

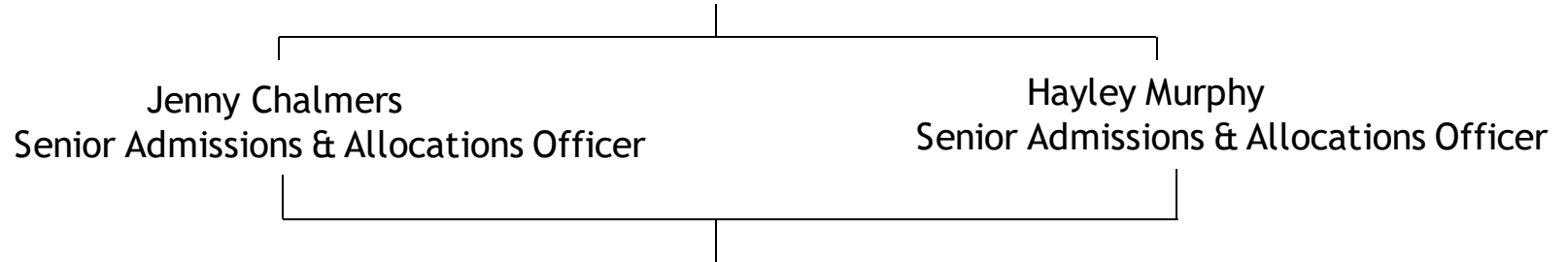
# Introduction to the School Placement & Admissions Team



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# Team Structure

Laura Baldry - School Placement & Admissions Manager



Tajinder Bhojani - In Year Secondary Officer

Leena Desai - In Year Primary Officer

James Rogers - Secondary Allocation Officer

Lorraine Durham - Primary Allocation Officer

Caitriona Barrett (Kitty) - Admissions and Allocations Officer (Secondment)



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# Allocations

The 'normal' admission round begins in September and ends before the start of the next academic year (end of August).

Please see below in **bold** the leads for each area of allocations.

Starting Primary School (Reception) - **Lorraine Durham**

Starting Junior School/Yr 2-3 Transfer (for those operating as an Infant/Junior School) -  
**Caitriona Barrett**

Starting Secondary School (Yr 6-7 Transfer) - **James Rogers**

Yr 10 Allocations (Yr 9-10 Transfer to a UTC/Studio College) - **James Rogers**



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# Allocations continued....

Allocations have statutory deadlines, and they follow a strict timeframe. We are part of the PAN London Coordination Scheme which involves 32 London Boroughs.

We are responsible for processing applications for all Hillingdon residents, this is usually in the region of about 4000 applications in both starting primary & secondary coordination's.

We also receive applications from out of borough residents applying for Hillingdon schools.

Further information relating to [Hillingdon's Scheme of Coordination](#) can be found on LEAP.



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# Process for Allocations

## Ensuring that parents/carers are applying for a school placement

From 1 September we create a 'master list' for each allocation round using census data. This is for all the children on roll at Hillingdon primary schools e.g in a mainstream nursery, Year 2 at an infant school & Year 6.

*Year 10 - all Hillingdon Year 9 pupils are informed they can apply for a UTC or Studio school in the September prior to Year 10 if interested.*

Parents can apply online via [www.eadmissions.org.uk](http://www.eadmissions.org.uk), alternatively they can complete a paper application which is available upon request.

For every application received from 1 Sept - closing date, the team cross reference against our 'master list' & record they have applied. This is so we can chase parents who have not applied.



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# Key Dates for Allocations

## Reception & Junior Allocation

Applications open - 1 September

Closing Date - 15 January

National Offer Day - 16 April

## Secondary Allocation/Yr10 Allocation

Applications open - 1 September

Closing Date - 31 October

National Offer Day - 1 March



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# In-Year Admissions

## In-Year Admissions

An in-year admission is when an application is received for a school outside of the 'normal' admissions round and at a time when the child should already be attending school e.g., moving into area/request to change school.

Please see below in **bold** the leads for each area of in year admissions.

In Year Primary Admissions - Reception - Year 6 - **Leena Desai**

In Year Secondary Admissions - Year 7 - Year 11 - **Tajinder Bhojani**



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# Schools within Hillingdon

Primary Schools - 68 schools (29 of those are Community schools)

Infant Schools - 10 (8 of those are Community schools)

Junior Schools - 10 (6 of those are Community schools)

Secondary Schools - 18 (16 Academies & 2 Foundation)

UTCs/Studio Colleges (secondary phase) - 4 (Academies)

## Community Schools

Community schools are maintained by the Local Authority therefore are responsible for:

- Determining/publishing admissions criteria's
- Offering places
- Appeals



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# Applying for an In Year Placement & the expectations

The School Placement & Admissions team have created an **In-Year Protocol** that can be found on LEAP which refers to all applications made during the academic year to age groups other than the normal years of entry, i.e., not at Reception, transfer into Year 3, Year 7 allocation or Year 10. This document has been created in line with the requirements set out in the School Admissions Code 2021.

Some of the Key information set out within this documents are:

- Applying for an in-year school place
- Process for applying
- Requesting proof of address
- Timeframes when processing applications
- Outcomes of applications



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# In Year Figures

Below shows a breakdown of in year applications received over the last 5 years

Date	Primary	Secondary	Total
01/09/2018 - 31/08/2019	2625	1234	3859
01/09/2019 - 31/08/2020*	1349	998	2347
01/09/2020 - 31/08/2021	2204	1308	3512
01/09/2021 - 14/09/2022	2034	1264	3298
01/09/2022 - 06/07/2023	1968	1221	3189

\* Please note that due to the pandemic, you will see that there was a significant decrease of in-year applications during this period



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# In Year Fair Access

In Year Fair Access is a panel that is held to ensure that vulnerable children, and children who are hard to place, are allocated a school as quickly as possible, minimizing the time the child is out of school.

These meetings are held the panel consists of **2 headteachers, a visiting head and representatives** from the Local Authority e.g someone from the educational psychologist service or a social worker depending on the specific circumstance surrounding the child we are presenting.

Children are presented to panel and the most appropriate school is decided.

At the end of each academic year the Local authority will publish analysis which provides information on the referrals/placements across that year. This information is available to review on LEAP.

Hillingdon have a published **In Year Fair Access Protocol** which sets out the expectations and requirements of this panel meeting which has been agreed between the Local Authority and Hillingdon schools.



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# Fair Access Panel Statistics

	2021-2022			2022-2023		
Month	Primary	Secondary	Total	Primary	Secondary	Total
September	1	43	44**	0	19	19
October	0	10	10	0	24	24
November	1	27	28	0	32	32
December	0	9	9	0	29	29
January	0	3	3	0	25	25
February	0	10	10	0	14	14
March	0	11	11	0	22	22
April	0	5	5	0	16	16
June	0	10	10	0	12	12
July	0	6	6	0	8	8
<b>Total</b>	<b>2</b>	<b>134</b>	<b>136</b>	<b>0</b>	<b>201</b>	<b>201</b>

\*\* Three fair access panel meeting held in September 2021

As you can see from the statistics shown above, we have seen a 47% rise in referrals this year. This is due to the challenges we have experienced relating to asylum seekers being placed across hotels within Hillingdon and the difficulties in securing school places within a reasonable travelling distance.

We have also seen a significant increase in applications received for pupils educated in year 8, residing in the South of the borough, which has led to insufficient places available in schools located in the South. This is currently being reviewed.



# Admission of children outside their chronological age group/Summer Born

Local Authorities and schools must provide for the admission of all children in the September following their fourth birthday. However, a child does not reach statutory school age until the beginning of the term after their fifth birthday

Parents of summer born children (those born between 1 April - 31 August) can request their child to be admitted to reception a year later outside of their chronological year group.

This does not apply to children born in the Autumn and Spring as these children must legally be in school full time in the term after their fifth birthday (either January or April).



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# Parental requests for Admission of children outside their chronological age group/Summer Born

If parents/carer wish for their child to be considered out of their chronological year group, then they are required to complete a form which is available on our website

It is reasonable for admission authorities to expect parents/carers to provide them with information in support of their request. This should demonstrate why it would be in the child's interests to be admitted outside their chronological year group

Further information is available on our website [www.hillingdon.gov.uk/School-admission-of-children-outside-their-chronological-age-group](http://www.hillingdon.gov.uk/School-admission-of-children-outside-their-chronological-age-group)

Guidance on the admissions of the children outside their chronological age group is also available on LEAP



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# Deferred Entry to School

Admission authorities must provide for the admission of all children in the September following their fourth birthday. However, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **A child reaches compulsory school age on or after their fifth birthday.**

- If they turn 5 between 1st January and 31st March, they are of compulsory school age on 31 March
- If they turn 5 between 1st April and 31st August, they are of compulsory school age on 31st August
- If they turn 5 between 1st September and 31st December, they are compulsory school age on 31st December.

A child continues to be of compulsory school age until the last Friday of June in the school year they reach sixteen.



# Appeals

Parents have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which they have applied. If a parent would like to lodge an appeal

- For Community Schools, Hillingdon Council is the admission authority and is responsible for arranging and hosting the appeal hearings for these schools.
- If the school is voluntary-aided (religious), foundation or an academy (including free schools, studio schools and university technical colleges), the admissions authority is the governing body of the school.
  - For these schools, parents/carers must contact the school directly to obtain all relevant information.
- Appeals must be heard by an independent panel and must have no connection with the school concerned.

Further information regarding school admissions appeals can be found on our Hillingdon website: [www.hillingdon.gov.uk/admission-appeals](http://www.hillingdon.gov.uk/admission-appeals)



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# CME referrals

The School Placement & Admissions Team are responsible for making CME referrals to the Participation Team for the following:

## Allocations

- Any child of statutory school age who has not applied for a school place in the normal round of admissions e.g., Starting Reception or Yr7 in September
- Any child who has not accepted their school offer for September despite constant chasing from the team

## In Year applications

- Outstanding responses to school offers where a child is not on roll at another school *and no suitable reason has been sought from parents*
- They may never have started in a school *and no suitable reason has been sought from parents*
- Where a parent is declining a school offer, advising they have accepted an alternative. Our In Year Officer will contact the school in question and if they advise the child is not on their roll then we will make a CME referral
- The family may have moved into a new area or abroad without adequate confirmation from new school.



# Parental responsibility & disputes

The School Placement and Admissions team have seen a significant increase in the numbers of disputes between parents relating to where their children should go to school. We understand that parental disputes when trying to come to a mutual agreement on child arrangements can be extremely upsetting for all involved (including the children).

A protocol & guidance regarding parental responsibility has been published to help parents understand Hillingdon Local Authority's response in dealing with these situations where parents disagree.

This is general guidance intended to help parents understand their rights and responsibilities in line with the law.



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# Consultation

As set out in the School Admissions Code, Admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements.

Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply.

Hillingdon Council is the admissions authority for all Hillingdon Community schools therefore any changes to the admission arrangements, the local authority will lead on the consultation process.

Information on future proposals for Community schools' admissions arrangements can be found on our website [www.hillingdon.gov.uk/community-schools](http://www.hillingdon.gov.uk/community-schools) from October of each year.

Where the local authority consult on making changes to Hillingdon's Community schools' admissions arrangements, the LA will circulate all proposals via email to various stakeholders including schools, which provides full information on the consultation and where any feedback you may have can be provided.



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# The School Placement & Admission Team Contacts

Reception Allocations Officer - Lorraine Durham- [ldurham@hillingdon.gov.uk](mailto:ldurham@hillingdon.gov.uk)

Junior Allocations Officer - Caitriona Barrett - [cbarrett@hillingdon.gov.uk](mailto:cbarrett@hillingdon.gov.uk)

Secondary Allocations Officer - James Rogers - [jrogers@hillingdon.gov.uk](mailto:jrogers@hillingdon.gov.uk)

In Year Primary Officer - Leena Desai - [lidesai@hillingdon.gov.uk](mailto:lidesai@hillingdon.gov.uk)

In Year Secondary Officer - Tajinder Bhojani - [tbhojani@hillingdon.gov.uk](mailto:tbhojani@hillingdon.gov.uk)

Senior Admissions & Allocations Officer - Jenny Chalmers - [jchalmers@hillingdon.gov.uk](mailto:jchalmers@hillingdon.gov.uk)

Senior Admissions & Allocations Officer - Hayley Murphy - [hmurphy@hillingdon.gov.uk](mailto:hmurphy@hillingdon.gov.uk)

School Placement & Admissions Manager - Laura Baldry - [lbaldry@hillingdon.gov.uk](mailto:lbaldry@hillingdon.gov.uk)

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# Questions?



If you have any questions regarding this presentation or would like further information, please email us on [admissions@hillington.gov.uk](mailto:admissions@hillington.gov.uk).

You may also be able to find the information you require by visiting our website, [www.hillington.gov.uk/schooladmissions](http://www.hillington.gov.uk/schooladmissions)



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