

HILLSIDE INFANT SCHOOL ADMISSIONS POLICY 2027/2028



The Governors, who are responsible for admissions to this Foundation School, have agreed with the Local Authority to admit sixty (60) pupils in each year group.

Where the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan which names the school, the Governors will admit pupils according to the following criteria, which are listed in order of priority.

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who suffer a long-term medical or social condition (supported by a doctor's statement) which makes it necessary for them to attend Hillside Infant School. This must be disclosed at the time of application and a decision will be made by the Governing Body.
3. Children who have a member of their immediate family with a medical or social condition (supported by a doctor's statement) which makes it necessary for the children to attend Hillside Infant School. This must be disclosed at the time of application and a decision will be made by the Governing Body.
4. Children who have a sibling living in the same household who currently attend and who will still be attending Hillside Infant or Junior School on the date of admission, not the date of application. A sibling refers to a brother or sister, half brother or sister with one parent in common, or an adopted brother or sister.
5. Children of Staff. Where a member of staff employed at Hillside Infant or Junior School at the time of application; children of staff include step children, or the child of the member of staff's partner living in the same household, at the same address. This criteria is commonly used and encourages staff recruitment and retention.
6. Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to the fixed point in the school (Ordnance Survey Grid Reference 510150 191063), using the Local Authority's computerised measuring system. In the event of a child living with more than 1 parent, the address of the parent closest to the school would be taken as the home address.

Procedure for Reception Admission

- If you live in the borough of Hillingdon, you will need to complete the school admissions application form online www.hillingdon.gov.uk/schooladmissions in accordance with the London Borough of Hillingdon co-ordinated admissions procedure.
- If you live in another borough, you must complete the admissions form in the borough you live, even if applying for a Hillingdon school.
- If submitting a paper application in conjunction with the school; the paper application must be received by the school no later than noon on the date stated in the Local Authority's School admission booklet.
- Proof of current address is required in the same name and address as provided on your application.
- Parents of successful applicants are informed via Local Authority unless admitting an in year application.
- Unsuccessful applicants will be offered the opportunity to be placed on a waiting list.

School Starting Dates

Children start school in the September immediately following the child's fourth birthday and their entry into reception classes will be phased in during the first few weeks of the Autumn Term. Parents can

request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age and can request that their child takes up the place part-time until the child reaches compulsory school age.

Parents should discuss all the options with the Headteacher, taking into account their views of a child's maturity and readiness to enter reception class.

Temporary Addresses

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/Hillside Infant School 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). 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.

Evidence/Proof of address

You need to provide documentary evidence of address by including your Council Tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or further evidence is required, you will be contacted. In these cases, we will request that you provide one or more of the following documents:

- A mortgage/tenancy agreement document
 - A recent letter from the housing department/housing association
 - Temporary housing letter issued by Local Authority, Home Office, UK Border Agency
 - Recent utility bill (dated within the last three months)
 - Driving license (copy of your current driving licence)
 - Household/car Insurance; A copy of your most recent household/car insurance (dated within the last 12 months)
 - Home Office immigration status document
 - Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
 - Child Benefit / Inland Revenue documents (if you are in receipt of either or both of these benefits);
- or
- Any other recently dated documents that we request depending on individual cases.

Please note that you can cover/erase any financial/personal information on these documents. The purpose of this document is to provide evidence of your address therefore we only require this to show your name, address, and date of issue. You must notify the School Placement and Admissions team if you move address. Your new address will not be updated until proof has been provided.

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

Casual Admissions/Waiting Lists

If the school is oversubscribed the Admissions Officer maintains the school waiting list. As a place becomes available the above criteria will be applied if there are more applicants than places. Proof of address is required prior to admission as is a copy of the child's birth certificate or passport.

Withdrawal of Places

Places offered will be withdrawn if:

- The offer was made in error.
- An incorrect address or other false information is supplied.
- The parent has not responded to an offer within a reasonable time. In this instance a further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

Consideration will be given to the length of time the child has already attended before the place is withdrawn.

Multiple Birth Siblings

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, both siblings can be offered a place even if that results in taking the number of children in the class above 30.

Admission Appeals

Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Full details of the appeals procedure are available from the school office. Parents will have 30 days to lodge an appeal against a decision.

Children of Service Families

Children of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the required year group be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

Children from overseas

Admission authorities must treat applications for children coming from overseas in accordance with the Home Office rules for foreign nationals. This is in accordance with the current law.

Nursery Admissions

See separate policy.

This policy was reviewed in November 2023 by the Governing Body in the light of the School Admissions Code, published by the Department for Education in September 2021. This policy will be reviewed annually in the Autumn Term.

Each year the Governing Body of Hillside Infant School is required to draw up, consult on and determine the schools' admission arrangements. This determined admissions policy (2027-2028) was consulted on in November 2021 and determined in March 2022.

Review date: Jan 2026

Approved by Governors: Feb 2026

Next review: Feb 2027