

Starting junior school

September 2024
for children currently in Year 2

For Hillingdon residents only

**Apply online,
apply in time at**
[www.hillingdon.gov.uk/
schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)
**Closing date for applications
is 15 January**



HILLINGDON
LONDON

www.hillingdon.gov.uk/schooladmissions

This leaflet explains how to apply for a junior school place for

children currently in Year 2

If your child already has a Education, Health and Care Plan (EHCP), you are not required to complete an application. You will follow a different admissions process with your allocated SEND officer. For more information, please contact the SEND team on [@sensupport@hillingdon.gov.uk](mailto:sensupport@hillingdon.gov.uk)

If your child is currently attending an infant school in Hillingdon (or a neighbouring authority), you must apply for a junior school place for them for next September.

Junior schools in Hillingdon give priority to pupils currently attending Year 2 at their linked infant school, but they do not reserve places for individual pupils. Therefore, it is very important that you apply on time to ensure you do not miss out on an offer.

Applications must be made for Year 2 pupils wishing to continue in the following Hillingdon junior schools:

- Coteford Junior School
- Field End Junior School
- Grange Park Junior School
- Harefield Junior School
- Hillside Junior School
- Minet Junior School
- Newnham Junior School
- Whitehall Junior School
- Whiteheath Junior School
- Yeading Junior School

Before you apply

1. **Read the *School admissions* brochure,** which is available on our website:
www.hillingdon.gov.uk/schooladmissions
The brochure contains a lot of useful information on making your application, choosing your schools, frequently asked questions and all of the schools' individual admissions criteria and contact details.
2. **Visit the schools' websites that you are selecting** – if you do not have access to the internet please contact the schools directly.

How to apply

Closing date for applications is 15 January.

If you do not apply on time, your child will not receive priority for a place in your linked junior school and that place may be offered to a child moving from a different school. It is, therefore, very important that you apply on time.

You will need to complete the junior school application form online via www.hillingdon.gov.uk/schooladmissions

If you do not live in Hillingdon, you will need to apply to your home local authority. Please see the frequently asked questions for more information.

Top tips when choosing your preferences

- **Be realistic when deciding your preferences** – most parents will choose to apply for their linked junior school. This will normally guarantee a place for your child, as priority will be given to them based on their attendance at the linked infant school. You are entitled to apply to any junior school, although your application will be given a lower priority than those of children already attending the linked infant school
- **Include your linked junior school in your preferences** – even if you list the school as your lowest preference. We cannot always guarantee an offer can be made in an alternative school, so it is very important that you include your linked junior school as a preference to ensure you receive an offer for a school place in September.
- **Don't add primary schools to your application** – primary schools, ie schools that do not have a separate infant and junior phase, do not take part in Year 3 allocation. You will not be able to apply for a Hillingdon primary school online, and if you include one on a paper application, it will not be considered. If you would like to move your child to a primary school for Year 3, you will need to make an in-year application.

Benefits of applying online

- It is quick, easy to use and secure.
- You can apply from home 24 hours a day, seven days a week.
- There is no risk your application will be lost in the post.
- You will receive email confirmation that your application has been received.
- You can change your application up to midnight on the closing date.
- The result of your application will be available online on offer day.

Proof of address

If you are applying for your linked junior school, you do not need to supply proof of address.

If you are applying for an alternative junior school, you must supply proof of address for the person making the application and the child.

More information is available in the *School admissions* brochure.

How places are offered

Many schools receive more applications than there are places available. To decide which children to offer the places to, each school's oversubscription criteria are used. Some schools may have different criteria's, so it is important you check the admissions arrangements for all the schools you apply for.

All preferences are treated equally and the order of your preference is not revealed to the schools.

When a child can be offered more than one school they have applied for, the preference order will be used to determine which school to offer. This eliminates multiple offers and will result in your child being offered the highest possible preference listed on your application.

What happens next?

National offer day is Tuesday 16 April.

If you applied online, you will receive an email on the evening of **16 April** with the outcome of your application. If **16 April** falls on a weekend or bank holiday, offer day will be following business day.

You will then be required to log into your eAdmissions account to accept or decline your offer by **Wednesday 1 May 2024**.

Important: You must accept the offer to secure the school place. If you do not accept by the 1 May, the offer may be withdrawn.

Waiting lists

Your child will be added to the waiting list for all schools you named as a higher preference than the preference school offered. See example below.

Preference offer example

Preference 1 = School A – On waiting list

Preference 2 = School B – On waiting list

Preference 3 = School C – School offered


Preference 4 = School D – Not placed on waiting list

Preference 5 = School E – Not placed on waiting list

Preference 6 = School F – Not placed on waiting list

All schools that you named as a lower preference will be automatically declined and you will have to re-apply for these schools if you want to be added to their waiting list.

Declining your offer

You can decline your offer online, but you must state the reason and details of the education arrangements you have made for your child. If you are declining the place because you are unhappy with the school that has been offered, then you must call  01895 556644 to discuss your options before you decline the school place.

Frequently asked questions

Who can apply for a junior school place?

The parent/guardian of any child currently in Year 2 is entitled to apply for a junior school place, even if the child currently attends a primary school. Priority is given to children attending Year 2 in each junior school's linked infant school. Therefore, the number of places offered to children from other schools is normally very low.

Do I need to apply if my child is in Year 2 in an infant school?

Yes, failure to apply on time may mean that your child cannot continue at your linked junior school.

Do I need to apply if my child is in Year 2 in a primary school?

No, your child will automatically progress to Year 3 in the same school.

My child lives in Hillingdon but attends an infant school in another borough. What do I do?

You must submit a junior school application to Hillingdon, listing your preferences – you can do this online. Online applications can be made for junior schools in neighbouring authorities.

My child attends a Hillingdon infant school, but does not live in Hillingdon. What do I do?

You must submit a junior school application to your home local authority by 15 January. Neighbouring authorities will allow applications to be made for Hillingdon junior schools.

Important information

If you live in Hillingdon, you must apply through Hillingdon Council, even if the schools you list are outside Hillingdon.

Hillingdon Council cannot be held responsible for any delays in the postal system or problems encountered with internet providers. It is your responsibility to ensure that your application is received on time.

We strongly recommend that you include your linked junior school as a preference, even if you would like to move your child to a different school.

Please check your application carefully. There are a number of schools that have similar names, so please take care when selecting your preferences. It is extremely important that the information you submit is correct.

Your own online record

User name	
Password	
Application reference number	

For more information or advice

 www.hillingdon.gov.uk/schooladmissions

 01895 556644

 admissions@hillington.gov.uk