



Hermitage

Focused on Excellence; Surrounded by Care

Admissions

(2023/2024)

Hermitage Primary School			
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Governing Committee Responsible	Local Governing Body		
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Staff Responsible	Parmjit Kaur Varaitch	Next Review	July 2023

Contents

1. Preface	page 4
2. Definitions	page 4
3. General arrangements for admissions	page 6
4. Coordination of applications in Hillingdon	page 6
5. Admissions criteria	page 6
6. Transition arrangements	page 7
7. Procedures	page 8
8. Nursery admissions	page 8
9. Oversubscription criteria for normal admissions round	page 8
10. In-Year application for admission	page 9
11. Oversubscription criteria for in-year admission	page 10
12. In year waiting list	page 10
13. Appeals	page 10
14. Appendix 1 - Definitions and additional processes	page 12

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. The only restriction placed on entry is that of number. We set a maximum class size of thirty children. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy; as are any special needs the child may have.

1. Preface

This Admissions Policy is based upon and accordant with the Statutory Guidance, Admissions Code 2014.

These procedures have been drawn up with regard to the following primary legislation:

- 1.2.1. Sex Discrimination Act 1975
- 1.2.2. Race Relations Act 1976 and Race Relations Act 2000
- 1.2.3. Education Act 2011
- 1.2.4. Schools Standards and Framework Act 1998
- 1.2.3. Human Rights Act 1998
- 1.2.4. Disability Discrimination Act 1995 and Disability Discrimination Act 2005
- 1.2.5. Special Education Needs and Disability Act 2001
- 1.2.6. Education and Inspections Act 2006
- 1.2.7. Equality Act 2010
- 1.2.8. Education Act 2011

Wherever the current policy is deemed not to meet the requirements of the current Statutory Guidance in the form of the Admissions Code December 2014 and the Admissions Appeals Code February 2012, those codes will prevail. Rulings of the Schools Adjudicator shall likewise prevail until the Policy is amended accordingly.

Hermitage Primary School (HPS) is part of the Vanguard Learning Trust, a local multi-academy trust in Hillingdon. Admissions is delegated through the Trust's scheme of delegation to each school's local governing body.

Parents who are considering sending their child to HPS are most welcome to visit the school either at the main Open Evening or during one of the open days; these dates are annually updated and publicised on the school's website.

Hermitage Primary School ("The School") is an Academy school. Therefore, the Admissions Authority is the Governing Body of the school. The Governing Body shall delegate the process to the Operations Committee to appoint annually a sub group to manage the procedures outlined in this policy. The Headteacher will be part of the Admissions Committee.

On an annual basis, all parents of school starting age in Hillingdon borough will receive, from the authority, either online or in paper form, information about starting school and the application procedure.

2. Definitions

Looked after and previously looked after children

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:

- 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), eg fostered or living in a children's home, at the time an application for a school is made;

- 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;
- 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).

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.

Sibling - A sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission.

Distance - Students living nearest to the school. Distance is measured in a straight line from the child's home address 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 Hermitage Primary School. If only one place is available at the school and the next child who qualifies for a place is equidistant, the tiebreak will be by computerised random allocation.

Multiple births - Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

Address of Child – A child's home address is defined as being the child's normal place of residence, and excludes any business, relative's or child-minder's address. Where there is a formal residence order or child arrangements order which states that legal custody is equally shared between parents/guardians, then it is up to them to agree which address to use for the purpose of making a school place application. If legal custody is not equally shared, the address of the parent with the majority of custody will be used. If there is no formal agreement in place the address at which any child benefit is claimed will be used.

However, proof of address, may however need further clarification to show that the child lives at the address. This could be the child's medical card or tax credit award letter showing the child's details.

Oversubscription - In cases of oversubscription to the school within the sequential application of the criteria for admission, those entitled to be awarded a place at the school shall be determined by the procedures outlined in accordance with this policy.

Fair Access Protocols – In accordance with the School Admissions Code (2014) Section 3.9. *“Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside normal admissions round – unplaced children, especially the most vulnerable are offered a place as quickly as possible...”*

Further information about Fair Access protocols can be found on the London Borough of Hillingdon’s website under admissions.

Published Admissions Number (PAN) - The PAN is the number of students in each Year group that the admission authority has agreed will be admitted without causing detriment to the school. In agreement with the local authority, the PAN for Reception cohort applications for entry in September 2022 is 60 students.

3.General arrangements for admissions

Tours are held in Autumn Term (late November/early December) each year. Details of the timetable for admissions are available from the school or the London Borough of Hillingdon.

4.Co-ordination of Applications in Hillingdon

4.1. In accordance with the Statutory Guidance, the Local Education Authority (LA) will issue all information to parents for starting reception in the Borough of Hillingdon. The Borough shall apply the admissions criteria set by the Admissions Authority when dealing with applications where there is over-subscription to the school year.

5.Admissions criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

5.1 Looked after and previously looked after children. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted

5.2 Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend Hermitage Primary School. Applications must be supported by medical evidence from a GP or Hospital Consultant.

5.3. 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 Hermitage Primary School. Applications must be supported by medical evidence from a GP or Hospital Consultant.

5.4. Children who have a sibling attending Hermitage Primary School living within the distance priority radius.

5.5. Children who have a sibling who was admitted to the full-time school prior to 31st August 2017.

5.6. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5.7. Children living nearest the school within the distance priority radius.

5.8. Children who have a sibling living outside of the distance priority radius.

5.9. Children living nearest the school not within the distance priority radius.

Priority will be given within each criterion for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.

Supporting evidence 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. Applications must be supported by medical evidence from a GP or Hospital Consultant.

The distance priority radius for Hermitage is set at 750 metres. (Eastings: 505908, Northings: 184498)

6. Transition Arrangements

6.1. To support students and parents who have accepted a place at Hermitage Primary School with the transition to school, the school does the following preparatory work on an annual basis:

- Members of the EYFS team meet with families prior to a September start; the core purpose of the meeting is to introduce staff, provide key documentation and outline the school's procedures and expectations;
- Families joining in year meet with a member of the senior leadership team, prior to starting.
- New nursery and reception students are invited to attend an induction session in July before the start of the September term. Students have a 'Stay and Play' sessions and parents are introduced to the school's curriculum, have the opportunity to ask questions and see their child's classroom environment.

7. Procedures

7.1. The admission number to the school in Reception is 60. Hermitage Primary School is an academy school and therefore the Governing Body of the school is the Admissions Authority. It therefore retains the right to adjust the PAN in accordance with the regulations:

Admissions Statutory Guidance 3.6.-3.7.:

"Admission authorities may propose other variations where they consider such changes to be necessary in view of a major change in circumstance. Such proposals must be referred to

the Schools Adjudicator for approval, and the appropriate bodies notified. A variation to increase a school's PAN is not required to be referred to the Schools Adjudicator. Admission authorities must notify the appropriate bodies of all variations and must display a copy of the full varied admission arrangements on their website until they are replaced by different admission arrangements."

7.2. The application procedures and timetable for reception applications shall be agreed locally and administered by Hillingdon LA. Such procedures and timetables will be published annually by the LA and will be in accordance with the Statutory Guidance framework 2012. The school will publish key dates on its website.

8.Nursery admissions

In total the Nursery can take 52 children, this being the school's Published Admissions Number (PAN). There are 26 morning places and 26 afternoon places in the nursery. Hermitage Primary School will take children in the term/half term after they turn 3.

Parents should contact the main office for an application form. Confirmation should be received within 4 weeks of application. For children starting in September, EYFS staff will complete Home Visits to begin to build relationships between the staff and children. For children starting during the year, an initial meeting will take place between the Nursery staff and the family prior to the child starting; this will take place at a scheduled time in the nursery setting. This will be discussed with parents once the nursery place is confirmed.

It is worth noting that admission to nursery does not secure a full time place in reception. Applications must be made to the local authority that the child lives in for reception places.

Note: Children who have statement of special educational needs or an EHC plan should make their application via the SEND team at the London Borough of Hillingdon.

9.Oversubscription criteria

9.1. Students who have been assessed by the LA as having special educational needs, which makes it necessary for them to attend Hermitage Primary School and the school has been named in the EHC plan are entitled to attend the school without reference to oversubscription criteria.

9.2. Multiple births – Twins and students from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number.

10.In-Year Application for Admission

10.1. Applications received other than at the normal time of applications for admission will be treated in the same manner as all other applications. Such applications will be dealt with in a timely manner without undue delay and the oversubscription criteria apply in the same manner as all other applications in accordance with the Borough co-ordinated scheme.

10.2. The school notes the powers of direction given to the LA in relation to students in LA care and will co-operate with all such admission requests in the same manner as for students with defined special educational needs (see 9.1.)

10.3. The school will co-operate with the agreed In-Year Fair Access Protocols for hard-to-place students with challenging behaviour, noting in the case of students with EHC plans that the Admissions Code states: *"Once the closing date for applications has passed, LAs should not allow preferences to be changed without a genuine reason for doing so, for example, if the family has recently moved address. LAs must make this clear in the information they provide for parents"*. This will apply to all in-year application to ensure fairness and access. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

10.4. As an Admissions Authority, the school will participate in the Fair Access Protocol facilitated by the LA in order to ensure that unplaced students are allocated a school place quickly. The school will adopt the pro-forma application form provided by the LA. The Governing Body notes that here is no duty to comply with parental preference when allocating places through the Fair Access Protocol.

10.5. Where the Governing Body, acting as the Admissions Authority, does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the LA for action under the Fair Access Protocol. Reasons where this may be found appropriate and in accordance with the Statutory Guidance include:

- i. where a school has a particularly high proportion of students with challenging behaviour, or
- ii. where a school has a particularly high proportion of previously excluded students.

10.6. The Governing Body notes that this provision does not apply to a looked after child, a previously looked after child or a child with an EHC plan naming the school in question, as these students must be admitted.

10.7. The school will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child has first to be assessed for special educational needs.

10.8. The Governing Body of Hermitage Primary School (acting as the Admissions Authority) note that any Fair Access Protocol must not require a school automatically to take another child with challenging behaviour in the place of a child excluded from the school.

10.9. The Admissions Authority of the School, the Governing Body note the following section 3.15 of the 2014 regulations:

The list of children to be included in a Fair Access Protocol is to be agreed with the majority of schools in the area but must include the following children of compulsory school age who have difficulty securing a school place:

- a) children from the criminal justice system or Pupil Referral Units (PRU) who need to be reintegrated into mainstream education;

- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) Children who are carers; and
- g) Children with special educational needs, disabilities or medical conditions (but without an EHC plan)

11.In-Year Waiting List

11.1. The school will maintain an in-year admissions list of students who have applied for a place at HPS. The in-year admissions list will be organised to reflect the criteria for admission stated in 5.0 and shall be applied by the Admissions Committee of the Governing Body should the number of students applying for places in any Year group exceed the numbers stated in 2.0 and 8.0. When applications are received they will be placed in order according to the school's admissions criteria.

11.2. Where applications are received after the closing date and the year group is full, they shall be placed in order according to the oversubscription criteria and in accordance with the current regulations.

12.Appeals

12.1 All applicants who fail to gain a place at the school because of the application of the admissions criteria through over-subscription shall have full rights of appeal to the independent Appeals Panel established in accordance with the regulations. Following an unsuccessful appeal, Governors will not consider a further appeal during the same school year unless there has been a substantial change of circumstances for the child. Appeals will be undertaken strictly in accordance with the current DfE Statutory Guidance, Admissions Appeals Code 2012.

Parents who wish to appeal can contact the school and ask to speak to the admissions officer. Parents wishing to appeal should complete an appeal form available from the school. The form should then be returned to the Clerk to the Appeals Committee via the school within 20 days of notification not to admit. If appellants miss this deadline, the appeal will still be heard, although this may not be until the start of the new school year.

It is important that parents understand that appeals cannot be made in the grounds of disappointment.

Appendix 1 - Definitions and Additional Processes

Medical/Social Applications

School admission arrangements include a medical/social criterion that gives priority for children (or children with immediate family members) who suffer from a long-term medical condition or have a social reason that makes it necessary that they attend a particular school and where attendance at any other school would present significant difficulties that cannot be overcome with reasonable adjustments.

Medical applications are considered on a case-by-case basis, the intention of the criteria is that it should normally only be applied to children who need to attend their nearest school (or nearest suitable school) where mobility is a concern for either the child or a family member with sole responsibility for taking that child to school. The criteria may also be applied if a school has specific resources to cope with a particular medical condition that no other school within a reasonable distance can provide.

Currently, however, all primary schools are equally well-equipped to cope with any long-term medical condition that does not require an Education, Health and Care Plan. Decisions about whether to allow the medical criteria are made by the admissions authority and are required to be fair and consistent.

It is not possible to consider continuation of education from a school nursery to the mainstream school under the medical criteria. This is because nursery admissions procedures are normally carried out by the school and are not regulated or co-ordinated by the local authority. If a school were to give priority to children already attending its nursery, it would disadvantage parents of children who wish to attend the school but chose to send their children to a private nursery or chose not to send their children to a nursery and who live closer to the school.

Applications made under the medical criteria must be accompanied with details about the medical condition at the time of application and this must include written evidence from a GP/hospital consultant which clearly explains why a place is required at one particular school and the difficulties that would be experienced by the child or the family were the child to attend any other school.

Applications made under the social criteria must be accompanied with details about the social reason(s) that you would like to be considered and may include letters of support from professionals.

A decision will be made by the admissions committee to determine whether the medical/social criteria should be applied. The decision will be based on the evidence of need rather than a doctor's or other professionals' personal recommendation that a place is required at a particular school.

Late Applications / Changes to The Application Form After The Closing Date

Reception application forms must be received by Hillingdon Council by the closing dates stated in the published schemes. Applications received after these closing dates 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 (eg order of school preference). However, in very exceptional circumstances, the application

may be considered as on time but must be received by the dates stated in Hillingdon's published coordination scheme. For example, if you have just moved to a new house, you must provide a letter from your solicitor confirming the completion date or a formal tenancy agreement. Decisions will be made considering each case on its own merits with agreement of the affected Admission Authority(s).

Waiting Lists – Reception Intake

In the case of a new reception application, the child's name will automatically be placed on the Local Authority's waiting list for HPS. The list is handed over to Hermitage admissions on the 1st September.

Distance Criterion

Distance is measured in a straight line from the child's home address (as defined below) to the school, using a Graphical 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. The grid reference address points for HPS is Easting 5059090, Northing 1844990.

Distance is also used to determine priority within each criterion where there is more than one applicant who meets that criteria.

Tie Breaker

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, HPS will use a computerised random allocation to determine which child should be given priority.

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).

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, childminders 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.

Shared or Joint Residency

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If no joint declaration is received by the closing date for applications and the residence is split equally, HPS will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify HPS of any change of address.

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).

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/rent statement
- Recent utility bill
- Driving license (copy of your current driving licence)
- Household Insurance; A copy of your most recent household insurance (dated within the last 12 months)
- Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
- Motor policy insurance; A copy of your most recent motor policy insurance schedule (dated within the last 12 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 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.

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 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.

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.

Children Of Uk Service Personnel

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 Of Crown Servants

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

Confirmation of relocation address

It is important that parents are able to provide admission authorities with some certainty as to their relocation address, in order to ensure that places are allocated fairly and in accordance with each school's admissions criteria. Where a parent is unable to provide any confirmation of a relocation address, they are advised to provide an indication of area, narrowed down as far as possible, to which the family intend to return. Parents should keep admission authorities informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able to process their application. For the purpose of starting primary/secondary the application must be submitted by the deadline.

Applications from Abroad

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.

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:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

Applications for Families Arriving from Abroad. Including from The EU, from 1st January 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

[Read more on the government website](#)

Fair Access

The Fair Access Protocol is used by local authorities to place pupils applying for an in-year school place in schools where the child is hard to place, for example where there are no vacancies at a school within a reasonable distance or where there are behaviour concerns. Please see the London Borough of Hillingdon's website for the Fair Access Protocol.

The Protocol will not apply to a looked after child, or a child with an Education, Health and Care Plan naming the school in question, as these children must be admitted.

Requests For Admission To School Outside A Child's Age Group

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.

Summer born

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

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
- Previous experience of education outside of the child's normal age group
- Premature children who would be in a lower age group if not born prematurely.

Deferred Admission

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.