounslow.gov.uk/primaryadmissions

Before you start your application, you will need to register and create an account with eAdmissions. You will need an email address to register. You will be given a user name and asked to set up a password. Keep this information safe as we will communicate with you via your eAdmissions account. You will need it to log into your account to view your application, what school you have been offered and to accept the school.

If you already have an account, but cannot remember your username and password, you can reset this on the eAdmissions website. For technical help with registering or logging into the eAdmissions system please contact support@eadmissions.org.uk or 020 8255 5555 (option 1.)

When you have finished making your application you will receive an electronic confirmation with your reference number. The reference number will be in this format **313- 2020-09-E-000001**.

If you do not receive a reference number you have not submitted your application.

You will be able to review and make changes up to midnight on the closing date. You will also need to accept the school you have been offered online.

We recommend using a PC or android phone to make your application as Apple devices are not compatible.

Guidance on completing the application form

Your child's name

Please use your child's legal name as shown on their birth certificate.

Your child's date of birth

You should only be applying for a Reception place if your child's date of birth is between **1 September 2015** and **31 August 2016**.

Your child's home address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applying for children from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

Completing your online application

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement and two of the following:
- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department

Any proof of address provided must show your full name and match the details provided at the time of application.

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or Joint residence

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

Change of address/preferences

The admissions regulations do not permit applicants to change their preferences after **15 January 2020** unless they have moved house. Updated preferences due to change of address can be accepted up to 5pm on **7 February 2020**.

Address changes can only be accepted if suitable new proof of address is provided, and your child is living at the new address by this date. Each case will be considered individually.

If you move after this date or an older child is admitted to one of your preferred schools, changes will not be made until after the offer date. All other new or changed preferences will only be considered after the offer date.

It is your responsibility to let us know about any changes which could impact your child's application for a primary school place within two weeks of the change. Failure to do so could result in your school place being withdrawn.

We strongly advise you contact the school admissions team on **020 8583 2721** or email admissions@hounslow.gov.uk, if you are considering a change.

Applying for children from abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September) Evidence must be submitted to verify this. Evidence might include

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

If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

Details of parent or carer

This section needs to be completed by the parent or carer of the child, who will also need to indicate they have parental responsibility. We will only be able to discuss the application with the person/s named. Please add a second contact if required.

Relationship to child

Please indicate your relationship to the child (e.g. mother, father, grandmother, foster carer).

Looked after and Previously looked after Children (England and Wales)

In the admission arrangements for all schools looked after and previously looked after children will be considered to be:

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

- (i) Were adopted under Section 46 of the Adoption and Children Act 2002
- (ii) Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order, which settles the arrangements to be made as to the person with whom a child is to live.
- (iii) Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority. Places will be allocated under this criterion when places are first offered.

Please ensure that you submit documentary evidence to support your application. This may be a letter and/or other documentary evidence from the children's social worker or other relevant professional. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

Children with an Education, Health and Care Plan (EHCP)

You do not need to complete this application if your child has an EHCP as there is a separate process. Please see page 56 for further information. If your child is in the process of being assessed for a statement, please complete this application and make us aware of the circumstances.

Exceptional Medical and Social need

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical and social needs will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. Medical applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school.

The request for the admission authority to consider medical and social priority must be submitted at the same time as making your online application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. Any documentation that does not provide the specific evidence requested, will not be considered.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

Your request will be carefully considered by the relevant admission authority. Their panel will ensure that the evidence is assessed objectively taking into account current admissions legislation guidance.

The notification date is **16 April 2020**. You will not be advised before this date whether your request for priority is agreed. If priority is not granted, your application will be considered against the remaining criteria for the requested school.

School Preference

You can list up to six state-maintained schools, including any voluntary aided (faith) schools, foundation schools, free schools and academies, and any schools in neighbouring local authorities, in order of your preference. Please do not name independent/private fee-paying schools on this form – applications to these must be made separately. Please see individual school information on pages 31-53.

If the school you wish to apply for is not available as a preference, please contact the School Admissions team at **admissions@hounslow.gov.uk**

Reasons for Preference

Schools can only use their published admission criteria to decide which children qualify for a place. So, it is not necessary to give reasons for your preferences. If however, there are medical or social reasons why your child should attend the school you have named, please indicate these and provide documentation.

Additional Forms – Supplementary Information Forms

Some Hounslow schools have additional Supplementary Information Forms (SIF) and/or a religious reference form to complete, which are available directly from the schools. These forms are necessary for the school governors to determine whether applicants meet their faith requirements or other criteria.

The SIF and all additional documents required must be returned to the school. If you name the school on your application and do not complete a SIF, your child will be considered but it will reduce the chance of your child being offered a place. The school will not have any information to consider when deciding your application against its admission criteria and, as such, your application will be ranked very low when decisions are made. It is therefore important you complete all forms and return them directly to the school.

Your child's current nursery or early years provision

If your child attends a nursery, please indicate this. If your child does not attend any early years provision, please leave this blank. **Please note attendance at a nursery class does not guarantee or give priority for admission to the Reception class of that school.**

Sibling

In order to meet the sibling criterion, your child's sibling must be attending the preferred school at the time of application and be expected to still be attending at the time of admission. You must complete the sibling details in the appropriate section. Please see page 30 for further information.

We reserve the right to seek verification of the information parents have given on the application form, and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

Children of school staff

Some schools give priority for admissions to the children of staff. You should check the admission criteria of the school as not all schools give this priority and not all staff members are eligible. Please see individual school information on pages 31-53.

Duplicate applications

If we receive more than one application for the same applicant, the last form received before the closing date will be considered. Any earlier forms will be discarded. If two or more forms from an applicant have the same date, the form to be considered will be chosen at random.

Late Applications

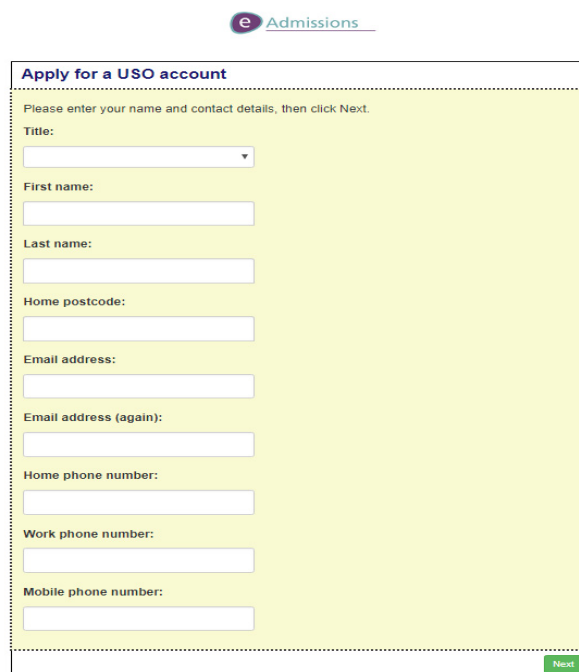
It is very important that you submit your application by the closing date of **15 January 2020**. If you apply after the closing date without a valid reason, your application will only be considered after the offer date, **16 April 2020**.

Submitting a late application greatly reduces your child's chance of an offer of a place at one of your preferred schools. If there is a good reason why you could not submit/apply on time such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness and you believe the late application should be considered 'on time', you must submit evidence to support the reasons for lateness with the application form by 5pm on **7 February 2020**. After this date we are unable to consider the application as 'on time'. Decisions will be made considering each case on its own merits.

Step by Step guide to applying on-line

1

- To start your online application visit: www.eadmissions.org.uk
- Click on 'Register to apply online' and enter your email address. If you have previously applied using the online system you will be able to log in without the need for registration.
- You will receive an email with your username and will be asked to set up a password.
- You will need to validate your account before you can start your application.
- Enter your permanent address only (see page 12.) You will need to validate your address and accept the Privacy Notice before continuing.

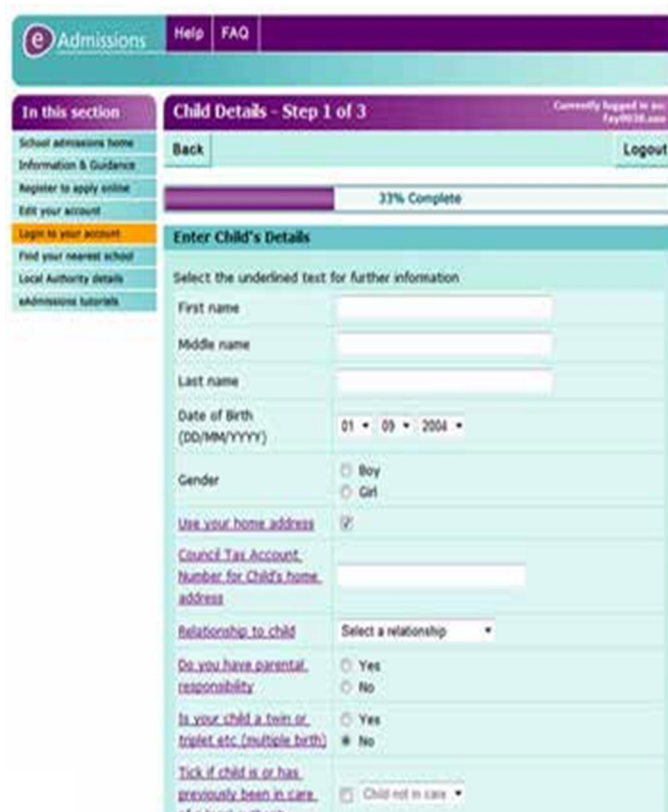


The screenshot shows the 'Apply for a USO account' form. At the top right, there is a logo for 'e Admissions'. The form title is 'Apply for a USO account'. Below the title, there is a instruction: 'Please enter your name and contact details, then click Next.' The form contains several input fields: 'Title:' with a dropdown menu, 'First name:', 'Last name:', 'Home postcode:', 'Email address:', 'Email address (again):', 'Home phone number:', 'Work phone number:', and 'Mobile phone number:'. A green 'Next' button is located at the bottom right of the form.

2

- Enter your child's details. Make sure you enter the information accurately.
- Make sure that you only apply for a child born between 1 September 2015 to 31 August 2016.

If you enter the wrong date of birth you will not be able to progress to the next step



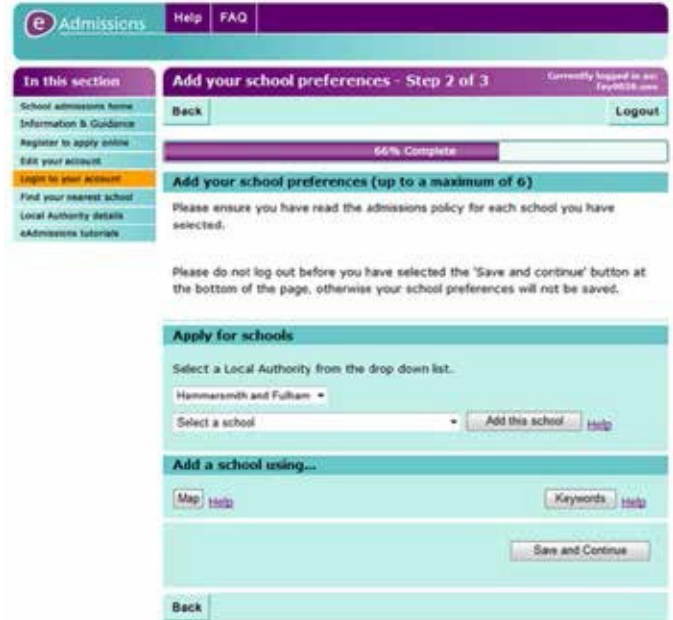
The screenshot shows the 'Child Details - Step 1 of 3' form. At the top, there is a navigation bar with 'e Admissions', 'Help', and 'FAQ'. Below the navigation bar, there is a sidebar with links: 'School admissions home', 'Information & Guidance', 'Register to apply online', 'Edit your account', 'Login to your account', 'Find your nearest school', 'Local Authority details', and 'eAdmissions tutorials'. The main content area is titled 'Child Details - Step 1 of 3' and shows a progress bar at 33% Complete. The form contains several input fields: 'First name', 'Middle name', 'Last name', 'Date of Birth (DD/MM/YYYY)' with a date picker set to 01/09/2016, 'Gender' with radio buttons for 'Boy' and 'Girl', 'Use your home address' with a checked checkbox, 'Council Tax Account Number for Child's home address', 'Relationship to child' with a dropdown menu, 'Do you have parental responsibility' with radio buttons for 'Yes' and 'No', 'Is your child a twin or triplet etc (multiple birth)' with radio buttons for 'Yes' and 'No', and 'Tick if child is or has previously been in care of a local authority' with a checked checkbox and a dropdown menu for 'Child not in care'.

To start your online application visit: www.eadmissions.org.uk or use the link from the council's website: www.hounslow.gov.uk/admissions

The application process

3

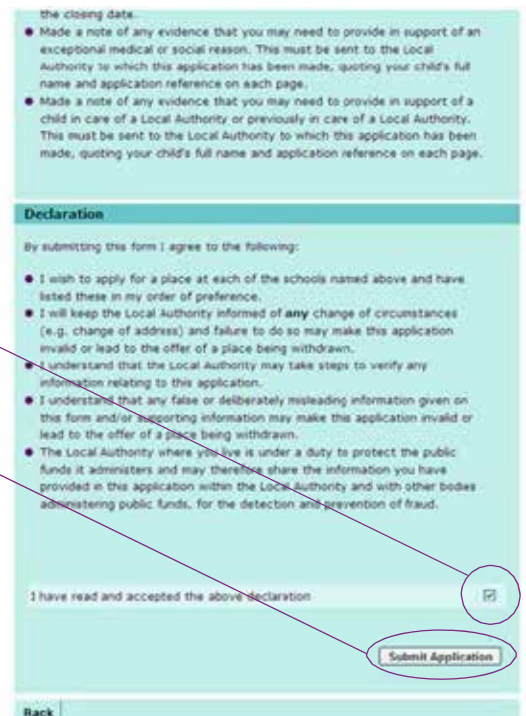
- Add your school preferences by first selecting the local authority that each school falls within.
- Make sure that you read the schools' admission criteria. This will be a guide as to the likelihood of being offered a place at the school you are interested in.
- Select and add the schools you wish to apply for. You can apply for up to six schools.
- For each school selected you will be asked a number of questions (such as whether there is a sibling at the school). Make sure you answer the questions correctly.



4

- Check all of the details entered are correct.
- Read the declaration and tick the box to accept it.
- Click the 'Submit Application' button.
- After you have submitted your application, you will be able to upload documents (see pages 7,15,16)
- You will receive an email confirmation with your application reference 313-2020-09-E-00001. If you do not receive an application reference, your application has not been submitted.

You must click the submit button by the closing date of the 15 January 2020. If you do not do this, your application will not be processed.



Being offered a place

If any school has more applicants than places available, the published admission criteria will be used to decide the order in which applicants will be offered places. The same process is carried out across London and decisions are made by all Admission Authorities by a common deadline and relayed back to the home local authority. This co-ordinated process eliminates multiple offers and will result in your child being offered the highest potential school you named in your list of preferences (if an offer can be made).

- If we can offer your child only one of the schools you applied for, your home local authority will offer you a place at that school, whatever borough or county the school is in.
- If we can offer your child more than one of the schools you applied for, your home local authority will look at your order of preference and offer you a place at the school that you have given a higher preference to on your application. All other lower ranked offers will be automatically withdrawn.
- If we cannot offer your child any of the schools you applied for and you are a London Borough of Hounslow resident, we will offer you a place at another school which has vacancies.

You will be sent an e-mail with the outcome of your application during the evening of **16 April 2020**. You must then log on to the eAdmissions website www.eadmissions.org.uk to respond to your offer of a school place.

If you have been offered your first preference school, you will not receive a letter. You must however respond to this offer online by going to www.eadmissions.org.uk and selecting 'view outcome and respond'.

If you have not been offered your first preference school, we will send you a letter by first class post on **16 April 2020** that will give you more information about the process and what to do next.

You will need to respond to your offer online by **30 April 2020**. After this date it will not be possible to do this online as the portal will close and you will need to contact the School Admissions team at admissions@hounslow.gov.uk

Waiting Lists

Community Schools

Your child's name will be put on the waiting list of any school which is a higher preference than the school they have been offered. This means that any lower preference school will no longer be considered.

The waiting lists will include those who have moved to the area and were unable to make an 'on-time' application. The waiting list will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

A waiting list is kept for each school which is oversubscribed. If you are not offered your first preference school, your child's name can be placed on the waiting list for any schools which you listed as a higher preference.

The waiting list will be in operation until the **31 August 2020**. In August, we will contact you again to ask if you want your child to remain on the waiting list until **31 December 2020**. If you do not reply your child's name will be removed from the waiting list. After 31 December 2020, you will need to make an in-year application.

It is not expected that many children will be admitted to schools from waiting lists as we get very few refusals of the school offered. Therefore, you should accept an alternative place in case we cannot offer you one of your preferred schools.

If you were unsuccessful in getting a place at any of your preferred schools, you have the option to apply for any school which you did not originally express a preference for. Although most schools are already full by this stage, your child's name will be added to the waiting list for schools listed.

Own Admission Authority Schools (e.g. Faith/Academy)

These schools maintain and manage their own lists. Contact the school directly for their wait list process.

Schools outside Hounslow

For information on how waiting lists are maintained for schools outside the London Borough of Hounslow, please contact the relevant admission authority for the school. Contact details can be found on page 59.

Appeals Procedures

You can appeal the refusal of a place at any Hounslow school which you listed as a preference on your application form. This will be heard by an independent panel.

For Hounslow Community schools only (see page 24) , you can download an appeal pack from the school appeal pages on our website www.hounslow.gov.uk/schoolappeals

Completed appeal forms should be returned by **15 May 2020** to:
Clerk to the Appeals Panel
Democratic Services
Hounslow House
7 Bath Road
Hounslow, TW3 3EB

If you have any queries regarding the appeal process, contact Democratic Services at schoolappeals@hounslow.gov.uk

For all other Hounslow schools, please contact the school directly for their appeals process and return all forms directly to the school by the closing date above.

If you appeal after the deadline, your appeal will still be scheduled, but it may be heard later than those who returned their appeal forms on time.

Please note that only one appeal per school may be made by a parent in any academic year unless there are changed circumstances.

Schools outside Hounslow

To appeal for a place at a school in another local authority, you will need to contact the appropriate authority directly. Contact details can be found on page 58.

For further information on appeals, visit.
www.ace-ed.org.uk
www.childrenslegalcentre.com

Infant Class Size Legislation

The law states that there must be no more than 30 pupils in an infant class (Reception, Year 1 and Year 2). An appeals panel can only allow more children in an infant class if they decide either:

- that the admission arrangements did not comply with admissions law and the child would have been offered a place if the arrangements had complied
- that the admission arrangements were not correctly and impartially applied and the child would have been offered a place if the arrangements had been correctly and impartially applied
- that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

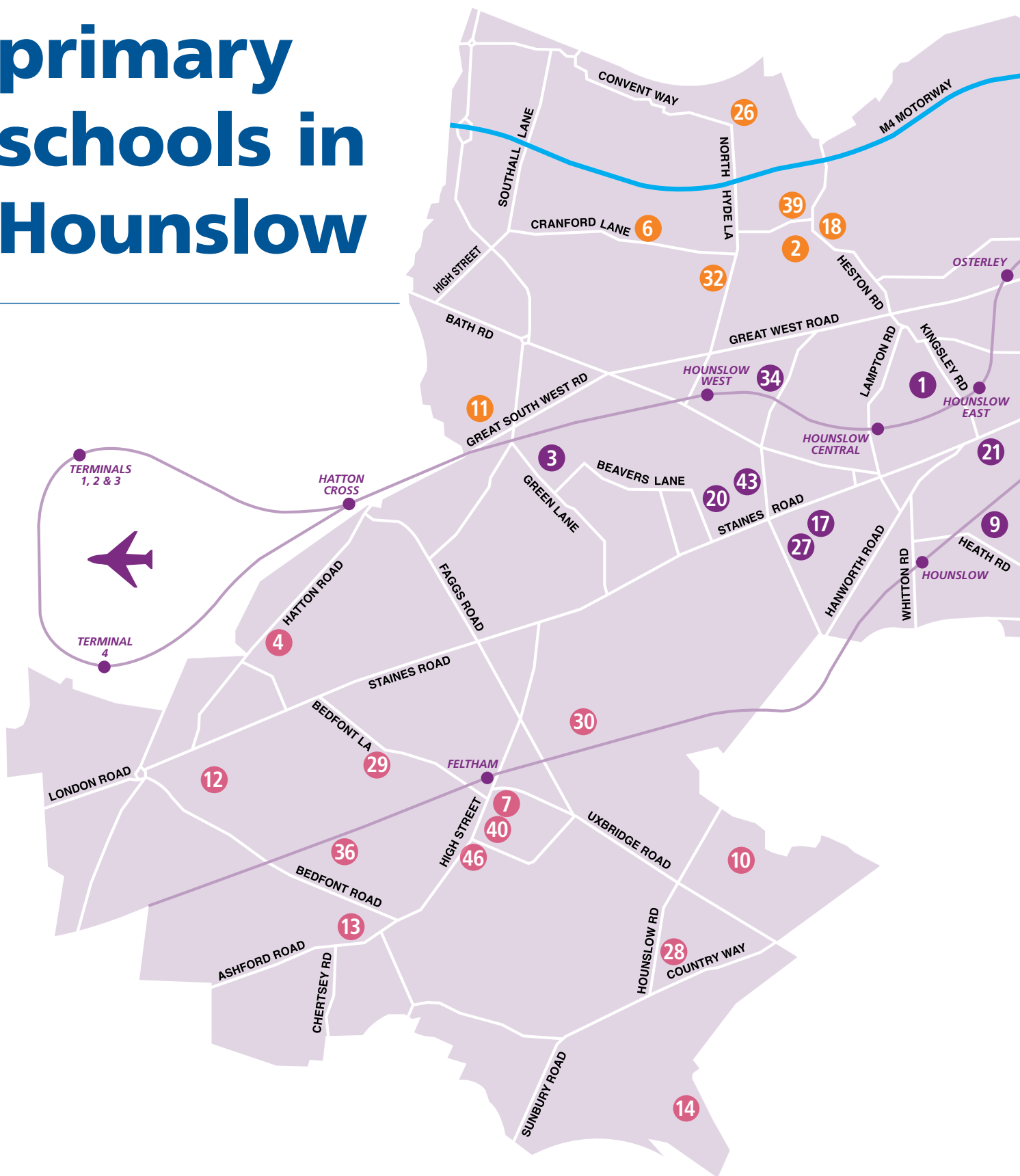
Information regarding the number of previous appeals heard and outcomes can be found on our website.

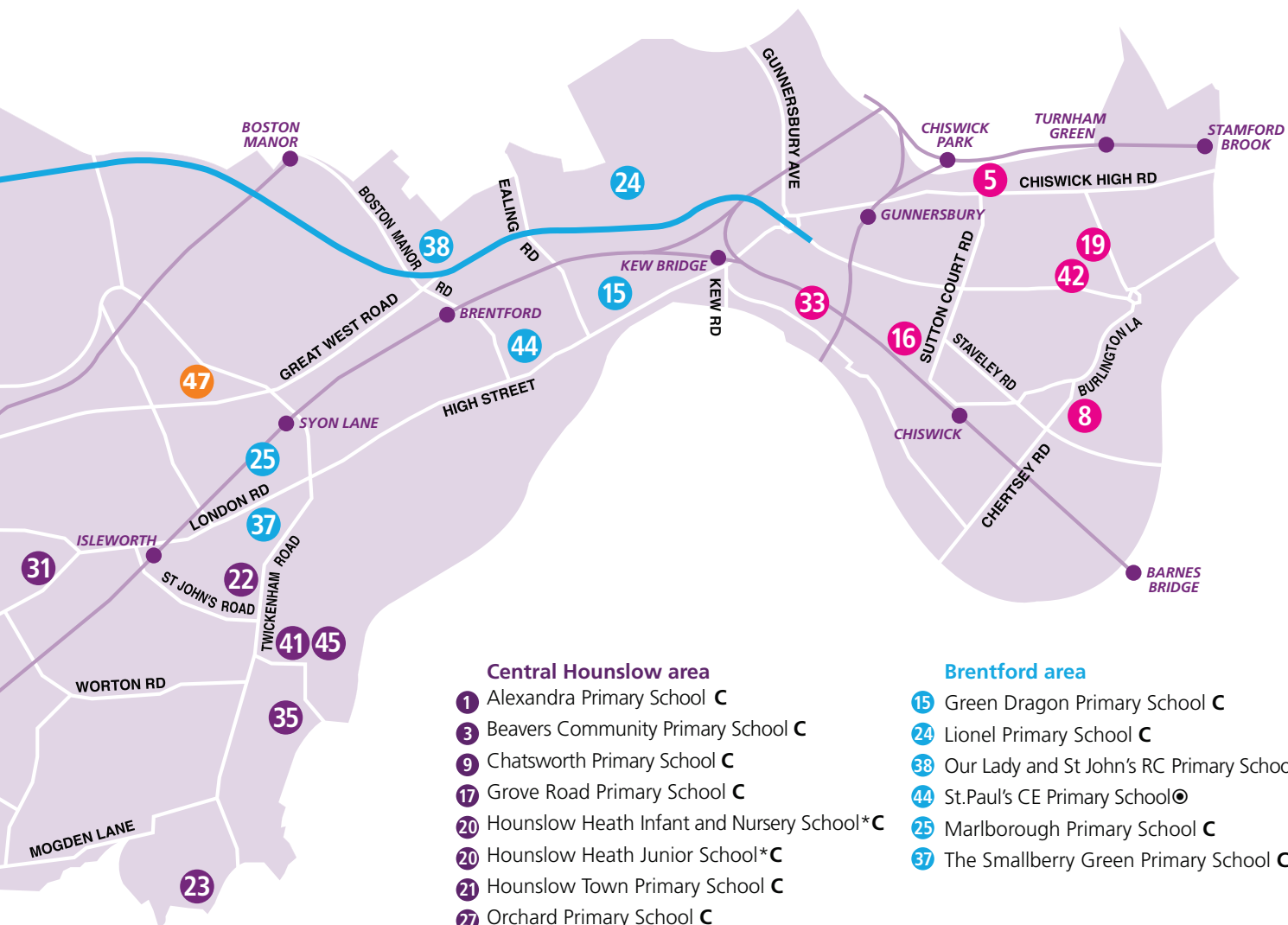


School Information

For all schools included in this brochure, children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Location of primary schools in Hounslow





Feltham and Hanworth area Bedfont

- 4 Primary School C
- 12 Fairholme Primary School C
- 7 Cardinal Road Infant and Nursery School***C**
- 7 Victoria Junior School***C**
- 13 Feltham Hill Infant and Nursery School***C**
- 13 Oak Hill Academy West London***◇**
- 40 St Lawrence RC Primary School**⊙**
- 29 Southville Primary School C
- 30 Sparrow Farm Infant and Nursery School***C**
- 30 Sparrow Farm Junior School***C** Edward
- 36 Pauling Primary School C
- 10 Crane Park Primary School C
- 14 St Richard's Church of England Primary School **◇**
- 28 Oriel Academy West London **◇**
- 46 Reach Academy **◇**

Central Hounslow area

- 1 Alexandra Primary School C
- 3 Beavers Community Primary School C
- 9 Chatsworth Primary School C
- 17 Grove Road Primary School C
- 20 Hounslow Heath Infant and Nursery School***C**
- 20 Hounslow Heath Junior School***C**
- 21 Hounslow Town Primary School C
- 27 Orchard Primary School C
- 43 St Michael and St Martin RC Primary School**⊙**
- 31 Spring Grove Primary School C
- 34 Wellington Primary School C
- 45 The Blue School CE Primary**⊙**
- 22 Isleworth Town Primary School C
- 23 Ivybridge Primary School C
- 41 St Mary's RC Primary School**⊙**
- 35 Worples Primary School C

Heston and Cranford area

- 11 Cranford Primary School C
- 2 Westbrook Primary School **◇**
- 6 Berkeley Primary School C
- 18 Heston Primary School C
- 26 Norwood Green Infant and Nursery School***C**
- 26 Norwood Green Junior School***◇**
- 32 Springwell School**C**
- 39 The Rosary Catholic Primary School**⊙**
- 49 Edison Primary School **F**
- 47 Nishkam School West London**⊙**

Brentford area

- 15 Green Dragon Primary School C
- 24 Lionel Primary School C
- 38 Our Lady and St John's RC Primary School**⊙**
- 44 St.Paul's CE Primary School**⊙**
- 25 Marlborough Primary School C
- 37 The Smallberry Green Primary School C

Chiswick area

- 5 Belmont Primary School C
- 8 Cavendish Primary School C
- 16 Grove Park Primary School C
- 19 The William Hogarth Primary School C
- 42 St Mary's RC Primary School**⊙**
- 33 Strand-on-the-Green Infant and Nursery School***C**
- 33 Strand-on-the-Green Junior School***C**

- * Separate junior and infant schools
- ⊙ Faith schools
- ◇ Academy
- C** Community School
- F** Free School

Primary Schools in Hounslow

Infant and nursery schools admit children aged 3 to 7, junior schools aged 7 to 11 and primary schools aged 3 to 11.

Key

* = Separate Junior and Infants schools

SIF = Supplementary Information Form these schools require a form to be completed as well as the common application form

DfE = Department of Education number

Community Schools

Alexandra Primary School

Denbigh Road, Hounslow, TW3 4DU

T: 020 8570 6105

E:office@alexandra.hounslow.sch.uk

www.alexandraprimaryschool.org

Executive Headteacher: Mr J Norton

Published Admission Number: 90

DfE number: 313/2014

Beavers Community Primary School

Arundel Road, Hounslow, TW4 6HR

T: 020 8570 9347

E:office@beavers.hounslow.sch.uk

www.beaversprimaryschool.org.uk

Headteacher: Ms D Scott

Published Admission Number: 90

DfE number: 313/2073

Bedfont Primary School

Hatton Road East, Bedfont, TW14 9QZ

T: 020 8890 7472

E:office@bedfont.hounslow.sch.uk

www.bedfontprimary.com

Headteacher: Mr G Davis

Published Admission Number: 90

DfE number: 313/2083

Belmont Primary School

Belmont Road, Chiswick, W4 5UL

T: 020 89947677

E:messages@belmont.hounslow.sch.uk

www.belmontprimaryschool.org.uk

Headteacher: Ms E Lacey

Published Admission Number: 60

DfE number: 313/2003

Cardinal Road Infant and Nursery School *

Cardinal Road, Feltham, TW13 5AL

T: 020 8890 6306

E:office@cardinalroad.hounslow.sch.uk

www.cardinalroad.co.uk

Headteacher: Mrs M Nowak

Published Admission Number: 90

DfE number: 313/2006

Cavendish Primary School

Edensor Road, Chiswick, W4 2RG

T: 020 8994 6835

E:office@cavendish.hounslow.sch.uk

www.cavendishschool.org.uk

Executive Headteacher: Mr G Murrell

Published Admission Number: 30

DfE number: 313/2007

Chatsworth Primary School

Heath Road, Hounslow TW3 2NE

T: 020 8560 6018

E:office@chatsworth.hounslow.sch.uk

www.chatsworthprimaryschool.co.uk

Headteacher: Mr D Wright

Published Admission Number: 90

DfE number: 313/3943

Crane Park Primary School

Norman Avenue, Hanworth, TW13 5LN

T: 020 8894 9047

E:office@cranepark.hounslow.sch.uk

www.craneparkprimary.org

Headteacher: Ms A Small

Published Admission Number: 60

DfE number: 313/2078

Cranford Primary School

Berkeley Avenue, Cranford, TW4 6LB

T: 020 8759 0305

E:office@cranfordprimary.hounslow.sch.uk

www.cranfordprimary.com

Headteacher: Ms M Walia

Published Admission Number: 90

DfE number: 313/2004

Edward Pauling Primary School

Redford Close, Feltham, TW13 4TQ

T: 020 8831 0841

E:office@edwardpauling.hounslow.sch.uk

www.edwardpauling.hounslow.sch.uk

Headteacher: Mrs F Sulma

Published Admission Number: 60

DfE number: 313/2063

Fairholme Primary School

Peacock Avenue, Bedfont, TW14 8ET
 T: 020 8890 2584
 E: office@fairholme.hounslow.sch.uk
 www.fairholme.hounslow.sch.uk

Headteacher: Ms H Willis
 Published Admission Number: 60
 DfE number: 313/2079

Feltham Hill Infant and Nursery School

Bedfont Road, Feltham, TW13 4LZ
 T: 020 8890 3814
 E: office@fhi.hounslow.sch.uk
 www.fhi.hounslow.sch.uk

Headteacher: Ms A White
 Published Admission Number: 120
 DfE number: 313/2021

Green Dragon Primary School

North Road, Brentford, TW8 0BJ
 T: 020 8568 3971
 E: office@greendragon.hounslow.sch.uk
 www.greendragonprimary.co.uk

Acting Headteacher: Mr R Martin
 Published Admission Number: 60
 DfE number: 313/2081

Grove Park Primary School

Nightingale Close, Chiswick, W4 3JN
 T: 020 8994 7405
 E: info@groveroad.hounslow.sch.uk
 www.groveroadprimary.co.uk

Headteacher: Ms R Davies
 Published Admission Number: 60
 DfE number: 313/2022

Grove Road Primary School

Cromwell Road, Hounslow, TW3 3QQ
 T: 020 8570 6132
 E: office@groveroad.hounslow.sch.uk
 www.groveroadprimary.co.uk

Headteacher: Ms L Gray
 Published Admission Number: 30
 DfE number: 313/2071

Heston Primary School

Heston Road, Heston, TW5 0QR
 T: 020 8572 5597
 E: info@heston-pri.hounslow.sch.uk
 www.hestonprimaryschool.co.uk

Headteacher: Ms C Behar
 Published Admission Number: 60
 DfE number: 313/3944

Hounslow Heath Infant and Nursery School*

Martindale Road, Hounslow, TW4 7HE
 T: 020 8570 2562
 E: office@hhin.hounslow.sch.uk

www.hounslowheathinfant.co.uk

Headteacher: Ms K Harper-Quinn
 Published Admission Number: 210
 DfE number: 313/2032

Hounslow Heath Junior School*

Selwyn Close, Hounslow, TW4 7BD
 T: 020 8570 1332
 E: office@hhjs.hounslow.sch.uk
 www.hounslowheathjunior.co.uk

Headteacher: Ms R Aulakh
 Published Admission Number: 210
 DfE number: 313/2031

Hounslow Town Primary School

School Road, Hounslow, TW3 1QZ
 T: 020 8570 1747
 E: office@hounslowtown.hounslow.sch.uk
 www.hounslowtownprimary.co.uk

Headteacher: Ms L Khalil
 Published Admission Number: 150
 DfE number: 313/2033

Isleworth Town Primary School

Twickenham Road, Isleworth, TW7 6AB
 T: 020 8560 5701
 E: office@isleworthtown.hounslow.sch.uk
 www.isleworthtown.hounslow.sch.uk

Headteacher: Mrs E Sheedy
 Published Admission Number: 120
 DfE number: 313/2034

Ivybridge Primary School

Summerwood Road, Isleworth, TW7 7QB
 T: 020 8891 2727
 E: office@ivybridge.hounslow.sch.uk
 www.ivybridgeprimaryschool.net

Headteacher: Ms C McKay
 Published Admission Number: 30
 DfE number: 313/2061

Lionel Primary School

Lionel Road North, Brentford, TW8 9QT
 T: 020 8560 5323
 E: office@lionel.hounslow.sch.uk
 www.lionelprimaryschool.co.uk

Headteacher: Ms M Hone
 Published Admission Number: 90
 DfE number: 313/2036

Marlborough Primary School

London Road, Isleworth, TW7 5XA
 T: 020 8560 3978
 E: office@marlborough.hounslow.sch.uk
 www.marlboroughschool.net

Executive Headteacher: Mr G Murrell
 Published Admission Number: 90
 DfE number: 313/2037

Norwood Green Infant and Nursery School*

Thorncliffe Road, Southall, UB2 5RN
T: 020 8574 1456
E: office@norwoodgreen-inf.hounslow.sch.uk
www.norwoodgreeninfants.org.uk

Headteacher: Mr D Willetts
Published Admission Number: 90
DfE number: 313/2039

Orchard Primary School

Orchard Road, Hounslow, TW4 5JW
T: 020 8570 6247
E: office@tops.hounslow.sch.uk
www.orchardprimary.com

Headteacher: Ms C Haslam
Published Admission Number: 90
DfE number: 313/3942

The Smallberry Green Primary School

Turnpike Way, Isleworth, TW7 5BF
T: 020 8580 2070
E: office@smallberrygreen.hounslow.sch.uk
www.smallberrygreen.org

Headteacher: Ms H Holton
Published Admission Number: 60
DfE number: 313/2064

Southville Primary School

Bedfont Lane, Feltham, TW14 9NP
T: 020 8890 6745
E: office@southville.hounslow.sch.uk
www.southville.hounslow.sch.uk

Headteacher: Miss J Lacey
Published Admission Number: 90
DfE number: 313/2030

Sparrow Farm Infant and Nursery School*

Denham Road, Feltham, TW14 0DB
T: 020 8890 2063
E: office@sparrowfarm-inf.hounslow.sch.uk
www.sparrowfarminfs.co.uk

Headteacher: Mrs A Cella
Published Admission Number: 90
DfE number: 313/2043

Sparrow Farm Junior School*

Sparrow Farm Drive, Feltham, TW14 0DG
T: 020 8890 7194
E: office@sfj.hounslow.sch.uk
www.sparrowfarmjuniors.co.uk

Headteacher: TBC
Published Admission Number: 90
DfE number: 313/2056

Spring Grove Primary School

Star Road, Isleworth, TW74HB
T: 020 8560 0965
E: office@springgrove.hounslow.sch.uk
www.springgrove.hounslow.sch.uk

Executive Headteacher: Ms M Buckby
Published Admission Number: 30
DfE number: 313/2044

Springwell School

Speart Lane, Heston, TW5 9EF
T: 020 8570 5702
E: office@springwelli.hounslow.sch.uk
www.springwell.org.uk

Headteacher: Mrs K Grewal
Published Admission Number: 120
DfE number: 313/2035

Strand-on-the-Green Infant and Nursery School*

Thames Road, Chiswick, W4 3NX
T: 020 8994 7921
E: office@strandin.hounslow.sch.uk
www.strandinfantandnursery.co.uk

Headteacher: Ms V Townsend
Published Admission Number: 90
DfE number: 313/2048

Strand-on-the-Green Junior School*

Thames Road, Chiswick, W4 3NX
T: 020 8994 7847
E: office@strandjuniors.hounslow.sch.uk
www.strandjuniors.co.uk

Headteacher: Ms R Woods
Published Admission Number: 90
DfE number: 313/2047

Victoria Junior School*

Victoria Road, Feltham, TW13 4AQ
T: 020 8890 9624
E: office@victoria.hounslow.sch.uk
www.victoriajunior.co.uk

Interim Headteacher: Mr D Lee
Published Admission Number: 90
DfE number: 313/2024

Wellington Primary School

Sutton Lane, Hounslow, TW3 4LB
 T: 020 8570 6130
 E: office@wellington.hounslow.sch.uk
 www.wellington.hounslow.sch.uk

Headteacher: Mrs D Norton
 Published Admission Number: 120
 DfE number: 313/2050

The William Hogarth Primary School

Duke Road, Chiswick, W4 2JR
 T: 020 8994 4782
 E: admin@hogarth.hounslow.sch.uk
 www.williamhogarthschool.co.uk

Headteacher: Ms A Stockley
 Published Admission Number: 30
 DfE number: 313/2082

Worple Primary School

Queens Terrace, Isleworth, TW7 7DB
 T: 020 8321 8100
 E: office@worple.hounslow.sch.uk
 www.worple.org

Interim Executive Headteacher: Ms M Bucky
 Published Admission Number: 30
 DfE number: 313/2051

Voluntary Aided Schools (Faith Schools) SIF**The Blue School CE Primary SIF**

North Street, Isleworth, TW7 6RQ
 T: 020 8560 6721
 E: office@blue.hounslow.sch.uk
 www.theblueschool.com

Headteacher: Ms R Jones
 Published Admission Number: 60
 DfE number: 313/3300

Our Lady and St John's RC Primary School SIF

Boston Park Road, Brentford, TW8 9JF
 T: 020 8560 7477
 E: admin@stjohnrc.hounslow.sch.uk
 www.ourladyandstjohns.org.uk

Headteacher: Mrs S Cunningham
 Published Admission Number: 30
 DfE number: 313/3502

The Rosary Catholic Primary SIF

10 The Green, Heston, TW5 0RL
 T: 020 8570 4942
 E: office@rosary.hounslow.sch.uk
 www.rosary.hounslow.sch.uk

Acting Headteacher: Ms F Bass
 Published Admission Number: 60
 DfE number: 313/3941

St Lawrence RC Primary School SIF

Victoria Road, Feltham, TW13 4FF
 T: 020 8890 3878
 E: office@st-lawrence.hounslow.sch.uk
 www.st-lawrencesprimary.co.uk

Headteacher: Mr L Duggan
 Published Admission Number: 60
 DfE number: 313/3503

St Mary's RC Primary School, Chiswick SIF

Duke Road, Chiswick, W4 2DF
 T: 020 8994 5606
 E: office@stmarys.hounslow.sch.uk
 www.stmaryschiswick.org.uk

Executive Headteacher: Ms J Hart
 Published Admission Number: 30
 DfE number: 313/3505

St Mary's RC Primary School SIF

South Street, Isleworth, TW7 7EE
 T: 020 8560 7166
 E: office@smi.hounslow.sch.uk
 www.smi.hounslow.sch.uk

Headteacher: Mr F Marsh
 Published Admission Number: 60
 DfE number: 313/3504

St Michael and St Martin RC Primary School SIF

Belgrave Road, Hounslow, TW4 7AG
 T: 020 8572 9658
 E: office@stmichaelrc.hounslow.sch.uk
 www.stmichaelandstmartin.co.uk

Headteacher: Mrs N Duggan
 Published Admission Number: 60
 DfE number: 313/3507

St. Paul's CE Primary School SIF

St Paul's Road, Brentford, TW8 0PN
 T: 020 8560 3297
 E: office@stpauls.hounslow.sch.uk
 www.stpauls.hounslow.sch.uk

Headteacher: Mr J Wright
 Published Admission Number: 60
 DfE number: 313/3302

Free Schools

Edison Primary School

Vicarage Farm Road, Hounslow, TW5 0AH
T: 020 8873 3337
E: info@edisonprimary.org
www.edisonprimary.org

Headteacher: Mrs A Dokal
Published Admission Number: 60
DfE number: 313/2029

Nishkam School West London SIF

152 Syon Lane, Osterley, TW7 5PN
T: 020 3141 8760
E: Enquiries.NSWL@nishkamschools.org
www.nishkamschooltrust.org

Headteacher: Mrs S Rai
Published Admission Number: 100
DfE number: 313/4002

Reach Academy Feltham SIF

53-55 High Street Feltham, TW13 4AB
T: 020 8893 1099
E: info@reachacademy.org.uk
www.reachacademyfeltham.com

Executive Principal: Mr E Vainker
Published Admission Number: 60
DfE number: 313/4000

Academy Schools

Berkeley Academy

Cranford Lane, Heston, TW5 9HQ
T: 020 8570 5700
E: office@berkeley.hounslow.sch.uk
www.berkeleyprimaryschool.co.uk

Executive Headteacher: Mr K Prunty
Published Admission Number: 60
DfE number: 313/2075

Norwood Green Junior School*

Thornciffe Road, Southall, UB2 5RN
T: 020 8574 1726
E: office@ngjs.hounslow.sch.uk
www.ngjs.co.uk

Headteacher: Mrs C Norfolk
Published Admission number: 120
DfE number: 313/2038

Oak Hill Academy West London*

Ashford Road, Feltham TW13 4QP
T: 020 8890 4560
E: office@oakhill-aspirations.org
www.oakhill-aspirations.org

Principal: Mrs R Saim
Published Admission Number: 120
DfE number: 313/2020

Oriel Academy West London

Hounslow Road, Hanworth, TW13 6QQ
T: 020 8894 9395
E: office@oriel-aspirations.org
www.orielschool.org

Principal: Ms E Linney
Published Admission Number: 60
DfE number: 313/2005

St Richard's Church of England Primary School

Forge Lane, Hanworth, TW13 6UN
T: 020 8898 0848
E: office@strichards.hounslow.sch.uk
www.strichardsschool.org.uk

Headteacher: Mrs D Hurst
Published Admission Number: 30
DfE number: 313/2015

Westbrook Primary School

Westbrook Road, Heston, TW5 0NB
T: 020 8570 9942
E: office@westbrookprimary.com
www.westbrookprimary.com

Headteacher: Mr M Tatters
Published Admission Number: 90
DfE number: 313/2062

Common definitions

To avoid repetition, the following common definitions will apply unless indicated otherwise in the school's criteria.

For all schools included in this brochure, children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 55.

Looked after and previously looked after children (England and Wales)

In the admission arrangements for all schools looked after and previously looked after children will be considered to be:

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

- (i) Were adopted under Section 46 of the Adoption and Children Act 2002
- (ii) Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order, which settles the arrangements to be made as to the person with whom a child is to live.
- (iii) Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority. Places will be allocated under this criterion when places are first offered.

Please ensure that you submit documentary evidence to support your application. This may be a letter and/or other documentary evidence from the children's social worker or other relevant professional. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

Exceptional Medical and Social Need

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical and social needs will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. Medical applications are considered on a case by case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school.

The request for the admission authority to consider medical and social priority must be submitted at the same time as making your online application

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. Any documentation that does not provide the specific evidence requested, will not be considered.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

Your request will be carefully considered by the Admission Authority of the school. They will ensure that the evidence is assessed objectively taking into account current admission legislation guidance.

Not all schools offer this priority. Please see individual school information on pages 31-53.

Sibling

Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2020. This would not apply if the sibling was due to leave in the July before the younger child is to be admitted.

Twins/Triplets/Multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

These children will be considered as 'excepted pupils' until such time as the published admission number reverts.

Distance

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the walking route.

It starts from a point of measurement in the **"foot print" or "seed point"** of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print" or "seed point" the route firstly connects to the nearest node of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the OS Mastermap Highways Network. The OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road.

The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the Local Authority's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system.

If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Hounslow Community Infant and Primary Schools

Admission criteria

Please see school list on page 24.

The criteria below have been summarised. Full details of our determined admission arrangements can be found on our website under admission arrangements.

www.hounslow.gov.uk/admissions

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. **Looked after or previously looked after children***
2. **Exceptional Medical and Social Need***
3. **Sibling***
4. **Children of staff** – children of any member of staff, regardless of role in the school where
 - a) The member of staff has been employed at the school for two or more years at the time of application or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. **Distance***

*Common definitions can be found on page 29

How places were offered in 2019:

See page 47

Tie breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to reception classes is determined using the admission criteria for primary schools. **Attendance at a nursery does not guarantee a reception place at an attached infant or primary school.**

Appeals

Appeal forms can be downloaded from www.hounslow.gov.uk/schoolappeals

Berkeley Academy

Admission Criteria

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

- 1. Looked after or previously looked after children***
- 2. Exceptional medical and social need***
- 3. Sibling***
- 4. Children of Members of Staff**
Regardless of their role in the academy, children of any member of staff where the member of staff has been an employee of the school for two years or more continuously by the time at which the application for admission to the academy is made.
- 5. Distance***

*Common definitions can be found on page 29.

Tie breaker

If there is one place available in the applicant's chronological year group and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance* criterion.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

See page 47

The Blue School

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Church of England looked after children and previously looked after children*

2. Active membership by the child’s family of a Church of England Church.

Family relates to the child’s permanent legal carer. This includes either a parent or parents or permanent legal carer/s or permanent legal guardian/s.

3. All other looked after children and previously looked after children*

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	CofE –LAC	Active member of CofE Church	All other LAC	Active member of other Christian denomination	Active member of another	Any other children	Published Admission Number	Total on time applications
Allocation		58* (includes 32 sibling)		2			60	229

*last distance offered - 3.502 miles

4. Active membership by the child’s family of another Christian denomination.

5. An applicant who desires a religious background to education and is an active member of another faith.

An active membership of the Church or other faith is considered to be twice a month for two years immediately before application. Applicants in categories 1, 2, 4 & 5 should obtain from the school the Supplementary Information Form which should be completed by their minister of religion in support of their application, so that the Governors may consider their application fully.

6. Any other children

In the event of over-subscription in any of the above categories, the Governors will give priority in the following order:

i) An applicant with a sibling still attending the school at the time of entry.

ii) Proximity between home to school (see Distance*).

iii) Tie breaker - places will be allocated by means of ‘random allocation’. This process will be supervised by a person who is independent of the school.

*Common definitions can be found on page 29.

Edison Primary School

Admission Criteria

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

- 1. Looked after or previously looked after children***
- 2. Exceptional Medical and Social Need***
- 3. Sibling** – brother or sister (that is, another child of the same parents, whether living at the same address or not) a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit, at the same address.
- 4. Children of staff employed by the school** - where the member of staff has been recruited to fulfil a skills shortage.
- 5. Proximity to school (see distance*)**
Once the first four priorities have been met the trust will then allocate 70% of the remaining places according to proximity to the school gate.

6. Any other children

Where there are more applications that meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently operated.

*Common definitions can be found on page 29.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	LAC	Med/Soc	Sibling	Staff	Distance	Any other children	Admission Number	Total on time application
Allocation			15		45*		60	233

*random allocation

Nishkam School

West London

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of applicants is greater than the published admission number, up to 50% of places will be offered to each of the following two categories.

Category 1 – Faith based places

Faith based applicants will be ranked in the following order.

Priority Faith-based places

- I. **Looked after or previously looked after children*** – applying for a faith place.
- II. **Siblings*** – applying for a faith place.
- III. **Children of staff** – applying for a faith place. Children of staff who have been employed at the school or Nishkam School Trust for at least two years at the time of application, or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Remaining Faith-based places will be allocated in the following order.

- I. **Child (and/or parent/s or guardian/s) is/are Amritdhari (formally initiated) Sikhs.**

- II. **Keshdhari Sikh child (has uncut hair).**

- III. **Child (and/or parent/guardian) is/are baptised (or formally initiated) in their respective religion.**

Category 2 – Open Places

Open place applicants will be ranked in the following order.

Priority Open places

- I. **Looked after or previously looked after children***
- II. **Siblings***
- III. **Children of staff** - Children of staff who have been employed at the school or Nishkam School Trust for at least two years at the time of application, or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

All other open place applicants will be ranked by proximity to the School using the distance* measurement.

The following process will be followed when the 'faith' and 'open' place categories are undersubscribed or oversubscribed.

- a. Undersubscription within a category
If the school is undersubscribed within a category, additional offers will be made to children from the other category until the admission number of 50 is met or all applicants have been offered a place.
- b. Oversubscription within a category or sub-category
Where the number of applications is greater than the admission number, all applications will be ranked using the oversubscription criteria set out above. Thereafter, all other applications will be ranked using proximity to the school based on the distance* measurement.

***Common definitions can be found on page 29.**

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	Faith Based applications					Open Place applications			Published Admission Number	Total on time applications
	LAC	Sibling	Faith - Amritdhari	Faith - Keshadhari	Faith - other	LAC	Sibling	Distance		
Allocation	0	8	6 – last distance 4.4 miles	34 – last Distance 4.7 miles	0	0	14	36 – last distance 2.1 miles	100	237

Oriel Academy

West London

Admission Criteria

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Looked after or previously looked after children*
2. Children with a sibling already at the Academy, ordered by shortest distance between home and Oriel Academy West London (see distance*)
3. Children of staff in the following circumstances:
 - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and
 - b. children of newly appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)
4. Children who live nearest to the school - see distance*

*Common definitions can be found on page 29.

Tie break

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance* criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	LAC	Sibling	Staff	Distance	Published Admission Number	Total on time applications
Allocation				All offered	60	82

Our Lady and St John Catholic Primary School

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Catholic looked after and previously looked after children *
2. Catholic children who are resident in the parish of St John and who have a sibling at the school at the time of admission.
3. Catholic children who are resident in the Parish of St John Brentford in order of distance* from the school.
4. Other Catholic children in order of distance* from the school.
5. Other looked after and previously looked after children*
6. Children of Catechumens and members of an Eastern Christian Church.
7. Children of other Christian denominations whose membership is evidenced by a Minister of Religion.
8. Children of other faiths whose membership is evidence by a religious leader.
9. Any other children.

*Common definitions can be found on page 29.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	Catholic LAC	Baptised Catholic in Parish with sibling	Baptised Catholic in Parish – distance	Other baptised Catholics	Other LAC	Catechumens and Eastern Christian Church members
Allocation		14	14*			

Criteria	Christians with letter from minister	Other faiths with letter from minister	Any other children	Published Admission Number	Total on time applications
Allocation	2			30	69

*last distance offered 0.712 miles

Reach Academy Feltham

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

- 1. Looked after or previously looked after children***
- 2. Children eligible for the Early Years Pupil Premium at the time of application to the school and attending Reach Academy Feltham Nursery.**
- 3. Exceptional medical and social need ***
- 4. Siblings***
- 5. Up to 16 places to be allocated to children eligible for the Pupil Premium at the time of application who live in a TW13 or TW14 postcode.** If you wish to be considered under this criterion, please complete the school's supplementary information form. This can be obtained from the school office or downloaded from the school website and should be returned to the school by the closing date. Where there are more applications that meet this criterion than the 16 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently operated.

- 6. Up to two places to be allocated to children of staff at the school in either or both of the following circumstances:**

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Where there are more applications that meet this criterion than the two places allocated, places will be allocated by the use of an electronic ballot system, which will be independently monitored.

- 7. Families who live in a TW13 or TW14 postcode.**

Priority will be given to children living in the TW13 and TW14 postcodes. Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently operated.

- 8. Any other children.** Where there are more applications than meet this criterion than there are places in the school, places will be allocated by the use of an electronic ballot system, which will be independently operated.

*Common definitions can be found on page 29.

Tie break

In the event that any applicants have equal rights to a place under any of the criteria above, places will be allocated using an electronic random allocation system, which will be independently operated.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	LAC	Early Years Pupil Premium and attending Reach Nursery	Med / Soc	Sibling	Pupil Premium	Staff	In PAA	Any other children	Published Admission Number	Total on time applications
Allocation		16	2	29	2	1	10		60	351

The Rosary Catholic Primary School

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. **Catholic looked after and previously looked after children***
2. **Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of Heston, Cranford or Osterley.**
3. **Other baptised Catholic children with a Certificate of Catholic Practice.**
4. **Other baptised Catholic children.**
5. **Other looked after children and previously looked after children**
6. **Children of catechumens and members of an Eastern Christian Church**
7. **Children of Christians of other denominations with a Baptismal Certificate or a Certificate of Dedication and whose application is supported by a letter from their minister confirming membership of the parish community.**

8. Children of other faiths whose application is supported by a letter from a religious leader, confirming membership of the faith community.

9. Any other children

In the event of oversubscription within each or any of the above categories, places will be awarded in each category in the following order:

1. Applicants with exceptional social, medical or pastoral needs.
2. Applicants with a brother/sister at the school at the time of enrolment.

***Common definitions can be found on page 29.**

Tie Break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school. See distance*

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	Catholic LAC	Catholics with COCP in Parish	Other Catholic with COCP	Other Catholics	Other LAC	Catechumens and Eastern Christian Church members	Christians with baptismal cert & letter from minister
Allocation		21	8	4		1	2

Criteria	Christians without baptismal cert & letter from minister	Other faiths with letter from minister	Any other children	Published Admission Number	Total on time applications
Allocation		2	3	60	99

St Lawrence Catholic Primary School

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school's website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Catholic looked after children and previously looked after children*
2. Baptised Catholic children who have a sibling* at the school at the time of admission and with Certificate of Catholic Practice (CCP)
3. Baptised Catholic children whose parent is a qualified teacher who has been employed at the school for two or more years at the time of application or a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
4. Baptised Catholic children who reside in the parish of St Lawrence (as per the parish boundary map on the school website) and who practice weekly as evidenced by the CCP.
5. Baptised Catholic children who do not reside in the parish of St Lawrence (as per the parish boundary map on the school website) and who practice weekly as evidenced by the CCP.
6. Baptised Catholic children who reside in the parish of St Lawrence (as per the parish boundary map on the school website), who do not meet criteria 1-5.
7. Baptised Catholic children who do not reside in the parish of St Lawrence (as per the parish boundary map on the school website) who do not meet criteria 1-5.
8. Non-Catholic looked after children or previously looked after children*
9. Non-Catholic children whose parent is a qualified teacher who has been employed at the school for two or more years at the time of application or a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
10. Catechumens and members of an Eastern Christian Church.
11. Christians of other denominations whose application is supported either by a certificate of baptism or by a minister of religion.
12. Children of other faiths whose application is supported by a religious leader.
13. Any other children.

*Common definitions can be found on page 29.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school (see distance*)

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	Catholic LAC	Catholic with COCP and sibling	Catholic children of staff member	Catholic with COCP in Parish	Catholic with COCP not in Parish	Catholic in parish who do not meet criteria 1-4	Catholic not in parish who do not meet criteria 1-4
Allocation		22	1	35	2		

Criteria	Non-Catholic LAC	Catechumens and Eastern Christian Church members	Christians with letter from minister	Other faiths with letter from minister	Published Admission Number	Total on time applications
Allocation					60	192

St Mary's Catholic Primary School, Chiswick

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. **Baptised Catholic looked after children and previously looked after children***
2. **Baptised Catholic candidates, with a Certificate of Catholic Practice, resident within the catchment area at the time of application (see school website for catchment area)**
3. **Baptised Catholic Candidates, with a Certificate of Catholic Practice, resident outside the catchment area at the time of application.**

4. **Baptised Catholic Candidates, resident within the catchment are at the time of application.**
5. **Baptised Catholic Candidates resident outside the Catchment Area at the time of application.**
6. **Other Looked After Children and previously Looked After Children***
7. **Candidates from other Christian denominations**
8. **Other Candidates.**

In the event of oversubscription within each or any of the above categories, places will be awarded in each category in the following order:

1. **Candidates with exceptional social, medical or pastoral needs.**
2. **Candidates with a sibling of statutory school age attending the school at the time of admission (not application). If there are more siblings in any category, places will be allocated by the use of an electronic random allocation system, which will be independently operated.**
3. **The balance of the places will be allocated by the use of an electronic random allocation system, which will be independently operated.**

*Common definitions can be found on page 29.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	Catholic LAC	Catholic with COCP in parish, baptised within 12 months of birth	Catholic with COCP in parish, not baptised within 12 months of birth	Catholic with COCP not in catchment	Baptised Catholic in catchment	Baptised Catholic outside catchmen	Other LAC
Allocation	1	18	5	2	1		

Criteria	Christian with letter from minister	Any other children	Published Admission Number	Total on time applications
Allocation		3	30	86

St Mary's Catholic Primary School, Isleworth

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Catholic looked after children and previously looked after children*
2. Catholic children with a Certificate of Catholic Practice whose application is supported by a baptism certificate for the child and the child is resident, at the time of application, within the parishes of:
 - Our Lady of Sorrows & St Bridget's, Isleworth
 - St Vincent de Paul, Osterley
 - St Margaret of Scotland, St Margaret's Twickenham

Additional copies of maps of parish boundaries are available from the school website, your Parish and the Diocese of Westminster Tel: 020 7798 9033

3. Catholic children with a Certificate of Catholic Practice whose application is supported by a baptism certificate for the child.
4. Catholic children whose application is supported by a baptism certificate for the child.
5. Other looked after or previously looked after children *

6. Children who are Catechumens or members of other Eastern Orthodox Churches, whose application is supported either by a letter from the priest confirming membership of the order of catechumens or a baptism certificate for the child or a certificate of reception from the authorities of that Church.
7. Children of other Christian denominations with a Baptismal Certificate or a Certificate of Dedication whose application is supported by their Minister.
8. Christians without a Baptismal Certificate or a Certificate of Dedication whose application is supported by their Minister.
9. Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith community.
10. Any other applicants

If the school is oversubscribed the following priority will be applied to each of the above criteria.

- A. Top priority will be given to any child within each of the above criteria who has a social, medical or pastoral need¹ which can only be met at St Mary's Catholic Primary School Isleworth.

¹Compelling written evidence at the time of application from a recognised professional body such as a social worker, doctor or priest must be provided and will be treated in the strictest confidence

- B. Priority will be given to any child within each of the above criteria who has a sibling* in the school at the time of admission.

Then, if the school is still oversubscribed proximity of the child's residence to the school is used (see distance* definition). For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

*Common definitions can be found on page 29.

How places were offered in 2019:

Criteria	Catholic LAC	Baptised Catholic with COCP in parish	Baptised Catholic with COCP	Baptised Catholic	Other LAC	Catechumen and Eastern Christian Church members with letter from minister	Baptised Christian with letter from minister	Christian with letter from minister	Other faiths with letter from minister	Any other	Published Admission Number	Total on time applications
Allocation	0	40 (includes 21 sibling)	9* (includes 1 sibling)	1			2	1		5	60	161

*last distance offered – 7.897 miles

St Michael and St Martin Catholic Primary School

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Catholic looked after and previously looked after children*
2. Baptised Catholic children, with a Certificate of Catholic Practice (CCP), who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a CCP who are resident in the Parish of St Michael and St Martin.
4. Other baptised Catholics with a CCP who do not reside in the parish of St Michael and St Martin.
5. Other baptised Catholics without a CCP
6. Non-Catholic looked after and previously looked after children*
7. Children of catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by a letter from their minister confirming membership of their faith community.
9. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
10. Any other children.

*Common definitions can be found on page 29.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school (see distance*)

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	Catholic LAC	Baptised Catholic with COCP and sibling	Baptised Catholic with COCP in Parish	Other Baptised Catholic	Other LAC	Catechumens and Eastern Christian Church members	Christians with letter from minister
Allocation		26	34				

Criteria	Other faiths with letter from minister	Any other children	Published Admission Number	Total on time applications
Allocation			60	196

St Paul's CE Primary School

Admission Criteria

Supplementary Information Forms required – forms available from school website and must be returned directly to the school.

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Looked after or previously looked after children*

2. Foundation Places (48 places) - Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Children of families who worship regularly in a Church of England church.
- Children who reside in the Parish of Brentford (please see www.london.anglican.org/directory/brentford-team-ministry) and who worship regularly in a church or chapel of another Christian denomination as defined by the following:

a) Churches together in England (including associated members).

b) Churches together in Britain & Ireland (including associated members)

c) The Evangelical Alliance (including associated members).

3. Open Places (12 places) - Parent's applying for an Open Place do so knowing that the school aims to provide an education based upon Christian values. Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Applicants who will have a sibling in the main school on the date of admission.
- Proximity of home to school (see distance*)

In the event of any one of the above categories in both the Foundation and Open Places being oversubscribed, places will be allocated as follows, in order of priority: -

- 1) Applicants who will have a sibling in the main school on the date of admission.
- 2) Applicants whose parent has been a qualified teacher working at the school for 2 or more years at the time of the application and who will be in position at the date of admission.
- 3) Proximity of home to school (see distance*)

***Common definitions can be found on page 29.**

Tie break

In the event of two applicants having the same distance random allocation will be used to decide the place.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	LAC	Foundation Places	Open Places	Published Admission Number	Total on time applications
Allocation		All offered		60	107

St Richard's Church of England Primary School

Admission Criteria

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 55.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Looked after and previously looked after children*
2. Children who have a sibling already attending the school at the time of admission.
3. Children who live within the Parish of St Richard of Chichester, Hanworth. you can find out if you live in the parish by entering your postcode at www.achurchnearyou.com/parishmap.php
4. All other applicants with priority being given to those who live nearest to the school (see distance*).

* Common definitions can be found on page 29.

Tie Break

In the event that two children live the same distance from the school, then a decision will be made using random allocation.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	LAC	Sibling	Children in Parish	Any other children	Published Admission Number	Total on time applications
Allocation			All offered		30	39

Westbrook Primary School

Admission Criteria

The criteria below have been summarised and you will need to refer to the school's website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 55.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. **Looked after or previously looked after children***
2. **Exceptional medical and social need**
3. **Sibling**
4. **Children of members of staff** – who have been employed by Westbrook primary school for two or more years at the date of application or, if employed for less than two years, were recruited to fill a vacant post for which there was a demonstrable skill shortage with priority given to those living closer to the school (see distance*)

5. **Children living within the Priority Admission Area**
- with priority given to those living closer to the school (see distance*)

6. **All other children** - with priority given to those living closer to the school (see distance*)

* **Common definitions can be found on page 29.**

Tie break

Where two applications cannot otherwise be separated because the distance from the children's respective home addresses and the school are equal, places will be allocated by the drawing of lots in the presence of an independent witness.

Appeals

Contact the school directly for information on how to make an appeal.

How places were offered in 2019:

Criteria	LAC	Med/Soc	Sibling	Staff	Distance - in PAA	Any other children	Published Admission Number	Total on time applications
Allocation	All offered						90	191

Allocations by Hounslow schools - September 2019

School Name	Looked After	Medical/ Social	Sibling	Distance	Published Admission Number	Total on Time Applications
Alexandra Primary			33	57	90	285
Beavers Primary			52	38	90	210
Bedfont Primary		2	33	25	60	173
Belmont Primary	2		29	29	60	411
Berkeley Primary			29	31	60	197
Blue School			see page 33		60	229
Cardinal Rd I&N			23	66	90	206
Cavendish Primary			4	26	30	81
Chatsworth Primary			37	43	90	173
Crane Park Primary			23	25	60	103
Cranford Primary	1		36	53	90	143
Edison Primary			see page 34		60	233
Edward Pauling Primary			31	29	60	240
Fairholme Primary			23	36	60	120
Feltham Hill I&N			20	100	120	348
Green Dragon Primary			22	38	60	118
Grove Park Primary			19	41	60	305
Grove Road Primary			8	22	30	225
Heston Primary			20	38	60	227
Hounslow Heath I&N			67	113	180	389
Hounslow Town Primary			43	81	150	298
Isleworth Town Primary			43	77	120	400
Ivybridge Primary			19	10	30	55
Lionel Primary			30	60	90	208
Marlborough Primary			36	54	90	297
Nishkam School West London			see page 35		100	237
Norwood Green I&N			49	41	90	178
Orchard Primary			41	42	90	201
Oriel Academy West London			see page 36		60	82
Our Lady & St Johns RC			see page 37		30	69
Reach			see page 38		60	351
Rosary RC Primary			see page 39		60	99
Smallberry Green Primary			26	32	60	206
Southville I&N	2		48	40	90	179
Sparrow Farm I&N			23	37	60	107
Spring Grove Primary			15	15	30	348
Springwell I&N			36	37	90	215
St Lawrence RC Primary			see page 40		60	192
St Mary's RC - Chiswick			see page 41		30	86
St Mary's RC - Isleworth			see page 42		60	161
St Michaels & St Martin RC			see page 43		60	196
St Paul's CofE Primary			see page 44		60	107
St Richard's RC Primary			see page 45		30	39
Strand on the Green I&N	1		39	50	90	329
Wellington Primary			29	85	120	310
Westbrook Primary			see page 46		90	193
William Hogarth Primary			6	24	30	135
Worple Primary			10	20	30	150

Last Criteria and distance offered - September 2019

School	Last Criteria Offered	Distance - miles
Alexandra Primary	Distance	0.751
Beavers Primary	Distance	0.669
Bedfont Primary	Distance	0.425
Belmont Primary	Distance	0.308
Berkeley Primary	Distance	0.560
Blue School	see page 33	
Cardinal Rd I&N	Distance	1.717
Cavendish Primary	All Offered	
Chatsworth Primary	All Offered	
Crane Park Primary	All Offered	
Cranford Primary	All Offered	
Edison Primary	see page 34	
Edward Pauling Primary	Distance	0.921
Fairholme Primary	Distance	2.365
Feltham Hill I&N	Distance	1.031
Green Dragon Primary	All Offered	
Grove Park Primary	Distance	0.417
Grove Road Primary	Distance	0.392
Heston Primary	All Offered	
Hounslow Heath I&N	All Offered	
Hounslow Town Primary	All Offered	
Isleworth Town Primary	All Offered	
Ivybridge Primary	All Offered	
Lionel Primary	Distance	2.083
Marlborough Primary	Distance	4.423
Nishkam School West London	see page 35	
Norwood Green I&N	All Offered	
Orchard Primary	All Offered	
Oriel Academy West London	see page 36	
Our Lady & St Johns RC	see page 37	
Reach academy Feltham	see page 38	
Rosary RC Primary	see page 39	
Smallberry Green Primary	All Offered	
Southville I&N	All Offered	
Sparrow Farm I&N	All Offered	
Spring Grove Primary	Distance	0.276
Springwell I&N	All offered	
St Lawrence RC	see page 40	
St Mary's RC - Chiswick	see page 41	
St Mary's RC - Isleworth	see page 42	
St Michaels & St Martin RC	see page 43	
St Paul's CofE Primary	see page 44	
ST Richard's RC Primary	see page 45	
Strand on the Green I&N	Distance	0.730
Wellington Primary	All Offered	
Westbrook Primary	see page 46	
William Hogarth Primary	Distance	0.976
Worple Primary	Distance	1.048

Transferring to junior school

If your child is born between **1 September 2012** and **31 October 2013** and is currently in Year 2 in an infant school, you should apply for a Year 3 place in a junior school by **15 January 2020**.

All Hounslow residents with children in a separate Infant school in Year 2 will need to apply online using eAdmissions. Please see the completing your application information on page 12.

Further information can be found on our website www.hounslow.gov.uk/primaryadmissions

Complete the application naming your preferred junior schools, whether they are junior schools in London Borough of Hounslow or junior schools outside the borough. **Do not name any primary schools or private schools.**

If you name a junior school in another area your home authority will pass on this information to the maintaining authority for the junior school.

Children attending an infant school have top priority for admission to the linked junior school after Looked after or previously looked after children. Once linked infant school applicants have been placed, other external applicants will be considered in accordance with the published admission criteria for each school. You are strongly advised to apply to your linked junior school. Please see the list of linked schools below.

However please be aware that your child can only be admitted to a different junior school if there are vacancies after all applications from its linked infant school have been admitted.

If you want to make an application for a Year 3 place in a primary school, you must make an In-Year application. In-Year applications for Year 3 places in primary schools can only be considered from **1 July 2020** (summer term 2020). More information about the In-Year application process is available on page 55.

Your application outcome

You will be sent an email advising you of the result of your application on the evening of **16 April 2019**.

Late applications

It is very important that submit your application by the closing date of **15 January 2020**. Late applications will only be considered after the allocation of all applications received on time. Please see page 16 regarding late applications and page 9 for key dates.

Linked schools

Cardinal Road Infant and Nursery School Linked to Victoria Junior School

Hounslow Heath Infant and Nursery School Linked to Hounslow Heath Junior School

Norwood Green Infant and Nursery School Linked to Norwood Green Junior School

Sparrow Farm Infant and Nursery School Linked to Sparrow Farm Junior School

Strand on the Green Infant and Nursery School Linked to Strand on the Green Junior School

Admission of children outside their normal age group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Department for Education guidance states that: 'The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances'. If you have any concerns you should seek support from your child's current school.

Before making your decision, you are encouraged to discuss how your child's needs can be met in a Year 3 class with the Headteacher of your preferred schools.

You must make your request at the same time as making your online application for your child's actual age group and upload your supporting documentation using the document type – out of cohort. If your request is not made at the same time as your online application, we may not be able to consider this at a later date.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with your child to consider whether any of the following apply;

- whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether your child's physical maturity places them in a position of being developmentally different from their peer group
- whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

Your request will be considered and you will be notified before 16 April. If your request is agreed, the Admission Authority will advise you of how to proceed with your application.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if your child is offered a place at the school but it is not in your preferred age group.

If your child is currently being educated outside of their normal age group, please contact us on admissions@hounslow.gov.uk or 020 8583 2721, as you will not be able to make your application online.

You will also need to provide us with written evidence supporting your application so that it can be forwarded to the appropriate Admission Authority for consideration.

Hounslow Community Junior Schools

Admission criteria

Please see school list on page 24.

The criteria below have been summarised. Full details of our determined admission arrangements can be found on our website

www.hounslow.gov.uk/admissions

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. **Looked after or previously looked after children***
2. **Linked Infant Schools – see page 48 for list of linked schools**
3. **Exceptional Medical and Social Need***
4. **Sibling***
5. **Children of staff** - children of any member of staff, regardless of role in the school where
 - c) The member of staff has been employed at the school for two or more years at the time of application or
 - d) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. **Distance***

*Common definitions can be found on page 29.

Tie Breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Appeals

Appeal forms can be downloaded from www.hounslow.gov.uk/schoolappeals

Norwood Green Junior School

Admission Criteria

The criteria below have been summarised and you will need to refer to the school website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. **Looked after or previously looked after children***
2. **Linked infant school children**
3. **Exceptional Medical and Social Need***
4. **Sibling***
5. **Distance***

***Common definitions can be found on page 29.**

Tie break

Where two or more applicants for the last remaining place/s have equal priority, further priority will be determined by distance* from home to school. In the event that the distance is equal, we will draw lots in the presence of an independent witness, to determine which applicant should be offered the place.

Appeals

Contact the school directly for information on how to make an appeal.

Oak Hill Academy

West London

Admission Criteria

The criteria below have been summarised and you will need to refer to the school's website for the full admission policy and arrangements.

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

- 1. Looked after or previously looked after children***
- 2. Children with a sibling attending the school in the academic year of admission**
- 3. Children of staff employed by Oak Hill Academy West London for two or more years.**
- 4. Children for whom this is the nearest school measured by the shortest designated route from the home address (see distance*)**

***Common definitions can be found on page 29.**

Tie break

Where two or more if there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated by drawing lots in the presence of an independent witness.

Appeals

Contact the school directly for information on how to make an appeal.



Additional Information

In-Year Admissions

An in-year admission is when an application for a school place needs to be made outside the normal admission round (the first year of entry to a school). In most cases your reason for making an application will be that you have moved to a new address, moved from abroad or you would like to transfer your child from one to school to another.

Changing your child's school

Changing schools within the school year is disruptive and not usually in the child's best interests. We recommend that before requesting a transfer, you discuss your reasons with senior staff at your child's school. They will be happy to discuss any concerns.

After full consultation with the school, if you still wish to transfer your child, you will need to complete the in-year common application form. Places can only be offered if a school has a vacancy in the relevant year group, and there may already be a waiting list for your child's year group. Once we have processed the form, we will advise if it is possible to offer your child a place.

You should not withdraw your child from their current school unless you have secured a place at another school.

New or returning to the UK

If your child is new to or returning to the UK you will need to bring them to Hounslow House in order to complete an application in person. Applications are accepted every Wednesday from 10am – 2pm. You must also bring their passport or travel document (as appropriate) and provide three forms of proof of address, if you are not registered on a council tax database.

In-year admissions for schools outside Hounslow

We only manage in-year applications for schools in the London Borough of Hounslow. If you are applying for a school outside the borough please contact the school directly, or the local authority in which the school is located. Your application will be considered by that school or local authority and they will advise you directly of the outcome.

How to apply

To apply for a school in the London Borough of Hounslow, you will to complete Hounslow's In-Year Common Application Form. This form can be downloaded from the in-year admissions section on our website: www.hounslow.gov.uk/admissions

Certain schools also require you to complete the school's own Supplementary Information Form. These can be downloaded from each school's website, or a copy can be obtained by contacting the relevant school.

You can name up to three primary schools, listed in order of preference. Each of your preferences will be considered individually under each school's admission criteria. If more than one offer can be made from your list of preferred schools, we will offer you a place for the school ranked highest on your application.

For in-year admissions to Berkeley Academy and Westbrook Primary School, please contact the schools directly. Please see page 12 for proof of address information.

Waiting lists

If you are not offered your first preference school, your child's name will be placed on the waiting list for any schools which you listed as a higher preference until the end of that academic year. All waiting lists are cancelled at the end of each year and you will need to make a new application for each year.

Admissions of children outside their normal age group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Department for Education guidance states that: 'The government would agree that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate and that they should only be educated out of their normal age group in very limited circumstances'.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school. You must make your request at the same time as making your in-year application for your child's actual age group and provide us with your supporting documentation.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We will also gather information from any professionals involved with your child to consider whether any of the following apply;

- whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether your child's physical maturity places them in a position of being developmentally different from their peer group
- whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

If your request is agreed, the Admission Authority will advise you of how to proceed with your application.

Special Educational Needs

The majority of children and young people with Special Educational Needs and/or disabilities (SEND) will have their needs met within local mainstream early years settings, schools or colleges. Hounslow ensures there are arrangements in place within these settings for identifying, assessing and making provision for pupils with SEN.

Each school has a Special Educational Needs Coordinator (SENCO) who manages SEND provision. Schools receive a proportion of funding to make provision in accordance with their identified special educational needs. Student progress is regularly monitored and reviewed.

If you believe your child has difficulties with their learning or a special educational need, it is always advisable to discuss this with the Headteacher or SENCO when you visit the school to which you are thinking of applying. Each school has a budget for meeting the needs of pupils with SEND and will be able to talk to you about the support they provide for children with learning needs and how they will meet your child's needs. The local authority expects mainstream schools to work with parents to track children's progress and record the outcomes and agreed provision in a SEND support plan.

All schools must publish their local offer which describes what provision the school can offer for students with Special Educational Needs under the Children and Families Act 2014. Each year, school governing bodies report to parents on the implementation of the policy and on access to the curriculum for students with disabilities (this is required under the 1995 Disability Discrimination Act, amended by the Special Need and Disability Act 2001).

If your child has an Education Health and Care Plan (EHCP) the information set out in this brochure relating to the application process does not apply to you.

To discuss the arrangements which will need to be made for your child, please contact the SEN team on **020 8583 2672** or **SEN@hounslow.gov.uk**.

Further information about schools and also about sources of help, advice and information for parents can be found on the Hounslow Local Offer
www.hounslow.gov.uk/localoffer

Fair access

The School Admission Code requires each local authority to have a Fair Access Protocol, which all local schools, academies and free schools must adhere to. The Fair Access Protocol is to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable education provision as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

The Fair Access Panel consists of representatives from Hounslow schools, the local authority and other agencies. The panel considers all information available and the child's individual circumstances to make an informed decision as to what school would best meet the child's needs.

Support for School Attendance

The Education Welfare Service enforces school attendance for statutory school age children. Education Welfare Officers have a duty to remind parents of their legal responsibilities regarding regular school attendance. Schools will refer to the Education Welfare Service when your child's attendance is 90% or below and is unauthorised. The officers are able to offer support where there are difficulties in school and/or welfare issues disrupting a child's education. The Education Welfare team can be contacted on **020 8583 2622** or ewsduty@hounslow.gov.uk

Unauthorised absence

Government guidelines state that term-time holidays are unacceptable reasons for absence. Such absences are treated as unauthorised absence from school. If there is a family emergency, you should discuss your plans with your child's Headteacher.

It is not always possible to keep your child's school place open as there may be other families looking for school places. Persistent unauthorised absence from school, including holidays, may result in fixed penalty notices or prosecution of the parents or carers for failing to ensure your child is receiving appropriate education.

Hounslow Early Help Offer for Families

The Hounslow Early Help Offer is a collection of services which aim to provide effective support to families as soon as difficulties start, to prevent them from getting worse. These services cover a range of areas: from parenting, to health, to learning, to support for teenagers. Services are free and voluntary to receive.

Practitioners in these services will discuss with you what is working well in your family and where you need extra support. They will help you to move forward and to access additional services where these may be able to help.

If you would like to explore the extra support available for families, please go to the Hounslow Family Services Directory, or speak with your school, nursery, Health Visitor or GP who will also be able to help.

School clothing assistance

You may be entitled to £15 per child to help towards school clothing if you receive:

- Income support
- Income-based Jobseekers Allowance,
- Employment support allowance
- Child Tax Credit (annual income cannot exceed £16,190)
- Universal Credit (annual income cannot exceed £7,400)
- Guaranteed element of state pension credit
- Asylum seeker supported under NASS (national asylum support scheme)

The budget for this is very limited and only two applications can be made per household. Each school's prospectus provides details of school uniform and where to buy it.

To apply, please download and complete the application form at www.hounslow.gov.uk/schoolgrants

The forms are also available in the main reception area at Hounslow House. For further information, please contact the team on **0203 949 7746**.

Free School Meals and Milk

All Hounslow schools can provide a lunchtime meal and some schools provide milk for pupils each school day.

Every child in Reception, Year 1 and Year 2 is entitled to a free nutritious meal at lunch time.

School meals for pupils in Year 3, 4, 5 and 6 are available free of charge to the children of Hounslow residents who are in receipt of one of the benefits listed below.

- Income support
- Income-based Jobseekers Allowance
- Universal credit (house income does not exceed £7,400)
- Child tax credit, provided you are not in receipt of working tax credit and have an annual taxable household income less than £16,190
- Support provided under part 6 of the Immigration and Asylum Act 1999 from National Asylum Support Service NASS
- Guaranteed element of state pension credit
- income-related employment and support allowance

Applicants may be required to provide proof that they are in receipt of one of the above benefits. Please be aware foster parents cannot apply for free school meals, as this is included in their fostering allowance.

To apply please complete the e-Form at www.hounslow.gov.uk/freeschoolmeals

For further information please contact the team on **020 3949 7743** or schoolmeals@hounslow.gov.uk

Applications for milk must be made to your child's school. Your child's school will give you the details of the payment system they use for milk and school meals.

Healthy and safe travel to school

With the new school year approaching, it's the perfect opportunity to shake up your trips to school, get active and make new friends. Walking is the most popular way to travel to school and gives you the chance to start getting to know new classmates and parents.

Walking, scooting and cycling to school are fun and social, but also have other added benefits:

- **Health:** Pupils who walk or cycle perform better in school and are healthier than those who travel by car. This is especially important as obesity is a growing problem in Hounslow.
- **Air quality:** Fewer cars means less pollution around your school. Pollution aggravates conditions like asthma and can contribute to ill health.

- **Safety:** Fewer cars means fewer accidents and near misses involving parents doing the school run by car.
- **Congestion:** Fewer people driving up to the school gate means less congestion around schools, and less time stuck in traffic.

Your school takes part in an accredited programme to promote safe and active travel. There are a range of exciting initiatives to promote walking, cycling and scooting taking place throughout the year.

School walking maps

As part of your school's work to support active travel, the council has created walking maps for each school. These show popular and safe routes and areas where you can park away from the school and walk in. To find your school's map and for lots more information please visit www.hounslowtravelactive.co.uk.

How can we help?

The council provides pedestrian and cycle training in schools to give pupils confidence and life skills. This gets children ready for independent travel to school, and then later for work or further study.

Please think about how your child will be travelling to their new school. If you must drive, park 10min away and walk from a safe place. This way you will avoid the traffic and congestion outside the school gates, you will both get a bit of exercise and you will be contributing to making it safer for all children.

The council road safety team hold car seat safety events around the borough. Here, they can check if your seat is correctly installed and help you if it is not. These events are free so if you have any questions, pop down and say hi and get some support.

However, if you can leave the car behind, you'll benefit from it, and not just because of better health. On average, not driving saves a family an average of £900 a year!

School STARS

We promote walking and cycling in your child's school via the 'STARS' programme. STARS activities run for the whole year and are very popular across Hounslow.

If you want any more information please visit our website www.hounslowtravelactive.co.uk or email sta@hounslow.gov.uk

Contact details for other local authorities

London Borough of Ealing

Perceval House, 14-16 Uxbridge Road Ealing W5 2HL
T: 020 8825 5511
E: mainroundadmissions@ealing.gov.uk
www.ealing.gov.uk

London Borough of Hammersmith & Fulham

3rd Floor
145 King Street, Hammersmith W6 9XY
T: 020 8753 1085
E: school.admissions@lbhf.gov.uk
www.lbhf.gov.uk

London Borough of Hillingdon

Civic Centre
High Street, Uxbridge UB8 1UW
T: 01895 556644
E: admissions@hillington.gov.uk
www.hillingdon.gov.uk

Royal Borough of Kensington and Chelsea

Kensington Town Hall
Hornton Street, London W8 7NX
T: 020 7745 6432
E: school.admissions@rbkc.gov.uk
www.rbkc.gov.uk

Royal Borough of Kingston upon Thames

Guildhall 2, High Street, Kingston upon Thames KT1 1EU
T: 020 8547 5004
E: kingston.admissions@achievingforchildren.org.uk
www.kingston.gov.uk

London Borough of Richmond upon Thames

Guildhall 2, High Street, Kingston upon Thames KT1 1EU
T: 020 8547 5569
E: richmond.admissions@achievingforchildren.org.uk
www.richmond.gov.uk

Surrey County Council Admissions and Transport Team

Quadrant Court
35 Guildford Road, Woking GU22 7QQ
T: 0300 200 1004
E: admissionswest@surreycc.gov.uk
admissionseast@surreycc.gov.uk
www.surreycc.gov.uk

**School Admissions
London Borough of Hounslow
Hounslow House
7 Bath Road
Hounslow TW3 3EB
E: admissions@hounslow.gov.uk
T: 020 8583 2721**