



2019 / 2020

APPLYING FOR A PLACE

AT

QUEENSMEAD SCHOOL

MAKING AN APPLICATION TO THE LONDON BOROUGH OF HILLINGDON

- If your child was born between 1st September 2007 and 31st August 2008 and your child lives in the London Borough of Hillingdon, you need to apply for him/her to start secondary school.
- If you live in another borough, you must complete the admissions form in the borough that you live, even if you are applying for Hillingdon schools. The deadline for the return of completed applications is **31st October 2018**.

Pan London Co-ordinated Admissions Scheme

- As part of the Pan London co-ordinated admissions scheme, parents must make an application to the authority in which they live and pay council tax. Parents must list the schools that they want to apply for on one form, ranking them in order of preference. This form must then be returned to the council in which the child lives. All the councils taking part in the Pan London co-ordinated admissions scheme will then pass on details of applications for schools in other areas and co-ordinate the offer of places to make sure that nobody gets offered more than one school place. The decision on whether a place can be offered will continue to be made by the admission authority for each school listed.

When to apply

- You can apply online from 1st September 2018 via www.eadmissions.org.uk/. If you live in another borough, you must complete the form in the borough that you live even if you are applying for Hillingdon schools. It is recommended that you submit your application by Friday 19th October, which is the last Friday before half term. The deadline for the return of completed applications is 31st October.
- Appeals documentation must be requested by **Friday 29th March 2019** from Queensmead School. Every parent has the right of appeal regardless of when they lodge their appeal. The only reason we have a date by which appeals must be lodged is to ensure that the appeal is heard before the end of term. You must write to us stating that you wish to lodge an appeal, enclosing a stamped, self addressed envelope.
- A letter will be posted on **Friday 1st March 2019** from the Admissions team at the Civic Centre, to all parents who applied by the closing date, giving the result of the application. Each individual school will have administered their own admissions criteria in the allocation of places. If you applied online, you can view the result of your offer online from the evening of **Friday 1st March 2019 (after 5pm)**.

- If your child does not qualify for any of the schools you have named as a preference, then a place will be offered at the nearest school in Hillingdon to your home address with a vacancy (if you live in Hillingdon).
- You should return your acceptance to your local LA (where you pay your council tax) by Friday 15th March 2019, or alternatively if you applied online, you should accept your offer via the e-Admissions site.

Please note: After the prescribed offer date, (1st March 2019) any late applications received that have a higher priority under the schools' published admissions criteria will supersede your child on the waiting list. This is in accordance with para 2.14 of the School Admissions Code.

- Your child's name will be added to the waiting list for all schools you named as a higher preference than the one offered. Acceptance of a place offered will have no bearing on any waiting lists. All schools that you named as a lower preference will automatically be declined and you will have to re-apply for these schools if you want to be added to their waiting list.
- You must provide the additional information requested by each school (see individual school brochure and the "Starting Secondary School" booklet available online at www.hillingdon.gov.uk/schooladmissions).

DID YOU KNOW?

YOU CAN APPLY FOR A SCHOOL PLACE ON-LINE

The website to apply on-line for a Secondary School place for September 2019 is:-

www.eadmissions.org.uk/

**Closing date for applications is
Wednesday 31st October 2018**

ADMISSION TO QUEENSMEAD

1. Making an application

Queensmead School is an Academy and admissions are initially administered by the Local Authority (LA) on behalf of the Governing Body. Applications must be made in accordance with the procedures set out in this part of the school prospectus. The Governors reserve the right to discard applications, which do not conform to the procedures herein.

Making an application for a place at Queensmead School does not preclude applications to any other school, or Local Authority. Copies of the prospectus are available from the School.

Applications for a place in National Curriculum Year 7 academic year September 2019 – August 2020 will be available to parents of children born between 1st September 2007 and 31st August 2008. Paper application forms are provided by your home local authority or you can apply online www.eadmissions.org.uk/.

Please note:-

Statement of Special Educational Needs or Education Health and Care Plan (EHC Plan)

If your child already has a statement of Special Educational Needs (SEN) or an EHC Plan, you are not required to complete this form as you will follow a different admissions process with your SEN caseworker. If your child is undergoing an assessment for an EHC plan but it is not yet complete, please tick 'No' and complete the form as normal, but attach a letter telling us that this is the case. We will then liaise with the SEN team before the offers are made. Please do not delay making your application because you are waiting for the outcome of any assessment of special educational needs, as this may restrict the options available to you.

The LA will inform parents in writing of the result of their application and this will be posted on **1st March 2019**.

Appeals against a decision by the Governors not to offer a place to a child will be dealt with under the appeals procedure established by the Governing Body.

Communications regarding admissions to Queensmead School will be addressed to the parent with whom the child normally lives.

At the time of submitting your application to the LA you must include your council tax ref no; which is used to validate you are living at the address on the application.

Applications for a place in any other year group can be made at any time. Details of mid-year admission procedures are included later in this document.

2. Information and Open Evenings

The School produces a prospectus, which is available from **mid September 2018**. Parents may collect a prospectus from the School during normal school hours, but would generally obtain one either through their child's primary school or by attending the Open Evening on **Wednesday 26th September 2018**. Information is available on the website www.queensmeadschool.org.uk.

Parents considering making an application for a place at the School are recommended to attend the Open Evening.

3. Admission of students having a Statement of Special Educational Need or an EHC Plan

Where Queensmead School is named in a child's Statement of Special Education Needs (SEN) or Education Health & Care Plan (EHC Plan) the School will admit the child.

4. Criteria for Admission into National Curriculum Year 7

Summary of the admissions criteria

1. Children in public care (looked after children (LAC)) and other LAC who have been adopted or made subject to a residency order or special guardianship orders following having been looked after.
2. Children who have a sibling at this School at the time of the application of the child for whom a place is sought.

Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children living nearest the school, measured in a straight line from the School to their parents' permanent home, from the point set by Ordnance Survey at the child's home address (including flats) to the School (co-ordinates 511852, 185609) using the Local Authority's computerised measuring system, with those living closer to the School receiving the higher priority.
4. Recruitment and retention of staff (children of staff who have been employed at Queensmead School for at least two years or those that meet a skills shortage). These students will be admitted in addition to the admission number. Applications in this category should be made in the normal way and augmented by a letter directly to the Head Teacher of Queensmead School.

5. Admission Limits

When last calculated, Queensmead School's Indicated Admission Limit was set at 240.

6. Notes on Admissions Criteria

- (a) Children in public care (looked after children (LAC)) and other LAC who have been adopted or made subject to a residency order or special guardianship orders following having been looked after.

You need to state whether or not the child is, or has previously been, in the care of a local authority. A child currently looked after or in public care is defined as being in the care of the local authority; for example, in foster care or a children's home. A previously looked after child is a child who was adopted, or subject to a residence order, child arrangement order or special guardianship order, immediately following having been looked after.

If the child meets the criteria to be classified as a looked after child or a child in public care, you must enclose either a letter from the relevant authority confirming the legal status of the child, a copy of the care order, or a copy of the special guardianship order, if you would like to be considered under the looked after/previously looked after criterion.

(b) Siblings

Parents who hope to be allocated a place for a child because he/she has a brother or sister who is already on roll at Queensmead School must claim priority by **31st October 2018**. The application form has a section in which these details must be entered. Failure to bring the details of this relationship to the attention of the Governors by this means will remove any entitlement to priority consideration under the sibling criteria.

To qualify as a sibling the sibling must be on the school roll on the day stated as the deadline for applications and must have commenced at Queensmead School prior to the end of the Spring Term, previous to the September for which an application is sought, **and** will continue to attend during the following school year.

Parents are required to provide, on the application form, sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists. Cousins or other family members, even if living at the same address, do not qualify as siblings.

c) **Distance Criteria**

On your application you will be asked to provide proof of address directly to the London Borough of Hillingdon with your application. Failure to provide adequate proof of address may result in the offer of a place being withdrawn.

Proof of address

Council tax reference number

On your application, please include your council tax reference number (7 digit number beginning with the number '3'); this number is used to validate that you are living at your address. **If your name is not the registered name on the council tax reference**, please also name the council tax reference holder and their relationship to the child.

If **someone else pays your council tax (landlord, parent etc.)**, please attach to your application a copy of a recent utility bill (within the last three months) with your name and address on.

If there is a question concerning the validity of the address, we reserve the right to request further documentation. Failure to provide adequate proof of address may result in the offer for your child being withdrawn.

If you are **unable to provide evidence** of either your council tax or a utility bill, please call the School Placement and Admissions team on 01895 556644.

Proof of address for child

In addition to your proof of address documentation, we also require evidence that your child is registered at the same address, please provide **one** of the following.

- Medical Card.
- Child Benefit Notice, showing child's details (if applicable/available).
- Tax Credit Award Notice, showing child's details (if applicable/available).

In the event that none of the above are available please request a letter confirming your child's address from his/her G.P.

Please **do not** send in original documentation as it will not be returned.

Can I use an address other than my own?

No, you must apply under the address where the parent and child are living at the closing date for applications.

In previous years, admissions authorities have withdrawn a large number of applications due to a false address being given.

Fraudulent addresses

The School Admissions Code states that a fraudulent or an intentionally misleading application from a parent – for example, a false claim of residence, which effectively denied a place to another child – can be withdrawn by the admissions authority.

7. How to Apply for a Place

Reminder:-

Applications for children for whom an Education Health and Care Plan (EHC) exists you are not required to complete an application. You will follow a different admissions process with your SEN case worker. The SEN team can be contacted on 01895 250244. A calendar for the allocation of Special Needs places has been agreed with the LA, and must be closely adhered to.

New Year 7's should complete the application form provided by your home local authority or apply on-line through your local authority.

In-Year Admissions must complete an application form provided by your home local authority.

8. Acceptance of a Place

If a place at Queensmead School is offered to your child by the LA and you intend to accept the place, you must complete the acceptance form within two weeks and return it directly to the LA by **15th March 2019**. If you applied on-line you will need to log onto your eAdmissions account to accept or decline your offer by **15th March 2019**.

IMPORTANT: You must accept the offer to secure the school place. If you do not accept by 15th March 2019, the offer may be withdrawn.

9. Appeals

Parents who have applied for, but not been offered, a place for a child at Queensmead School have the right to lodge an appeal with the Governing Body.

Appeals documentation must be requested by **29th March 2019** from Queensmead School.

Every parent has the right of appeal regardless of when they lodge the appeal. The only reason we have a date by which appeals must be lodged is to ensure that appeals are heard before the end of term. You must write to us stating that you wish to lodge an appeal, enclosing a stamped, self addressed envelope.

10. Waiting Lists

If it is not possible to offer a place at Queensmead School the child's name will be placed on a waiting list. Positions will only be communicated to parents if a request has been made in writing. This information will only be available after **1st May 2019**.

11. Financial Assistance

Although Queensmead School is an Academy, the financial arrangements, as they affect parents, are exactly the same as for the other local secondary schools. The education provided at Queensmead School is free.

Free school meals are administered by the School and can be applied for on-line at <https://pps.lgfl.org.uk/>. For more information visit our website www.queensmeadschool.org.uk.

APPEALS PROCEDURE

1. GROUNDS FOR APPEAL:

You have a right to appeal against the decision of the Governing Body not to admit your child and the Governors will make arrangements to hear your appeal.

Possible grounds for appeal are:

- a) The Admissions Authority failed to apply the Admissions criteria established with the approval of the Secretary of State for the purpose of allocating places in the event of the School being over-subscribed.
- b) The Admissions Authority failed to follow the procedure laid down in the Queensmead School Instrument and Articles of Government for dealing with admissions.

2. NOTICE OF APPEAL:

Information:-

- a) There is a deadline for appeals. You must register your intention to appeal by **29th March 2019** in writing.
- b) The Clerk will provide you with a Notice of Appeal form after the above deadline has passed. This form will include the deadline for returning your completed appeal paperwork.
- c) The Clerk is neither a member of the Admissions Committee nor the Appeals Committee and will be willing to give you impartial advice on the grounds for an appeal.
- d) Please specify the grounds on which you are making appeal.
- e) Please ensure that, as far as possible, you send with your Notice of Appeal copies of documents you wish to be considered at the meeting in support of your appeal.

ADMISSIONS FOR SEPTEMBER 2019

IMPORTANT DATES

**WEDNESDAY
26th SEPTEMBER 2018**

OPEN EVENING 5.30pm–8.00pm

**WEDNESDAY
31st OCTOBER 2018**

**STATUTORY DEADLINE FOR
ONLINE APPLICATIONS AND
APPLICATIONS SENT DIRECT TO
THE BOROUGH**

**FRIDAY
1st MARCH 2019**

**OFFERS OF PLACES POSTED BY
THE LA
Online applications can be
viewed after 5.00pm**

**FRIDAY
15th MARCH 2019**

DEADLINE FOR ACCEPTANCES

**FRIDAY
29th March 2019**

**DEADLINE FOR REGISTERING
INTENTION TO APPEAL TO THE
SCHOOL**