

How to apply for a secondary school place - FAQs

Will we be able to attend school open evenings due to the current circumstances surrounding Covid 19?

Every year schools hold open evenings for parents to provide information specific to their schools however, with the unforeseen impact of COVID-19, a large public event is currently no longer an option. This year many schools have created online virtual information which can be found on our website www.hillingdon.gov.uk and also on the schools individual websites from September.

How is the distance measured?

The distance is measured in straight line distance from a point set at the school to a point at your home address which is set by ordnance survey. Applications are ranked in order of closeness. If you want to find out your straight line distance please visit www.freemaptools.com/distance-between-uk-postcodes.htm and enter a postcode of your address and a postcode of the school.

Please choose the option to measure in metres as this is what Hillingdon schools use. However this is only a guide as some postcodes can have multiple properties. We use software that measures exactly to a door number.

Are there any primary schools that are feeder schools into Hillingdon secondary schools?

The following schools give priority to pupils attending a named primary school. This means that applicants who are currently on roll at the named primary school and continue to be in attendance until the normal point of transfer will be prioritised for a place in the secondary school. Please be aware that Guru Nanak Sikh Academy is an all through School which means all pupils attending Guru Nanak Sikh Academy (primary) in year 6 have a place secured in the secondary school for September 2021. **Please note:** If you wish for your child to continue in Guru Nanak Sikh Academy then you do not need to name that school as a preference on your child's application form.

I want to apply for a Grammar School?

There are no grammar schools in Hillingdon but there are grammar schools in some of our neighbouring boroughs – like all other out of borough schools, you still need to name the grammars as a preference on your Hillingdon application form.

Grammar schools select all or most of their pupils based on academic ability and require applicants to take the 11+ exams. We would advise parents to consider not using all 6 preferences for grammar schools however, we understand that this is parental choice. Please also be aware that even if your child passes their grammar test, this does not guarantee that your child will receive an offer for that school. The cut off score can vary yearly dependent on the calibre of scores received. Further information can be found on our dedicated grammar school webpage via www.hillingdon.gov.uk/schooladmissions. You can also visit the grammar schools websites to find further information relating to registration deadline dates, secondary transfer test dates and the outcome of test results including much more.

What are the arrangements now grammar schools have made changes to test results?

It has been agreed amongst London authorities that in order to address this situation, applicants will be permitted to amend their preferences based upon success or otherwise in testing. This means that we will accept preference changes where the changes relate to the inclusion or removal of any school with ability or aptitude selection, and the consequent need to include additional non-selective preferences and make changes to preference order until Thursday 10 December. Please be aware that you are not required to complete another application as we will accept these amendments via email or over the telephone. For any changes made to your child's application before the deadline of Thursday 10 December you will receive confirmation of these changes via email/letter as preferred.

My child has an Education, Health and Care Plan. How do I submit an application?

If your child already has an Education, Health and Care Plan (EHCP), you are not required to complete an application. You will follow a different admissions process with your SEN caseworker. For more information, please call the SEN team on 01895 277088.

If I name the same school more than once, will I have a greater chance of being offered that school?

No, You can only name and be considered for that school once

Is the priority for places given on a first-come, first-served basis?

No, offers are made in accordance to the individual schools published admissions criteria. **Please note** that any applications submitted after the deadline date 31 October 2020 will be classed as a late application and your child's application won't be considered until after national offer day 1 March 2021.

Do schools offer to pupils that name them as a 1st preference over someone who names them as a lower preference?

No. Schools are not advised what order preference you have named them as.

Which order do I put my schools in when completing the application form?

The schools must be in the order that you would prefer your child to attend, preference one being your highest preference (the school you most want your child to attend) and preference six being your lowest preference. Your preferences are sent to the schools you apply for, the school will rank the list in accordance with their criteria and send back to the local authority (us), if more than one school can offer a place to your child we use your preference order to decide what school to offer. This is to stop duplicate offers being made.

What address can I apply from?

The address must be where the child and applicant lives at the time of the closing date and we do require evidence to prove this. If parents live separately, but the child lives equally with both parents, the address of the parent/guardian who is in receipt of Child Benefit is the eligible address. If you are not in receipt of child benefit then please contact us and we can advise further. Please visit Hillingdon's Schools Admissions Brochure for further information regarding the proof of address documentation we require to validate your child's application.

Do all applications go through a checking process in order for you to validate that applicants are living at the address they apply from?

Yes. The School Placement and Admissions team will access your council tax records when validating your address. If you object to this access, you must state this in writing at the time of application.

What happens if I am in the process of moving?

If you are moving and can provide evidence of your new address by 10 December or have exchanged contracts by the 10 December, we may be able to use your new address. Please ensure we receive the evidence and notification of this change by the deadline of 10 December for your new address to be considered.

Can I apply for out of borough schools even though I live in Hillingdon?

You need to apply to the borough where you are registered to pay council tax however, you can name out of borough schools on your home Local Authority application. Hillingdon Local Authority will be responsible for processing and transferring this information across to the borough in which the preference school resides. Please contact the School Placement and Admissions Team on admissions@hillingdon.gov.uk or 01895558670 if you wish to discuss this further.

Please note: If you are applying to Hertfordshire please bear in mind that they will only accept 4 preferences for Hertfordshire schools

I am applying for an independent school, what do I need to do?

We do not accept preferences for independent schools. Please apply to these schools directly. It is however useful if you can advise us that you will be doing so in order for us to update our records with accurate information

What happens once my application has been submitted?

Your child's application will be ranked in accordance to the schools published admissions criteria for each preference you have named on the application. If an out of borough school has been named on your application then we will inform the local authority that the school is situated in. We will also send across any supporting evidence you have provided that will support the application.

Are there any useful websites I can visit to support me before applying?

Online applications - www.eAdmissions.org.uk

Secondary School Admissions 2021 - [www.hillingdon.gov.uk /secondary](http://www.hillingdon.gov.uk/secondary)

Straight line distance measurement - www.freemaptools.com/distance-between-uk-postcodes.htm

Information on grammar schools - www.ngsa.org.uk

Information on independent schools - www.isc.co.uk

OFSTED reports - www.reports.ofsted.gov.uk

School performance tables - www.gov.uk/school-performance-tables