

## **Further guidance to own admission authority schools on consultation and determination for 2025/2026 arrangements.**

### **Providing dates within your admissions arrangements**

If you specify dates in your admission arrangements, please ensure that these have been revised to align with the requirements for the 2025 admissions. Frequently, we encounter arrangements that have not been kept up to date, leading to extra work for both us and the school. Prior to releasing your admission arrangements, please ensure that they have been carefully reviewed to confirm that all necessary updates have been made.

### **Web links, telephone numbers and email addresses within admissions arrangements**

Please ensure that any website links, phone numbers, or email addresses mentioned in your admissions arrangements are current and operational.

### **Version control when publishing your admission arrangements**

When revising your admission arrangements, it's recommended to clearly state the version number both within the document itself and in the document's name. Additionally, please ensure that all relevant school staff members are aware of the location where the most recent version is stored. Each year, we encounter instances where updates have been made using an older policy version. We often come across schools that have posted incorrect versions on their websites. This can result in confusion and additional, avoidable work for both us and the school.

### **Referring to the School Placement and Admissions team**

If you refer to Hillingdon's admissions team in your arrangements, kindly use the term 'School Placement and Admissions team' to refer to our team. Historically, schools have commonly referred to us as the 'Admissions team,' which may lead to misunderstandings.

### **Directing residents to the School Placement and Admissions team website**

Certain schools refer to and provide links to the School Placement and Admissions team website. However, we've encountered instances where incorrect web links to our page have been published. Please ensure that you are sharing the accurate link to our website: [www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions).

### **Prohibiting use of a temporary address**

Please be mindful not to exclude the consideration of a temporary address in your admission procedures. This issue has arisen in determinations against admission authorities in recent years. The adjudicator's perspective is that it is both unreasonable and unfair to not treat a child's temporary address as their home address when it is their sole residence. Treating a child's only home address as non-residential may indirectly discriminate based on race, potentially making it unlawful in specific circumstances. Similarly, stipulating that a family must have a six or twelve-month tenancy on a property to be considered a valid home address for admissions could effectively leave a child without a valid address for the admissions process. It is advisable to review your admissions arrangements to ensure that any statements regarding temporary addresses or tenancy durations are reasonable, fair,

and compliant with the law. For your reference, within the admission arrangements for community and voluntary controlled schools, the only statement we include about temporary addresses is as follows, which we believe complies with the Code:

"We will not generally accept a temporary address if the primary caregiver of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child."

### **Children of staff criterion**

Paragraph 1.40 of the School Admissions Code outlines that admission authorities must specify in their procedures how they will apply priority for children of staff, including which staff groups it will encompass. If your school grants priority to staff members' children, please make sure your procedures clearly detail how this priority will be applied and if there are any limitations. For instance, some schools may limit this to teaching staff, but if not specified, it should apply to all staff. If you intend to change how this priority is granted, consultation is necessary. Additionally, it is vital to provide a definition of a child's parent for the purpose of staff priority. In the admission arrangements for community and voluntary controlled schools, we define a parent as follows:

"A person is considered a child's parent for this criterion if they reside in the same family unit as the child at the same address and are:

- their mother or father,
- any other individual with parental responsibility, such as an adoptive parent, step-parent, a special guardian, or a person named in a child arrangements order,
- any other person who, despite lacking parental responsibility, is responsible for the child's care, such as a foster carer."

### **Information provided on a Supplementary Information form**

If you incorporate a supplementary information form into your admission arrangements, please make certain that any definitions and instructions within it align with those in the main policy. Recently, we have encountered situations where the supplementary information form included additional requirements or conditions not found in the main policy, and the instructions were phrased differently, potentially leading to varying interpretations.

Some schools establish a deadline for the submission of supplementary information forms, typically matching the application closing date to consider them during the initial applicant ranking. However, setting a date should not preclude the acceptance of late supplementary information forms, even if they are only considered after the national offer date. To ensure flexibility regarding late forms, you might consider amending your wording to clarify that if a supplementary information form is submitted late, it 'may not' or 'is unlikely to be' considered until after the initial allocation of places. This grants you the discretion to include it if deemed appropriate but doesn't impose an obligation to do so.

### **In year admissions information with your arrangements**

If your admission arrangements include a statement regarding in-year admissions, please ensure that it remains reasonably general and doesn't specify who will handle applications for the 2025 admission. The determination of your 2025 admission arrangements occurs approximately 17 months before the decision to engage the admissions service from the Local Authority (LA) for 2025, which means you may not have clarity in February 2024 about whether you will opt for these services in June/July 2025.

For instance, if your 2025 admission arrangements state that in-year applications should be submitted to the LA, and then the following year, you decide to manage in-year admissions internally, the procedures would be incorrect. Therefore, it's advisable to include generic statements that don't commit to when or to whom applications should be made. What's crucial is to clarify the admission criteria used to prioritise in-year applications and whether they align with those for new round admissions.

Each school has an obligation to outline on their website, by the latest date of August 31 each year, how in-year applications will be handled for the upcoming year. This is the appropriate time to specify the process, timing, and application details for parents seeking a place in-year.

### **Closing of waiting lists**

When establishing procedures for new round admissions, it's crucial to specify the duration for which waiting lists will be retained. At a minimum, if you maintain a waiting list, it should be held for at least one term, which, for 2025 admissions, corresponds to the conclusion of the Autumn term 2025. However, it's common practice for most schools to maintain waiting lists until the conclusion of the academic year, which, for 2025 admissions, extends to the end of the summer term 2026.

To avoid any potential issues where waiting lists are not retained after the end of the term, it's advisable to ensure that your admission arrangements reference the conclusion of the summer term 2026, rather than the end of July 2026.

### **Information that must be included within your admission arrangements.**

As per the School Admissions Code 2021, the information listed in the table below must be incorporated into your published admission arrangements. We have also included the definitions we include in our community school's admission arrangements. You are welcome to use this text as needed for your school's admissions arrangements.

<b>Must Include within arrangements</b>	<b>What the Local Authority publish within community school's admissions arrangements</b>
EHCP	Children with an Education Health Care Plan (EHCP) will be placed under the latest Special Education Needs and Disability (SEND) regulations. Children with an EHCP that names a school

	will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school. Placements in special schools and special resource units located in Hillingdon are determined outside of these arrangements using the London Borough of Hillingdon SEND published protocols.
Looked After Children/Previously looked after	<p>Within the admission arrangements for all community schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:</p> <ul style="list-style-type: none"> <li>• children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made;</li> <li>• children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989) and;</li> <li>• Children who have been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (in accordance with Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (in accordance with Section 46 adoption orders).</li> </ul> <p>Places will be allocated under this criterion when places are first offered at a school. In addition, the local authority may also ask schools to admit over their published admission number at other times under this criterion.</p>
Banding (if applicable) & LAC (Looked After Child)	N/A
Faith (if applicable) & LAC	N/A
Adopted from Abroad (if applicable)	Included under Looked After Children/Previously looked after
Distance	Distance is measured in a straight line from the child’s home address (as defined below) to the school, using a Graphical

	<p>Information System (GIS) which is based on ordnance survey data. The measurement is from the address point for the home address to the agreed address point for the school.</p> <p>Distance is also used to determine priority within each criterion where there is more than one applicant who meets that criterion.</p>
Temporary addresses	<p>A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).</p> <p>You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.</p>
Siblings:	<p>Generally, a sibling means a child's brother or sister, stepbrother or stepsister, with at least one parent in common, and/or an adopted brother or sister living in the same household. Cousins or other family members (even if living in the same household) do not qualify as a sibling. To qualify for the sibling criterion, the sibling must be attending the school named at the time of admission. If the sibling is already in year 6 and, come September, when the applicant will be starting the school, the sibling will no longer be attending, the sibling criterion may not be met.</p>
Junior schools	Linked priority
Multiple Birth	<p>Twins and children from multiple births when one of the siblings is the last child to be admitted at a community school will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. In such cases, Hillingdon Council will use a computerised random allocation to determine which child should be given priority. Where it is not possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists. For Key Stage 1 the child/children will be considered as an exception to the class size rule.</p>
Waiting lists	<p>Waiting lists for Community Schools are maintained by the LA in accordance with the published admission criteria. Children's names will be added to the list at the request of a parent (in the case of in year applications) and places will be offered throughout the year as vacancies arise. Children may move down the waiting</p>

	<p>list if another family applies, with a higher priority under the admission criteria.</p> <p>In the case of a new reception application, the child's name will automatically be placed on the waiting list for Hillingdon Community schools which were a higher preference than the offer made. Parents who wish their child to be added to the waiting list of a lower preference must reapply for a place at that school. Waiting lists are not compiled on a first come first served basis and so time on the list does not give any priority. A child's position on the waiting lists will be held for the academic year in which they apply.</p> <p>Waiting lists for community schools will be maintained until the last day of the summer term 2023 when they will be cancelled. Parents will be prompted to re-register their interest with the School Placement and Admissions Team should they wish to remain on a waiting list for future academic years.</p>
Withdrawal of places	<p>Places offered at oversubscribed school will be withdrawn if:</p> <ul style="list-style-type: none"> <li>• the offer was made in error</li> <li>• an incorrect address or other false information is supplied</li> <li>• parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.</li> </ul> <p>A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be taken into account i.e., less than one term.</p>
In Year Admissions	<p>The following applications will be treated as in-year admissions during 2025/26:</p> <ul style="list-style-type: none"> <li>• applications for admission to Reception which are received after 1 September 2025;</li> <li>• for any school which has a published admission number (PAN) for Year 3, applications for admission to Year 3 which are received after 1 September 2025;</li> <li>• all other applications for admission to Years 1 to 6 and 8 to 11</li> </ul> <p>Parents must apply directly to the admission authority for a community school or schools of their preference. The Local Authority is the admission authority for Community Schools. Academies, Voluntary Aided Schools, Foundation Schools, Free Schools are their own admission authorities. Parents can either apply directly to the non-community schools or through the Local Authority.</p> <p>The relevant admission authority will make available a suitable form on which an application may be made. The Local Authority</p>

	<p>will make available a suitable form for parents to complete when applying for a place at any school for which they are not the admission authority as required.</p> <p>Every admission authority is required to notify the Local Authority of both the application and the outcome of the application so that the Local Authority can meet its statutory duty to keep up to date figures on the availability of school places in the area.</p> <p>Admission authorities must inform parents of their right of appeal against refusal of a place.</p>
Co-ordination	Not applicable as Hillingdon hold a separate document regarding our PAN London Co-ordination Scheme
Admission of children below compulsory school age and deferred entry to school	<p>In Hillingdon, children can start school in the September immediately following the child's fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the year or until the child is statutory school age and can request that their child takes up the place part-time until this time.</p> <p>Parents should discuss all the options with the Headteacher of the school taking into account their views of a child's maturity and readiness to enter reception class.</p>
Admission of children outside their normal age group	<p>Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.</p> <p><u>Summer born</u></p> <p>Parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school in Reception only once they reach statutory school age. 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.</p> <p>Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date of allocation. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority. If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a</p>

place for the following year. Parents are therefore advised to have alternative arrangements in place.

Any decision is applicable only to the school for which the Admission Authority is responsible.

#### How to apply

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

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

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

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

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

- Parent's views
- Head teacher's views
- Information about child's academic, social and emotional development
- Relevant medical history and views of a medical professional



	<ul style="list-style-type: none"> <li>• Previous experience of education outside of the child's normal age group</li> <li>• Premature children who would be in a lower age group if not born prematurely.</li> </ul>
Children of UK <i>service personnel</i> (UK Armed Forces)	Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.
Children from overseas	<p>If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.</p> <p>Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:</p> <ul style="list-style-type: none"> <li>• Booked flights</li> <li>• End of lease /notice to tenants in property</li> <li>• Start of employment contract in area</li> <li>• End of employment contract abroad</li> </ul> <p>If this evidence cannot be provided the application may not be processed.</p>
Right to appeal	Where a place cannot be offered parents/applicants 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.
Admission Number (or Published Admission Number – (PAN))	N/A
Tiebreaker	<p>Where two or more children share a priority for a place, eg where two children live equidistant from a community school and only one place remains, Hillingdon Council will use a computerised random allocation to determine which child should be given priority.</p> <p>Where the child lives in a block of flats with a communal entrance the centre point used is the central point of the block of flats (as defined by Ordnance Survey) and not the individual flat. If children are tied for the final place(s) to be allocated within a single block of flats, priority for the final place(s) will be determined by random allocation (as described above).</p>
Consultation & Determination	Each year, the Local Authority is required to draw up, consult on and determine:

	<p>Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for Infant and Primary schools, Year 3 for Junior schools, Year 7 for Secondary schools and Year 10 for UTC's and Studio colleges). This can be found as a separate document (Hillingdon's Scheme of Coordination) on our website <a href="#">Admission arrangements for Hillingdon community schools - Hillingdon Council</a></p> <p>This determined admission arrangements (2025-26) consultation was open from the 23 October 2023 until the 18 December 2023. 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. This consultation period allowed parents, other schools, religious authorities, and the local community to raise any concerns about the proposed admission arrangements. Hillingdon Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme, if no one chose to respond.</p>
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For many of these aspects, if you opt to implement modifications, it's probable that consultation won't be necessary. These changes are typically made to provide clarity in your admission arrangements, align them with the Code, or address a decision from the Adjudicator.

However, if you're uncertain about the need for consultation, please don't hesitate to contact us at [admissions@hillington.gov.uk](mailto:admissions@hillington.gov.uk), and we will offer guidance to the best of our ability.

**Agreed by:**

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**Implementation Date:** Oct 2023

**Next review date:** August 2024