### PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

# Hillingdon LA Schemes for Co-ordination of Admissions to Year 7 and Reception in Maintained Schools and Academies in 2015/16

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#### PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

# Template LA Schemes for Co-ordination of Admissions to Year 7 and Reception in 2015/16

### **Definitions used in the template schemes**

"the Application Year" the academic year in which the parent makes an

application (i.e. in relation to the academic year of

entry, the academic year preceding it).

"the Board" the Pan-London Admissions Executive Board,

which is responsible for the Scheme

"the Business User Guide (BUG)" the document issued annually to participating LAs

setting out the operational procedures of the

Scheme

"the Common Application Form" this is the form that each authority must have

under the Regulations for parents to use to express

their preferences, set out in rank order

"the Equal Preference System" the model whereby all preferences listed by

parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a

place

"the Highly Recommended

Elements"

the elements of the Template Scheme

that are not mandatory but to which subscription is strongly recommended in order to maximise coordination and thereby simplify the application

process as far as possible

"the Home LA" the LA in which the applicant/parent/carer is

resident

"the LIAAG Address Verification the document containing the address verification

policy of each participating LA

Register

"the Local Admission System

(LAS)"

the IT module for administering admissions in each LA and for determining the highest offer

both within and between participating LAs

"the London E-Admissions Portal" the common online application system used by the

33 London LAs and Surrey County Council

"the Maintaining LA" the LA which maintains a school, or within whose

area an academy is situated, for which a

preference has been expressed

"the Mandatory Elements" those elements of the Template Scheme to which

authorities **must** subscribe in order to be considered as 'Participating Authorities' and to benefit from use of the Pan-London Register

"the Notification Letter" the agreed form of letter sent to applicants on the

Prescribed Day which communicates any

determination granting or refusing admission to a primary or secondary school, which is attached as

Schedule 2

"the Prescribed Day" the day on which outcome letters are posted to

parents/carers.

1 March (secondary) and 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next

working day.

"the Pan-London Register (PLR)" the database which will sort and transmit

application and outcome data between the LAS of

each participating LA

"the Pan-London Timetable" the framework for processing of application and

outcome data, which is attached as Schedule 3

"the Participating LA" any LA that has indicated in the Memorandum of

Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the

Template LA Scheme presented here.

"the Qualifying Scheme" the scheme which each LA is required to

formulate in accordance with The School Admissions (Admission Arrangements and Co-

ordination of Admission Arrangements)

Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies.

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#### PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

## Hillingdon Scheme for Co-ordination of Admissions to Year 7 in 2015/16

### **Applications**

- 1. Hillingdon LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
- 2. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
- 3. Hillingdon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school, either in this LA or any other maintaining LA, can access a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
- 4. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2012.
- 5. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
- 6. Where an admission authority in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2012.

- 7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
- 8. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2012. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
- 9. This LA undertakes to carry out the address verification process as set out in its entry in LIAAG Address Verification Register. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 12 December 2014.
- 10. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2014.**
- 11. This LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 14 November 2014.

### **Processing**

- 12. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by 31 October 2014. However, this LA will publish information which encourages applicants to submit their application by 24 October 2014 (i.e. the Friday before half term), to allow it sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
- 13. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Hillingdon's scheme, will be up-loaded to the PLR by **14 November 2014.** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
- 14. Hillingdon shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3A, determine and state here its own timetable for the processing

- of preference data and the application of published oversubscription criteria.
- 15. Hillingdon will accept late applications only if they are late for a good reason, deciding each case on its own merits (e.g. just moved into area, exceptional medical reasons for the late application).
- 16. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
- 17. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is 12 December 2014.
- 18. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to 12 **December 2014**, on the basis that an on-time application already exists within the Pan-London system.
- 19. This LA will participate in the application data checking exercise scheduled between **15 December 2014 and 2 January 2015** in the Pan-London timetable in Schedule 3A.
- 20. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2012. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
- 21. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
- 22. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **3 February 2015.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
- 23. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **16 February 2015** if this is sooner.

- 24. This LA will not make an additional offer between the end of the iterative process and 2 March 2015 which may impact on an offer being made by another participating LA.
- 25. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
- 26. This LA will participate in the offer data checking exercise scheduled between 17 and 24 February 2015 in the Pan-London timetable in Schedule 3A.
- 27. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2015**. (33 London LAs & Surrey LA only).

#### **Offers**

- 28. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place at the nearest school in Hillingdon to the home address with a vacancy.
- 29. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- **30.** This LA's outcome letter will include the information set out in Schedule 2.
- 31. On **2 March 2015**, this LA will send by first class post notification of the outcome to resident applicants who applied on a paper application form. All on-line applications will receive notification of their outcome via the E-Admissions website.
- 32. Hillingdon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2015.

### **Post Offer**

33. This LA will request that resident applicants accept or decline the offer of a place by **16 March 2015**, or within two weeks of the date of any subsequent offer.

- 34. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **16 March 2015**, this LA will forward the information to the maintaining LA by **23 March 2015**. Where such information is received from applicants after **16 March**, this LA will pass it to the maintaining LA as it is received.
- 35. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
- 36. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
- 37. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
- 38. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
- 39. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
- 40. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 37 and 38 shall apply to the revised order of preferences.
- 41. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
- 42. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
- 43. The child's name will be held on the waiting list for any school that is a higher preference than the school offered if requested by parent. Each maintained school or Academy in this LA will hold their own waiting lists and parents will be able to obtain details directly from them. Waiting lists for Community Schools will be maintained by the LA. Waiting lists will be maintained in accordance with the schools/LA's published admission criteria. For schools not in this LA it will be the responsibility of the maintaining LA to determine how the waiting lists will operate.

### PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

## Hillingdon LA Scheme for Co-ordination of Admissions to Reception in 2015/16

### **Applications**

- 1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
- 2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, has access to this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form.
- 3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2012.
- 4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
- 5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2012.
- 6. Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
- 7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2012. However, where a parent resident in this

LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.

- 8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than 13 February 2015.
- 9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2015**.
- 10. This LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by 3 February 2015.

### **Processing**

- 11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15**January 2015.
- 12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **3 February 2015.** Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
- 13. This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.
- 14. Hillingdon will accept late applications only if they are late for a good reason, deciding each case on its own merits (e.g. just moved into area, exceptional medical reasons for the late application).
- 15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.

- 16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is 13 February 2015.
- 17. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to 13 February 2015, on the basis that an on-time application already exists within the Pan-London system.
- 18. This LA will participate in the application data checking exercise scheduled between **16 and 23 February 2015** in the Pan-London timetable in Schedule 3B.
- 19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2012. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
- 20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
- 21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2015.** The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
- 22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until 20 March 2015 if this is sooner.
- 23. This LA will not make an additional offer between the end of the iterative process and the **16 April 2015** which may impact on an offer being made by another participating LA.
- 24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

- 25. This LA will participate in the offer data checking exercise scheduled between 23 March and 10 April 2015 in the Pan-London timetable in Schedule 3B.
- 26. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2015**. (33 London LAs & Surrey LA only).

### **Offers**

- 27. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place at the nearest school in Hillingdon to the home address with a vacancy.
- 28. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- 29. This LA's outcome letter will include the information set out in Schedule 2.
- 30. This LA will, on **16 April 2015**, send by first class post notification of the outcome to resident applicants who applied on a paper application form. All on-line applications will receive notification of their outcome via the E-Admissions website.
- **31.** Hillingdon will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2015.

### **Post Offer**

- 32. This LA will request that resident applicants accept or decline the offer of a place by **30 April 2015**, or within two weeks of the date of any subsequent offer.
- 33. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by 30 April 2015, this LA will forward the information to the maintaining LA by 14 May 2015. Where such information is received from applicants after 30 April, this LA will pass it to the maintaining LA as it is received.
- 34. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
- 35. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.

- 36. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
- 37. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
- 38. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
- 39. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
- 40. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
- 41. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
- 42. The child's name will be held on the waiting list for any school that is a higher preference than the school offered if requested by parent. Each maintained school and academies in this LA will hold their own waiting lists and parents will be able to obtain details directly from them. Waiting lists for Community Schools will be maintained by the LA. Waiting lists will be maintained in accordance with the schools/LA' published admission criteria. For schools not in this LA it will be the responsibility of the maintaining LA to determine how the waiting lists will operate.

### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME SCHEDULE 1

### Minimum Content of Common Application Form for Admissions to Year 7 and Reception in 2015/16

### Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

### Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

### Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

### **Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have a statement of SEN? Y/N\*

Is the child a 'Looked After Child (LAC)'? Y/N

Is the child formerly LAC but now adopted or subject of a 'Residence Order'or

'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

#### Other:

Signature of parent or guardian

Date of signature

No statemented pupil details will be sent via the PLR.

#### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

### **SCHEDULE 2**

# Example of the Outcome Letter for Admissions to Year 7 and Reception in 2015/16

From: Home LA

Date: 2 March 2015 (sec) 16 April 2015 (prim)

Dear Parent.

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You 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 you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

Please return the reply slip to me by 16 March 2015 (sec) / 30 April 2015 (prim).	If you have a	ny
questions about this letter, please contact me on		

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME SCHEDULE 3A

### Timetable for Admissions to Year 7 in 2015/16

Fri 24 Oct 2014	Published closing date (Friday before half-term)
Fri 31 Oct 2014	Statutory deadline for receipt of applications

Mon 17 Nov 2014 Deadline for the transfer of application information by

the Home LA to the PLR (ADT file).

Fri 12 Dec 2014 Deadline for the upload of late applications to the PLR.

Mon 15 Dec 2014 – Checking of application data Fri 2 Jan 2015

Wed 21 Jan 2015 Date for schools to send ranked data back to the LB

Hillingdon.

Tues 3 Feb 2015 Deadline for the transfer of potential offer information

from Maintaining LAs to the PLR (ALT file)

Mon 16 Feb 2015 Final ALT file to PLR

Tues 17 – Tues 24 Feb 2015 Checking of offer data

Wed 25 Feb 2015 Deadline for on-line ALT file to portal

Mon 2 Mar 2015 Offer letters posted.

Mon 16 Mar 2015 Deadline for return of acceptances

Mon 23 Mar 2015 Deadline for transfer of acceptances to maintaining LAs

### PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME SCHEDULE 3B

### Timetable for Admissions to Reception in 2015/16

**Thurs 15 Jan 2015** Statutory deadline for receipt of applications

**Tues 3 Feb 2015** Deadline for the transfer of application information by

the Home LA to the PLR (ADT file)

Fri 13 Feb 2015 Deadline for the upload of late applications to the PLR.

Mon 16 – Mon 23 Feb 2015 Checking of application data

Fri 27 Feb 2014 Date for schools to send ranked data back to LB

Hillingdon

Mon 16 - Mon 23 Feb 2015 Checking of application data

Mon 16 Mar 2015 Deadline for the transfer of potential offer information

from the Maintaining LAs to the PLR (ALT file).

Fri 20 Mar 2015 Final ALT file to PLR

Mon 23 Mar- Fri 10 Apr 2015 Checking of offer data

Mon 13 Apr 2015 Deadline for on-line ALT file to portal

**Thurs 16 April 2015** Offer letters posted.

**Thurs 30 April 2015** Deadline for receipt of acceptances

Thurs 14 May 2015 Deadline for transfer of acceptances to maintaining LAs

### **APPENDIX 4**

### ADMISSION CRITERIA AND ARRANGEMENTS FOR HILLINGDON LA COMMUNITY, INFANT, JUNIOR AND PRIMARY SCHOOLS

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statements, priority for admission will be given to those children who meet the criteria set out below:

- 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, residence, or a special guardianship order.
- 2. Children attending the linked infant school are given priority for admission to the junior school (this applies to junior school applications only).
- 3. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.
- 4. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.

The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The Admission Authority cannot give higher priority to children under these criteria if the required documents have not been produced.

- 5. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for this criterion. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
- 6. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system. (In the case of Heathrow or Harmondsworth Primary Schools, criterion 6A and 6B applies)

### 6A. Heathrow Primary School

Children whose parents have stated a preference for Heathrow Primary School and who live in the streets and areas below:

Ashby Way Russell Gardens

Blunts Avenue Sipson Close

Bomer Close Sipson Lane (from Sipson Road to M4 Spur)

Chitterfield Gate Sipson Road 1-10 Copeswood Court

Harmondsworth Lane Sipson Road 239 to 501 & 356 to 2 to 46 & 1 to 59 544

Sipson Way

Hollycroft Close Vincent Close

Hollycroft Gardens Vineries Close

Kenwood Close Wykeham Close

The Bath Road from the M4 spur to the East and up to but not including 316 bath Road to the West.

The area bounded by the Bath Road to the North, the M4 spur to the East, Northern Perimeter Road West to the South and Nelson Road to the West, will be allocated places in order of distance measured in a straight line from the school to home.

### 6B. Harmondsworth Primary School

Children whose parents have stated a preference for Harmondsworth Primary School and who live in the area bounded by:

The M4 to the North

The M25 to the West

The M4 Spur to the East

The Bath Road to the South, including any children living between the Bath Road and the Northern Perimeter Road and who do not fall within the priority areas for Heathrow Primary School, will be allocated places in order of distance, measured in a straight line from the school to home.

For children whose parents name Heathrow Primary School or Harmondsworth Primary School as a preference where criteria 1-5 do not apply and who do not live in the priority areas (as outlined in 5a or b) then places will be allocated only after all applications living within the priority areas have been considered. Distance from home to school in a straight line will be the only criterion (i.e. criterion 6).

A computerised random allocation will be used as a tie-break in criterion 6 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same.

### ADMISSION TO AN INFANT/PRIMARY SCHOOL FOR A PLACE IN THE RECEPTION YEAR

In accordance with the co-ordination of reception places, parents are invited to complete a common application form naming up to 6 preferences (see the co-ordinated scheme). Each preference is treated as a separate application and therefore considered equally.

### LATE APPLICATIONS/CHANGES TO THE APPLICATION FORM AFTER THE CLOSING DATE

Application forms must be received by Hillingdon Council by the closing date of 15 January 2015. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. This also applies to any changes to the application (e.g order of school preference). However, in very exceptional circumstances, the application may be considered as on time but must be received by 13 February 2015. For example, if you have just moved house you must provide a letter from your solicitor confirming the completion date or a formal tenancy agreement.

### ADMISSION TO A JUNIOR SCHOOL FOR A PLACE IN YEAR 3

In accordance with the co-ordination of junior school places, parents are invited to complete a common application form naming up to 4 preferences (see the co-ordinated scheme).

Hillingdon residents with children attending year 2 in an Infant School in Hillingdon can apply to continue their education at any junior school by completing the application form available from LB Hillingdon and online.

Hillingdon residents with children attending year 2 in an Infant School not in Hillingdon will need to complete an application form. Details of the application will be forwarded to the maintaining local authority.

Residents whose children attend year 2 in an Infant School in Hillingdon but do not live in Hillingdon will need to submit an application through their own local authority in order to be considered for a year 3 place in a Hillingdon Junior School.

Any resident wishing to transfer from an infant school to a primary school at the start of year 3 should complete an In-Year application.

## ADMISSION TO A INFANT/JUNIOR/PRIMARY SCHOOL OUTSIDE ALLOCATION OF A RECEPTION PLACE (IN YEAR).

- Parents must apply directly to the admission authority for the school or schools of their preference. The Local Authority is the admission authority for Community Schools. Academies, Voluntary Aided Schools, Foundation Schools, Free Schools, University Technical Colleges and Studio Schools are their own admission authorities.
- 2. The relevant admission authority will make available a suitable form on which an application may be made. The Local Authority will make available forms for Community Schools and 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.
- 3. 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
- 4. Admission authorities must inform parents of their right of appeal against refusal of a place.

### WAITING LISTS

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 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 list if another family applies, with a higher priority under the admission criteria. In the case of a new reception and a year 6 to 7 transfer, the child's name will automatically be placed on the waiting list for Hillingdon Community schools which have been ranked higher 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 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 one full academic year following their application and parents will be prompted re-register their interest with the School Placement and Admissions Team.

#### DISTANCE CRITERION

Distance is measured in a straight line from the child's home address (which is deemed to be the address at which the child benefit is paid) to the school, using a GIS system which is based on ordnance survey data. The measurement is from the address point for the home address to the address point for the community primary school. If only one place is available at the school and the next child who qualifies for a place is equidistance the tiebreak will be by computerised random allocation.

### **HOME ADDRESS**

The address you provide must be your child's permanent address at the time/close of application. You must not use a business address, childminder's or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

If you have a genuine 50/50 share care arrangement with your child's other parent, then the address of the parent who is in receipt of child benefit will be used for the purpose of the application. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

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/rent statement;
- Recent utility bill;
- 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 requested depending on individual cases.

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.

### **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 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). We may also review the application of any family who decides to move after taking up the school place, up to year following the closing date.

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.

### WITHDRAWAL OF PLACES

Places offered at oversubscribed school will be withdrawn if:

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

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.

#### **MULTIPLE BIRTHS**

Twins and children from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number. For Key Stage 1 the child/children will be considered as an exception to the class size rule.

### CHILDREN OF UK SERVICE PERSONNEL

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2012. 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.

### PREVIOUSLY LOOKED AFTER CHILDREN

This applies to children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or a special guardianship order. Paragraph 1.7 of the School Admission Code gives priority to 'previously looked after children'. The definition of a looked after child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7, a child has to have been looked after before they were adopted or became subject to a residence order or special guardianship order.

### **APPEALS**

Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched on request.

### **NURSERY ADMISSIONS**

Admissions to nursery are administered by the schools direct. The published admission criteria for full time school is used in allocating the nursery places taking into account the child's date of birth. Attendance at a nursery does not guarantee a place in the reception of the school. In some instances not all children attending the nursery will be allocated a place in the full time school as there may be children not in the nursery who have a higher priority in respect of a full time place. Schools must not give priority within their admission arrangements to children in attendance at their nursery school. To do so would give an unfair advantage on children whose parents are able to take advantage of a nursery place at the school in comparison to those whose parents are not so able.

#### SCHOOL STARTING DATES

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. 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.

### ADMISSION TO HILLINGDON LA COMMUNITY SCHOOLS OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Hillingdon Community schools will only accept applications for children outside their chronological age group in exceptional circumstances and must be supported by evidence from the child's current school (if appropriate), medical professionals and an educational psychologist.

### FAIR ACCESS

Please see the London Borough of Hillingdon's website for the Fair Access Protocol.

# ADMISSION CRITERIA AND ARRANGEMENTS FOR THE HILLINGDON LA COMMUNITY SECONDARY SCHOOL

<u>RUISLIP HIGH SCHOOL</u> – This school became an Academy from 1<sup>st</sup> April 2014 and therefore their admissions criteria have been removed from the determined arrangements. Please contact school direct for full information regarding their admission arrangements

### ADMISSION TO A SECONDARY SCHOOL AT YEAR 6/7/ TRANSFER

In accordance with the co-ordination of Year 6/7 transfer, parents are invited to complete a common application form naming up to 6 preferences (see the co-ordinated scheme). Each preference is treated as a separate application and therefore considered equally.

### LATE APPLICATIONS/CHANGES TO THE APPLICATION FORM AFTER THE CLOSING DATE

Application forms must be received by Hillingdon Council by the closing date of 31 October 2014. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. This also applies to any changes to the application (e.g order of school preference). However, in very exceptional circumstances, the application may be considered as on time but must be received by 12 December 2014. For example, if you have just moved house you must provide a letter from your solicitor confirming the completion date or a formal tenancy agreement.

### ADMISSION TO A SECONDARY SCHOOL OUTSIDE THE YEAR 6/7 TRANSFER (IN YEAR).

- Parents must apply directly to the admission authority for the school or schools of their preference. The Local Authority is the admission authority for Community Schools. Academies, Voluntary Aided Schools, Foundation Schools, Free Schools, University Technical Colleges and Studio Schools are their own admission authorities.
- The relevant admission authority will make available a suitable form on which an application may be made. The Local Authority will make available forms for Community Schools and 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.
- 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.
- Admission authorities must inform parents of their right of appeal against refusal of a place.

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#### WAITING LISTS

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 parent (in the case of in year) and places will be offered throughout the year as vacancies arise. Children may move down the waiting list if another family applies, with a higher priority under the admission criteria.

In the case of a new reception and a year 6 to 7 transfer, the child's name will automatically be placed on the waiting list for schools which has been ranked higher 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 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 one full academic year following their application and parents will be prompted to re-register their interest with the School Placement and Admissions team.

#### DISTANCE CRITERION

Distance is measured in a straight line from home to Ruislip High School, using a GIS system which is based on ordnance survey data. The measurement is from the address point for the home address to the main school gate at Sidmouth Drive with those living closer to the school receiving the higher priority. If only one place is available at the school and the next child who qualifies for a place is equidistance, then both children will be offered a place. This included children from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

### CHILDREN OF UK SERVICE PERSONNEL

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2012. 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.

### **HOME ADDRESS**

The address you provide must be your child's permanent address at the time/close of application. You must not use a business address, childminder's or relative's address, or any address other than your home address. Only in circumstances where the relative or carer has legal guardianship, and is the main carer, will a different address be considered as the main residence. Evidence will be requested to support this arrangement.

If you have a genuine 50/50 share care arrangement with your child's other parent, then the address of the parent who is in receipt of child benefit will be used for the purpose of the application. In cases where parents are not eligible for child benefit the address will be that of the parent where the child is registered with the doctor.

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/rent statement;
- Recent utility bill;
- 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 requested depending on individual cases.

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.

### **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 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). We may also review the application of any family who decides to move after taking up the school place, up to year following the closing date.

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.

#### WITHDRAWAL OF PLACES

Places offered at oversubscribed school will be withdrawn if:

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

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.

#### **SIXTH FORM**

Ruislip High School became an Academy from 1<sup>st</sup> April 2014 and therefore their admissions criteria have been removed from the determined arrangements. Please contact school direct for full information regarding their admission arrangements

### **APPEALS**

Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched on request.

### ADMISSION TO HILLINGDON LA COMMUNITY SCHOOLS OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Hillingdon LA will only accept applications for children outside their chronological age group in exceptional circumstances and must be supported by evidence from the child's current school (if appropriate), medical professionals and an educational psychologist.

### PREVIOUSLY LOOKED AFTER CHILDREN

This applied to children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or a special guardianship order. Paragraph 1.7 of the School Admission Code gives priority to 'previously looked after children'. The definition of a looked after child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7, a child has to have been looked after before they were adopted or became subject to a residence order or special guardianship order. In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act came into force in December 2005, so it's not possible for a child to have been adopted under that Act prior to then.

### **FAIR ACCESS**

Please see the London Borough of Hillingdon's website for the Fair Access Protocol.

### APPENDIX 6

### **Primary Schools Admission Numbers for 2015/16**

Proposed Admission	
2015/16	
90 *	
60 *	
90 *	
30	
90	
90 *	
90 *	
90	
90	
81 *	
81	
60 *	
120 *	
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60 *	
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30 *	
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90	
60 *	
120	
120	
120 *	
90	
90	

Oak Farm Junior	90 *
Oak Farm Infant	90 *
Pinkwell Primary	150
Rabbsfarm Primary	90
Rosedale College	60 *
Ruislip Gardens Primary	90
Ryefield Primary	90
Sacred Heart Catholic Primary	90 *
St Andrews CE Primary	30 *
St Bernadette's Primary	60 *
St Catherine's Catholic Primary	30 *
St Mary's Catholic Primary	30 *
St Matthew's CE Primary	60 *
St Swithun Wells Catholic Primary	30 *
Warrender Primary	30
West Drayton Primary	90
Whitehall Junior	120
Whitehall Infant	120
Whiteheath Junior	90
Whiteheath Infant	90
William Byrd Primary	90 *
Wood End Park Community	150 *
Yeading Junior	128
Yeading Infant	120

<sup>\*</sup> These schools are their own admission authority. Any changes to their admission arrangements will be consulted on separately.

The local authority is currently formulating proposals for the provision of additional primary school places. Therefore, the number admitted to individual schools may change.

Primary School at Lakefarm is due to open in September 2014 subject to full agreement from the DfE. Full information can be obtained from The Park Federation direct on telephone number: 020 - 8573 - 3453 / 0638, E-

Mail: <a href="mailto:cranfordpk@hillingdongrid.org">cranfordpk@hillingdongrid.org</a> or Website: <a href="mailto:www.theparkfederation.co.uk">www.theparkfederation.co.uk</a>

Primary School at former RAF Uxbridge is due to open in September 2014 subject to full agreement from the DfE. Full information can be obtained from the Elliot Foundation direct on telephone number: 0207 278 7131, E-mail: info@elliotfoundation.co.uk or Website: www.elliotfoundation.co.uk

Primary School in West Drayton is due to open in September 2015 subject to full agreement from the DfE. Full information can be obtained from The Frays Trust direct on telephone number: 01895 671966, E-mail: <a href="mailto:cowleystl@hillingdongrid.org">cowleystl@hillingdongrid.org</a> Website: <a href="mailto:www.fraysacademytrust.org">www.fraysacademytrust.org</a>

### **APPENDIX 7**

### SECONDARY SCHOOLS

	Proposed Admission Number 2015/16	
Abbotsfield	194	*
Barnhill Community	240	*
High		
Bishop Ramsey CE	180	*
Bishopshalt	181	*
Douay Martyrs Catholic	240	*
Guru Nanak Sikh	180	*
Harefield Academy	150	*
Harlington Community	224	*
Haydon	300	*
Hewens College	224	*
Northwood	150	*
Parkside	60	***
Queensmead	240	*
Rosedale College	180	*
Ruislip High	180	**
Stockley Academy	180	*
Swakeleys	180	*
Uxbridge High	230	*
Vyners	180	*

<sup>\*</sup> These schools are their own admission authority. Any changes to their admission arrangements will be consulted on separately.

De Salis Studio College is due to open in September 2014 subject to full agreement from the DfE. This school will admit students from the ages of 14 – 19 years. The admission number for each year group is 60. Full information can be obtained from The Rosedale Hewens Academy Trust direct on telephone number: 0208 573 2097 or E-mail: info@desalisstudiocollege.co.uk

Heathrow Aviation Engineering UTC is due to open in September 2014 subject to full agreement from the DfE. This school will admit students from the ages of 14 – 19 years. The admission number for each year group is 60. Full information can be obtained from the college direct on telephone number: 01923 825884 or E-mail: info@heathrow-utc.org

<sup>\*\*</sup> This school became an Academy on 1st April 2014.

<sup>\*\*\*</sup> Parkside Studio College opened in September 2012 and admits students from the ages of 14 - 19 years.