

# Harmondsworth Primary School



Secondary School  
Transfer Meeting

Monday 10<sup>th</sup> September 2018

# Pan –London Coordinated Admissions Scheme

- Every year tens of thousands of pupils in London transfer to secondary school, many crossing borough boundaries to do so. Some years ago all of the London Boroughs got together with some councils bordering the capital and signed up to a system to co-ordinate admissions to their secondary schools.
- The coordinated admissions was fairer, with more parents being offered one of their preferred schools earlier, and fewer getting no initial offer at all. It was easier for parents to manage, reducing anxiety for them and their children, and also reduced the workload for schools.

# How the system works

- Under the Pan-London Coordinated Admissions Scheme, all parents list the schools that they want to apply for on one form, ranking them in order of preference. This form will be returned to the council in which the child lives.

# Open Evenings

Each Secondary School has an open evening during the Autumn Term for parents and pupils to visit the school.

# Open Evenings

Thursday 13 September Bishopshalt School 6.30pm

Wednesday 19 September Park Academy West London 6.00pm The Harefield Academy 6.00pm

Thursday 20 September Swakeleys School 6.30pm

Tuesday 25 September Rosedale College 6.30pm

Wednesday 26 September Queensmead School 5.30pm Oak Wood School 6.00pm

Thursday 27 September The Douay Martyrs 5.00pm Haydon School 6.00pm

Monday 1 October Uxbridge High School 6.00pm

Tuesday 2 October Harlington School 6.00pm

Wednesday 3 October Barnhill School 6.00pm Vyners School 6.00pm

Thursday 4 October Ruislip High School 5.00pm Hewens College 6.30pm

Monday 8 October Northwood School 5.30pm

Tuesday 9 October Guru Nanak Sikh Academy 5.00pm

Thursday 11 October Bishop Ramsey CofE 5.30pm

# Open Evenings

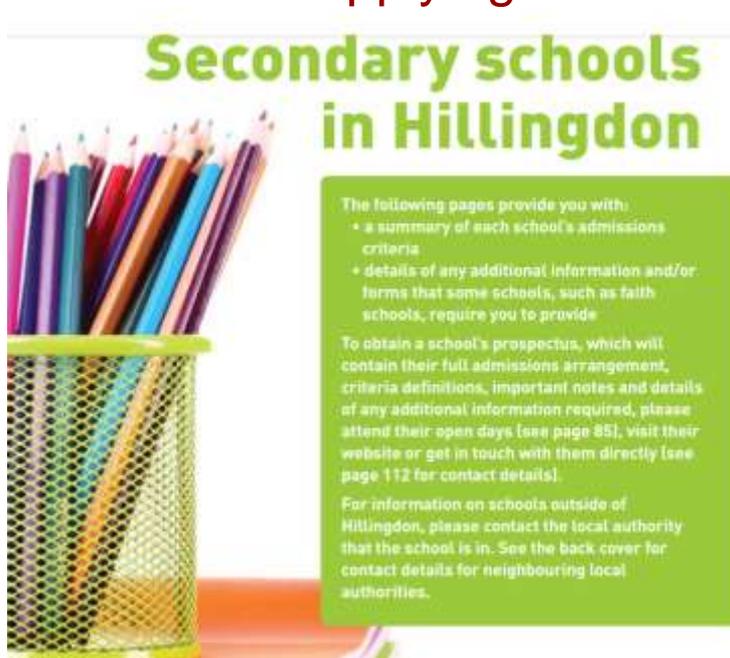


# Information on Admission Criteria

- Siblings - you may have to send birth certificates to your preferred schools.
- Medical evidence - you may have to send medical evidence
- Evidence of Faith - faith schools require parents to complete an additional form available from the school
- Each school will state in their prospectus if any additional information is required. For Hillingdon Secondary Schools you will find this at the end of each school's details
- Distance - the criteria for home to school distance for all schools in Hillingdon is as the crow flies.
- Selective Schools -you must ensure that you complete any necessary documentation required by the date set for them.
- Confirmation of address - Hillingdon residents will be asked to provide proof of address at the time of application. This will be in the form of: your council tax reference number and a copy of your child benefit entitlement notice.
- Applicants to Swakeleys will be required to take a non- verbal reasoning test (NVRT). You will need to submit a Supplementary Application Form (available from the school) which must be returned direct to the school by the deadline date.

# How to apply

- <http://www.hillingdon.gov.uk/secondary>
- The London Borough of Hillingdon encourages parents to make their applications on line ([www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools)). On the application form you are invited to state **up to** 6 schools that you are interested in applying to.



**Secondary schools  
in Hillingdon**

The following pages provide you with:

- a summary of each school's admissions criteria
- details of any additional information and/or forms that some schools, such as faith schools, require you to provide

To obtain a school's prospectus, which will contain their full admissions arrangement, criteria definitions, important notes and details of any additional information required, please attend their open days (see page 85), visit their website or get in touch with them directly (see page 112 for contact details).

For information on schools outside of Hillingdon, please contact the local authority that the school is in. See the back cover for contact details for neighbouring local authorities.



# How to apply

- You must put the schools in the order that you would most wish your child to attend.
- Any late applications will only be considered after all the applications received on time.
- Please keep the e-mail receipt confirmation in case of any discrepancy over the date received.
- The closing date is **Wednesday 31 October 2018.**

# Applying to schools outside the London Borough of Hillingdon

- Your application must include any schools outside the London Borough of Hillingdon.
- You must place these schools in the order that you would like your child to go to .
- There are no selective schools in Hillingdon. If you wish to apply to a selective school outside the borough, you must ensure that you complete any necessary documentation required by the date set by them.

# When will I hear about my application?

- If you applied on line you will be sent an e-mail on the evening of Thursday 1<sup>st</sup> March 2019 to confirm your offer.
- Letters will be posted on 1<sup>st</sup> March 2019 if you submitted a paper application.
- You must accept the place by *completing the slip provided* and send it back to the admissions team at the London Borough of Hillingdon by 15th March 2019. *Online applications have to be accepted online.*
- Your child's name will be held on the waiting list for any Hillingdon school that is a higher preference than the one offered.

## Preference offer example

Preference 1 = School A  
On waiting list

Preference 2 = School B  
On waiting list

**Preference 3 = School C  
School offered**

Preference 4 = School D  
Not placed on waiting list

Preference 5 = School E  
Not placed on waiting list

Preference 6 = School F  
Not placed on waiting list

# Important Dates To Remember

- **September/October 2018 – Secondary school open evenings**
- **Wednesday 31<sup>st</sup> October 2018 – closing date for online applications**
- **Friday 1<sup>st</sup> March 2019 (evening) – you will receive an e-mail with the result of your application**
- **Wednesday 15<sup>th</sup> March 2019 – deadline for accepting or declining your offer**

# If you require help

- If you need more help, please come and speak to us.
- Or call 01895 556644
- For help and information on completing an online application please visit the website [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools) or call 01895 556644.

# Appeal

- If you are not satisfied, you should accept the place offered to ensure that your child has a school place for September 2019; your child's name will be held on the waiting lists for your higher preference schools.
- You have the right to appeal and full information can be obtained by writing to each individual school requesting appeals documentation and enclosing a self addressed envelope.

# Questions