



London Borough  
of Hounslow

# Transfer to Secondary School in **2015**

Apply online  
and get your  
school place offer  
a day earlier

For children born between  
1 September 2003 and 31 August 2004



# Introduction



You are reading this as you prepare to make an important decision about your children's future, and some of you may be anxious about whether you are making the right choices.

This brochure will help you understand the secondary schools admissions process. It provides all the information you will need to help you apply for a place for your child starting in September 2015.

Here at the council – and in every school across the borough - we passionately believe in the power of education to transform lives and provide brighter futures for our children and young people.

Good education is key to tackling inequality and creating opportunities for all. I firmly believe that every child and young person in the borough Hounslow has a right to outstanding education whatever their circumstances and wherever they live.

We are fortunate in having so many excellent secondary schools providing high quality education for our children and young people. Hounslow is one of only a few places in the country where every secondary school is rated as outstanding or good by Ofsted.

You may already have firm ideas about where you want your child to go to school, but I urge you to take advantage of the time before you need to apply to find out more about the other schools in the area.

Each school publishes its own information prospectus, and all are holding open days/ evening in September and October so you can have a good look round the facilities and meet some of the staff and pupils (see p4).

Some schools do have specific criteria for admission based on religion, so please read the information on their pages to make sure you meet it. You may also need to fill in supplementary forms in order to apply.

If anything is unclear, or there is something you do not understand about the admissions process, please do get in touch with either your child's primary school, or our admissions team (contact details are on the back cover). We are also hosting an advice session for year 6 parents on Wednesday, 10 September, where officers will be on hand to explain the process, and offer help and advice so you can be confident you are applying correctly.

You have six preferences to make, so please use them all – if we cannot allocate a place at one of the schools you do name, we will simply allocate a place at a school with vacancies.

Parents should rest assured that no matter which school your child starts at next September, you can be reassured they will be given the best possible education to help them succeed in life.

## **Cllr Tom Bruce**

Cabinet Member for Education and Children's Services  
Hounslow Council

## Hounslow secondary schools

Secondary schools in the London Borough of Hounslow have an excellent reputation for providing a high quality education for children from our borough and neighbouring authorities.

Prospective parents/carers will be welcomed at the schools open mornings and/or evenings, the details of which are on page 4.

The schools have many characteristics in common:

- They exist to provide an excellent education for all local children.
- They are comprehensive in their intake and accommodate students of all abilities.
- They all have high aspirations for their students.
- Students perform at a high level and examination results are consistently good or outstanding.
- Behaviour in all schools is good or outstanding and nationally recognised for being so.
- Most schools have a sixth form, allowing students to continue their education from 11 to 19 years of age.
- The schools all work successfully together to ensure that opportunities for students are widened, especially at key stage 4 and key stage 5 (sixth Form).
- All the schools have ambitious plans for sustaining high levels of performance and for continual improvement.

Of course each school is also distinctive in nature, and the range of schools means that families will be able to find one that meets their own values, beliefs and expectations.

The desire of all of Hounslow's secondary headteachers is to make sure that the ambitions of local youngsters and their families can be realised in their schools. Whether families live in Hounslow, or in other parts of west London, they can choose a Hounslow school with confidence and in the knowledge that their child will enjoy a successful and fulfilling experience.

## Contents

<b>3</b>	Key dates
<b>4</b>	School open days and evenings
<b>6</b>	Secondary admissions co-ordination
<b>7</b>	Understanding the admissions process
<b>8</b>	If your application is late
<b>9</b>	Completing your application
<b>11</b>	Deciding on a secondary school preference
<b>12</b>	Application guidance notes
<b>15</b>	An example of the application process
<b>16</b>	Waiting lists
<b>17</b>	Appeals procedure
<b>18</b>	Location of secondary schools in Hounslow
<b>20</b>	Admission criteria
<b>59</b>	Provision for 14-19 year olds
<b>60</b>	Questions and answers
<b>62</b>	In-year admissions
<b>63</b>	Special educational needs
<b>64</b>	Further information
<b>65</b>	Grants and assistance
<b>66</b>	Healthy and safe travel to school
<b>67</b>	Contact details for other local authorities
<b>68</b>	Notes

# Key dates 2014/15

## 1 September

The online system will become available for applications. Please see page 9 or visit [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions) for further information.

## 10 September, 7pm

We will be holding a general advice meeting for year 6 parents at the Civic Centre, Lampton Road, Hounslow, TW3 4DN.

## September-October

Schools will be holding open days and evenings for prospective parents/carers – please see page 4 for details.

## 24 October

This is the closing date for the return of your common application form (CAF) to your child's Hounslow primary school.

## 31 October

If you are a resident of the London Borough of Hounslow, this is the closing date for the return of your CAF to School Admissions, Civic Centre, Lampton Road, Hounslow TW3 4DN.

## 31 October, midnight

The online application system closes.

## 10 December

Closing date for the return of CAF from people moving into the borough after 31 October, or for any late applications to be considered as being received on time due to exceptional circumstances.

## 2 March

We will post a first class letter to all applicants living in the borough, informing them of where we can offer a school place. If none of your preferred schools can be offered, we will offer a place at a Hounslow school with availability. Letters should arrive on 3 March.

## 2 March (evening)

Parents who applied online will be sent an email with the outcome of their application. Applicants will also receive the standard notification by post on 3 March.

## 16 March

This is the last date for us to receive your acceptance reply slips. This is also the last date for parents/carers to request appeal registration forms.

## 15 April

This is the closing date for the return of appeal registration forms.

## April onwards

Late applications will be processed after the first allocation of places to those who applied on time.

## April - July

Appeal hearings for community schools will be heard during this period.

## July

All pupils transferring to Hounslow secondary schools will have an opportunity to spend an induction day at their new school. This is normally the first Tuesday in July, but parents/carers are advised to confirm this with the relevant school.

# School open days and evenings

## School Open Days and Evenings for Year 7 in September 2015

School	Open Day	Time	Open Evening	Time
<b>Brentford School for Girls</b> 020 8847 4281	Tue 30 September Thu 2 October Tue 7 October	9.30-10.30am By appointment	Wed 24 September Head's Talk	6-8.30pm 7pm
<b>Chiswick School</b> 020 8747 0031	Tue 23 September Thu 25 September Tue 30 September Tue 7 October Thu 9 October	9.15-11am By appointment	Thu 2 October	6.30-8.30pm
<b>Cranford Community College</b> 020 8897 2001	Mon 6 October Tue 7 October Wed 8 October	By appointment	Tue 30 September Head's Talk	6-8pm 6.45pm and 7.30pm
<b>Feltham Community College</b> 020 8831 3000	Any Tuesday or Wednesday	9-10.30am By appointment	Tue 23 September Head's Talk	6-8.30pm 7.30pm
<b>The Green School</b> 020 8321 8080	Mon 29 September Wed 1 October Tue 7 October Thu 9 October	Tours at 9am and 1.30pm By appointment	Thu 25 September Head's Talk  Last Tour	6-8.30pm 6.30pm, 7.15pm and 8pm 8pm
<b>Gumley House Convent School FCJ</b> 020 8568 8692	Tue 30 September Thu 9 October Head's Talk  Tue 14 October Thu 16 October Fri 17 October	9am-12 noon 9am-12 noon 10.40am  By appointment	Thu 9 October Head's Talk Last Tour	6-8.30pm 7pm 7.45pm
<b>Gunnersbury Catholic School</b> 020 8568 7281	Wed 24 September Wed 1 October  Wed 8 October (Tour Only)	2-3.30pm 2-3.30pm  9.30-10.30am By appointment	Wed 24 September Head's Talk	6-8pm 6.45pm and 8pm
<b>The Heathland School</b> 020 8572 4411	Any weekday	By appointment	Thu 25 September Wed 1 October	6.30-8.30pm 6.30-8.30pm
<b>Heston Community School</b> 020 8572 1931	Any weekday	By appointment	Tue 7 October Head's Talk	6-8pm 6.45pm and 7.30pm

## School Open Days and Evenings for Year 7 in September 2015

School	Open Day	Time	Open Evening	Time
<b>Isleworth and Syon School for Boys</b> 020 8568 5791	Thu 2 October Tue 14 October Thu 23 October	9am and 9.45am By appointment	Thu 9 October Head's Talk Last tour	6-8pm 7pm and 8pm 7.30pm
<b>Kingsley Academy</b> 020 8572 4461	Sat 4 October Any weekday	10am-12 noon By appointment	Thu 2 October Head's Talk Last tour	6-8pm 7pm 7.30pm
<b>Lampton School</b> 020 8572 1936	Wed 17 September Tue 23 September Tue 7 October	10am-12 noon By appointment	Wed 8 October Head's Talk	6-8.30pm 6.15pm and 7.15pm
<b>Reach Academy Feltham</b> 020 3551 9305	Tue 23 September Tue 30 September	9.30-11:30am By appointment	Mon 22 September Mon 29 September Head's Talk	5-8.00pm 5-8.00pm 5.30pm, 6.30pm and 7.30pm
<b>Rivers Academy West London</b> 020 8751 9878	Any Weekday	By appointment	Wed 24 September Head's Talk	6-8.30pm 6.30pm and 7.15pm
<b>St Mark's Catholic School</b> 020 8577 3600	Thu 25 September Wed 1 October	9-10.30am 9-10.30am	Thu 25 September	5-9pm

## School Open Evening for Year 10 in September 2015

School	Open Evening	Time
<b>Space Studio West London</b> 020 8751 9888	Monday 29 September	6pm

# Secondary admissions co-ordination

Within the Greater London area some 60,000 pupils who transfer to secondary school each year, and many of them cross borough boundaries to do so. As many parents apply to schools in more than one borough, there is still the potential for parents to receive offers of places at more than one school, whilst some parents might initially receive no offer of a school place.

All 33 London borough councils (local authorities), together with the majority of councils bordering the capital, are part of the pan-London co-ordinated admissions system to ensure, as far as possible, that multiple offers are eliminated and fewer parents receive no offer of a school place. A copy of the co-ordinated admissions scheme for Hounslow secondary schools is available at [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)

All applicants must apply using their home local authority's common application form (CAF). You should use this form even if applying for a school outside Hounslow, except independent fee paying schools. Your home local authority is the area in which your child permanently lives.

If your child was born between 1 September 2003 and 31 August 2004 s/he will transfer from primary school to secondary school in September 2015.

## Hounslow schools

All Hounslow secondary schools take students aged 11 to 19 and provide a broadly based education following the National Curriculum.

Full contact details of all Hounslow secondary schools can be found on pages 20-57. The list also shows the DfE number, published admission number and category of each school.

## Useful information

You can collect useful information by attending the local authority's general advice meeting on Wednesday 10 September and individual school open days or evenings. Dates and times of these meetings are shown on page 4. School prospectuses can be obtained directly from each individual school.

For performance table information on Hounslow and other boroughs' schools as well as for general information and advice on all admissions processes and appeals, visit:

[www.gov.uk/browse/education](http://www.gov.uk/browse/education)

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

Please note that Hounslow Council is not responsible for the content of external websites. If you have any questions, please contact the school admissions team on **020 8583 2711** or [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)

## 14-19 Provision

University Technical Colleges and Studio Schools are opening in some areas to provide technically-oriented courses of study or work skill based learning for 14-19 year old.

Hounslow will co-ordinate applications for residents for University Technical Colleges (UTCs) and Studio Schools in neighbouring local authorities. Applicants can apply online at [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)

Please see [www.utcolleges.org](http://www.utcolleges.org) and [www.studioschoolstrust.org](http://www.studioschoolstrust.org) for further information.

# Understanding the admissions process

Before you complete a common application form (CAF), it is very important that you understand how the process works:

## Equal preference system

You can apply for up to six schools on your application form in descending order of preference. This means you would place your most preferred school at number one on the form.

Please note, listing only one preferred school does not automatically give you a higher priority for admission to that school compared to an applicant who listed several schools. You are advised to state six preferences, as it may not be possible to offer you a place at your first preference school.

Your listed preferences will be considered under an equal preference system. This means that all preferences will be considered separately, regardless of ranking on your form. If your application is successful for more than one school, we will offer you a place at the school which you ranked highest on your application form.

## Oversubscription

If there are more applications for a school than places available, the places will be allocated according to the admission criteria for the school. The criteria are set out on pages 20-57.

## Important points to understand

- You only need to complete one paper form or one online form. Please do not complete both.
- If you wish to apply for schools in other boroughs, please list them on your home local authority's form. Your preference details will be passed on to the appropriate authority.
- Your child will be considered separately for each school that you have listed, using the school's published admission criteria. The relevant admission authority for each school decides whether or not you can be offered a place.
- If your child can be offered a place at more than one school, you will be offered one place at the school which was listed as the higher preference.
- If you are not offered a place at one of your preferred schools, your child's name can be placed on a waiting list, and you will have the right to appeal against the decision (see pages 16-17).
- We have a responsibility to make a place available for your child. However, it may not be at one of your named preferences or your nearest school.

# If your application is late

## Late applications

It is very important that you return your application form by the closing date. Submitting a late application greatly reduces your child's chance of an offer of a place at one of your preferred schools.

If your application is late:

- it will not be processed until after the notification of places to applicants who applied on-time
- you are severely limiting your child's chances of gaining a place at your preferred school/s
- if you cannot be offered any of your preferred schools, you may be offered a place at any school which has vacancies, even if you did not list it as a preference

If there is a good reason why you could not return your application on time, such as moving into Hounslow after the closing date, bereavement, hospitalisation or serious illness, it may be considered as on time if it is received by **10 December 2014**.

If you believe that your late application should be considered as on time, you must submit evidence to support your reason for lateness with your application form.

The local authority will consider any reason given for a late application and decide each case individually. Please note, we may request further documentation.

It is very important that you put the correct postage on your application. If it arrives after the closing date because you did not use the right amount of postage it will be considered as late.

Any common application form (CAF) found to have misleading information will be invalid. If this is found after the closing date, any subsequent CAF submitted will be processed as a late.



# Completing your application

## Common application form (CAF)

Home local authority forms are called common application forms (CAF). All Hounslow residents must complete a CAF, listing all their school preferences.

You must apply to the local authority where your child lives even if applying for schools in different boroughs, except independent fee paying schools.

The London Borough of Hounslow's CAF is provided with this brochure or can be completed online at **[www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)**

Please ensure that you:

- Provide all information relevant to your child's circumstances, as incomplete forms may not be accepted.
- Write the correct name and address of your preferred schools, as the school admissions team will not be able to check details with individual applicants.

## Supplementary Information Forms

It is your responsibility, as the parent/carer to obtain, complete and return any supplementary information forms (SIF) for the schools that you have named as preferences on your application form, whether the schools are in or outside Hounslow.

If you are applying online you must not attach your SIF to your application as it will not be considered. SIFs must be completed and returned to the school you are applying to.

A SIF can be obtained by contacting the schools directly or from **[www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)**

## Assistance with completing the form

The school admissions team can provide general advice to applicants who are having difficulty understanding the admissions procedure.

They can be contacted on **020 8583 2711** or **[admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)**



# Completing your application: *continued*

## Online applications

Hounslow residents can apply online via our website [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions). You will be asked to create a user name and password. We recommend that you make a note of this information in the box provided. You will need this information each time you log in to view the application, or when checking your school offer.

## Benefits of applying online

- The system is easy to use and helps you to complete the form correctly.
- Information submitted is secure and confidential.
- You are able to review and make changes up to midnight on the closing date.
- You do not need to submit your council tax bill whilst applying. However, Hounslow Council reserves the right to request further proof of residence from all applicants.
- You will receive an electronic acknowledgement of submission with a reference number.
- Online applicants will be sent an email during the evening of 2 March with the outcome of their application.
- You can accept your child's school place online and receive an electronic acknowledgement of this acceptance.
- Reduces administration costs and is better for the environment.

## Please note

- Registration details must be those of the parent or carer.
- Applicants must have an email address to register.
- If you do not see an application reference number, such as 313-2015-09-E-000001, you have not submitted your application.
- If you are applying online and you are providing documentation to support your application, you can upload these documents via the eAdmissions website.

- If you are applying to Brentford School for Girls, The Green School or Isleworth & Syon School for Boys, you are advised to state a preference for a single sex school in the 'reasons for preference' box.

You should read the terms and conditions for using the eAdmissions site. If you are a Hounslow resident there may be further terms and conditions which you should also read and which can also be accessed at [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions)

**Please note these details of your online application.**

**It is important to keep this information so that you can accept the school place offered online.**

Your online application
User name
Password
Application reference
Email address

## Paper applications

Hounslow Council strongly recommends that you apply online.

However, if you want to use a paper application form you must complete and return it to your child's Hounslow primary school by 24 October 2014 or to the school admissions team at the Civic Centre by 31 October 2014.

When submitting a paper application form you are required to provide proof of residence for your child's home address. This must be a photocopy of the council tax bill for the current year. No school place will be allocated without proof of address.

If you are unable to provide a council tax bill, please contact the school admissions team on **020 8583 2711** or email [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)

## Acknowledgement letter

If applying online, you will receive an email confirming successful submission of your child's application form. If applying by paper, the school admissions team will only send a letter confirming receipt if you enclose a stamped, self-addressed envelope with your application form.

# Deciding on a secondary school preference

Please discuss school preferences with your child and visit schools wherever possible. Each school publishes a prospectus, which is available directly from the school, or their website.

Most Hounslow schools are oversubscribed. You should consider each school's admission criteria carefully. Please check that your child meets each school's admission criteria, especially if your preferred schools are faith schools. Checking the admissions criteria will give you a realistic idea of whether or not your child is likely to be offered a place.

## Schools outside Hounslow

Hounslow residents may list a preference for schools in other boroughs, using their Hounslow common application form (CAF). Please also remember to complete a supplementary information form (SIF), if required. SIFs can be obtained from each school directly.

Admission criteria for any school outside Hounslow can be obtained by contacting the relevant local authority. Contact details are listed on page 67.

## Making best use of your preferences

Your application will be considered against the admission criteria for each of your six preferred schools. See an illustration of how this works on page 15.

It is important to understand how places are allocated and, how to best use your preferences:

- You must list your preferences with your most preferred school named first. Schools will not be informed what preference number you have named them. So you will not disadvantage an application for a lower preference school by naming another school higher.
- Do not limit your application to one school because it may not be possible to offer you a place at that school.
- Please note, listing only one or two schools or naming the same school more than once, will not gain you any extra priority for any school.
- Please consider each school's admission criteria carefully, before listing it as a preference.
- Do not waste a preference by applying for a school where your child does not meet the admissions criteria.



# Application guidance notes

## Child's address

The child's home address provided on your application must be the one at which your child normally lives at the time of application. It is a criminal offence to give a false address.

In cases where parents are separated and the child lives for periods with both, the address used will be the property at which the child lives for the most part of the school year. Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. Documentation will be required to confirm the arrangement. If this is not available, or the school admissions team is not satisfied with the documentation provided, they will consider the address of the parent who receives the child benefit. There are no exceptions to this rule.

Alternative addresses, including a relative's or childminder's, will not be accepted. In a situation where we deem an impending move to be temporary (e.g. due to building works or rental/sale of an owner-occupied property to move in with relatives), the address at which the child was permanently living before the period of temporary residence began may still be used for the calculation of distances. Any parent who has more than one property must only refer to the property in which the child actually lives.

We will not accept possible future addresses as a basis for allocating school places nor are you permitted to use a temporary address in order to secure a school place.

We have had cases where parents are giving false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place.

We will carry out address verifications against local authority records for all applications made by residents within the London Borough of Hounslow. Where we are not satisfied as to the validity of an address further investigation will be conducted. If it is found that a false address has been used to obtain a school place, then the local authority will withdraw the school place and consider legal action.

## Public Care – Looked after children

Applications from children in public care (Children Looked After) or children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order) must be accompanied by a letter and/or documentary evidence from the child's social worker or other relevant professional.

To meet this criterion adopted children must be looked after by an English or Welsh local authority.

You must complete the appropriate section on the common application form and attach the supporting documentation. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.

## Medical and social

All Hounslow schools have experience of dealing with children with different medical and social needs. There will only be a few cases when a child has to go to specific school for exceptional medical or social reasons.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another.

If your child has an exceptional medical or social need to attend a particular school you will need to complete the appropriate section on the application form and attach documented evidence, i.e. a supporting statement from a suitable professional such as a hospital consultant, specialist or a social worker. This must be submitted at the time of your original application. Consideration will not be given under this criterion unless the appropriate supporting documentation is provided.

Applications that do not have any objective professional evidence showing that only a particular school can meet the medical or social criterion will not be considered by the panel and will be processed in accordance with the next relevant admissions criterion.

All applications are considered individually and the evidence provided must include:

- medical evidence that gives reasons and provides evidence why the school in question is the most suitable and can meet the needs of the child, and the difficulties that would be caused if the child had to attend another school. Any reasons given must be relevant to your child's circumstances, at the time of application;
- professional evidence that outlines the exceptional circumstances giving reasons and evidence why only one school can meet the child's needs; and/or
- evidence and reasons which explain the exceptional social circumstances explaining why only one school can meet the child's needs.

If the requested school is not the nearest school to the child's home address, clear reasons with supporting evidence will be required to show why the nearest school is not appropriate.

Applications will not be considered under this criterion for reasons such as child care arrangements, proximity to relative's residence/work place or previous family connection.

If you plan to make an online application, you must forward your supporting documentation to the school admissions team. Please ensure your child's online application reference number, full name and date of birth are clearly marked on any supporting documentation submitted.

Your request will be carefully considered by a panel. The panel will ensure that the evidence is assessed objectively taking into account current admissions legislation guidance.

The relevant admission authority will make the decision as to whether your child qualifies on medical or social grounds.

### Single sex schools

Applicants who include any single sex schools amongst their preferences are strongly advised to state, in the preference reasons section of their common application form, that they prefer a single sex school.

### Sibling

In order to meet the sibling criterion, your child's sibling must be attending the preferred school at the time of application, and be expected to still be attending at the time of admission. You must complete the sibling details in the appropriate section on the common application form.

We reserve the right to seek verification of the information parents have given on the application form, and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

### Staff

Some schools give priority for admissions to the children of staff. School staff wishing to apply under this criterion should ensure the school uses this priority in their admission criteria, as it does not apply to all schools. Applicants applying under this criterion should state this in the preference reasons section of their common application form.

### Distance

The distance from your child's address to the school will be measured as described in the admissions criteria. For properties with the same footprint (co-ordinates) i.e. blocks of flats, priority will normally be given to the lowest flat number.

### Overseas applications

Application from overseas will only be accepted for children of families of UK service personnel and crown servants. We understand that families of UK service personnel and other crown servants are subject to frequent movement within the UK and from abroad. Please ensure you submit an official letter from MOD, FCO or GCHQ with your application detailing your relocation date, and a unit postal or quarters address in Hounslow, and we will arrange for that address to be used throughout the admissions process.

### Duplicate applications

If we receive more than one application form for the same applicant, the last form received before the closing date will be considered. Any earlier forms will be discarded. If two or more forms from an applicant have the same date, the form to be considered will be chosen at random.

## Changing your preferences or address

The government's code of practice on admissions does not permit applicants to change their preferences after 31 October unless they have moved house. Updated preferences due to change of address can be accepted up to 10 December 2014.

Address changes can only be accepted if suitable new proof of address is provided, and the child is living at the new address by this date. Each case will be considered individually.

If you move after this date your address will not be changed until after the offer date. We strongly advise you contact the school admissions team on **020 8583 2711** or email **admissions@hounslow.gov.uk**, if you are considering a move.

## Change of circumstances

You should inform the school admissions team on **020 8583 2711** or email **admissions@hounslow.gov.uk** immediately about any change of circumstances between the time you send in your application and receive an offer of a school place. This includes circumstances such as a change of address or an older child being admitted to one of your preferred schools. It is your responsibility to let us know about any changes which could impact your child's application for a secondary school place. Failure to do so could result in your school place being withdrawn.

## Special Educational Needs (SEN) applicants

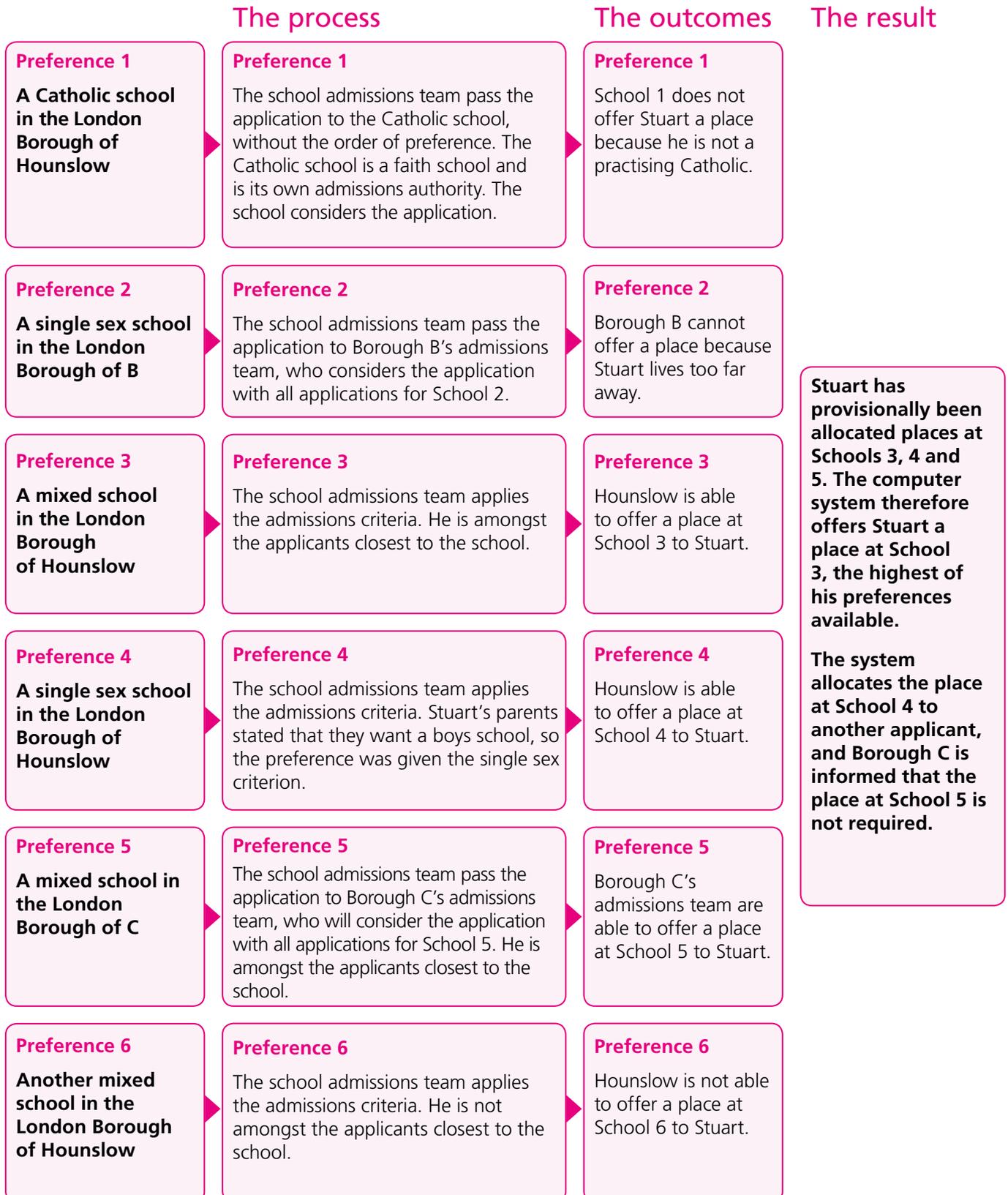
Each Hounslow secondary school has a duty to admit a child with a Statement of Special Educational Needs naming the school. The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home council. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

If your child has a Statement of Special Educational Needs, an Education Health and Care Plan (EHCP) or is undergoing assessment, you should still complete a paper application form and return it to your child's Hounslow primary school by Friday 24 October 2014 or to the school admissions team at the Civic Centre by Friday 31 October 2014.

Hounslow council's SEN panel will consider, in consultation with your first preference school, whether the school can meet your child's needs. Please see page 63 for full details of Hounslow's provision for children with special educational needs.

# An example of the application process

Stuart lives in the London Borough of Hounslow. The Hounslow school admissions team receives Stuart’s parents’ application form. The form shows the following preferences:



# Waiting lists

## Community schools

A waiting list is kept for each school which is oversubscribed. If you are not offered your first preference school, your child's name can be placed on the waiting list for school/s which you listed as a higher preference.

Waiting lists are held in order of admissions criteria, not according to when your application is received. Therefore, your child's position on the waiting list can move down as well as up following the addition of any new applications that may have a higher priority. If a vacancy occurs, it will be offered to the child at the top of the waiting list, even if the applicant has already accepted a place at another school.

It is not expected that many children will be admitted to schools from waiting lists as very few applicants usually refuse a school offered. Therefore, you should seek/accept an alternative place in case no vacancy arises at one of your preferred schools.

The waiting list will be in operation until 31 August. If you wish your child's name to remain on the waiting list until 31 December you must return the appropriate slip which will be sent to you in August. If the School Admissions Team does not receive this confirmation, your child's name will be removed from the waiting list at the beginning of the autumn term.

## Faith schools

These schools maintain and manage their own lists. If you require any further information, please contact the school directly.

## Schools outside Hounslow

For information on how waiting lists are maintained for schools outside the London Borough of Hounslow, please contact the relevant admission authority for the school. Contact details can be found on page 67.

## Second applications

If you were not successful in gaining a place at any of your preferred schools, you have the option to make a second application for any school which you did not originally express a preference for. Although most schools are already full by this stage, your child's name will be added to the waiting list for schools listed on your second application.



# Appeals procedure

You may appeal to an independent panel for a place at any Hounslow school which you listed as a preference on your application form. To lodge an appeal, please contact the school admissions team to request an appeal pack. Completed appeal forms should be returned by **15 April** to:

Democratic Services  
London Borough of Hounslow  
Civic Centre  
Lampton Road  
Hounslow TW3 4DN

If you appeal after the deadline, your appeal will still be scheduled, but it may be heard later than those who returned their appeal forms on time.

Please note that only one appeal per school may be made by a parent in any academic year unless there are changed circumstances.

For Gumley House Convent School, appeals should be made to the school's admissions secretary who will arrange for an independent appeals committee to hear the appeal.

## Schools outside Hounslow

To appeal for a place at a school in another local authority, you will need to contact the appropriate authority directly. Contact details can be found on page 67.

For further information on appeals, visit

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

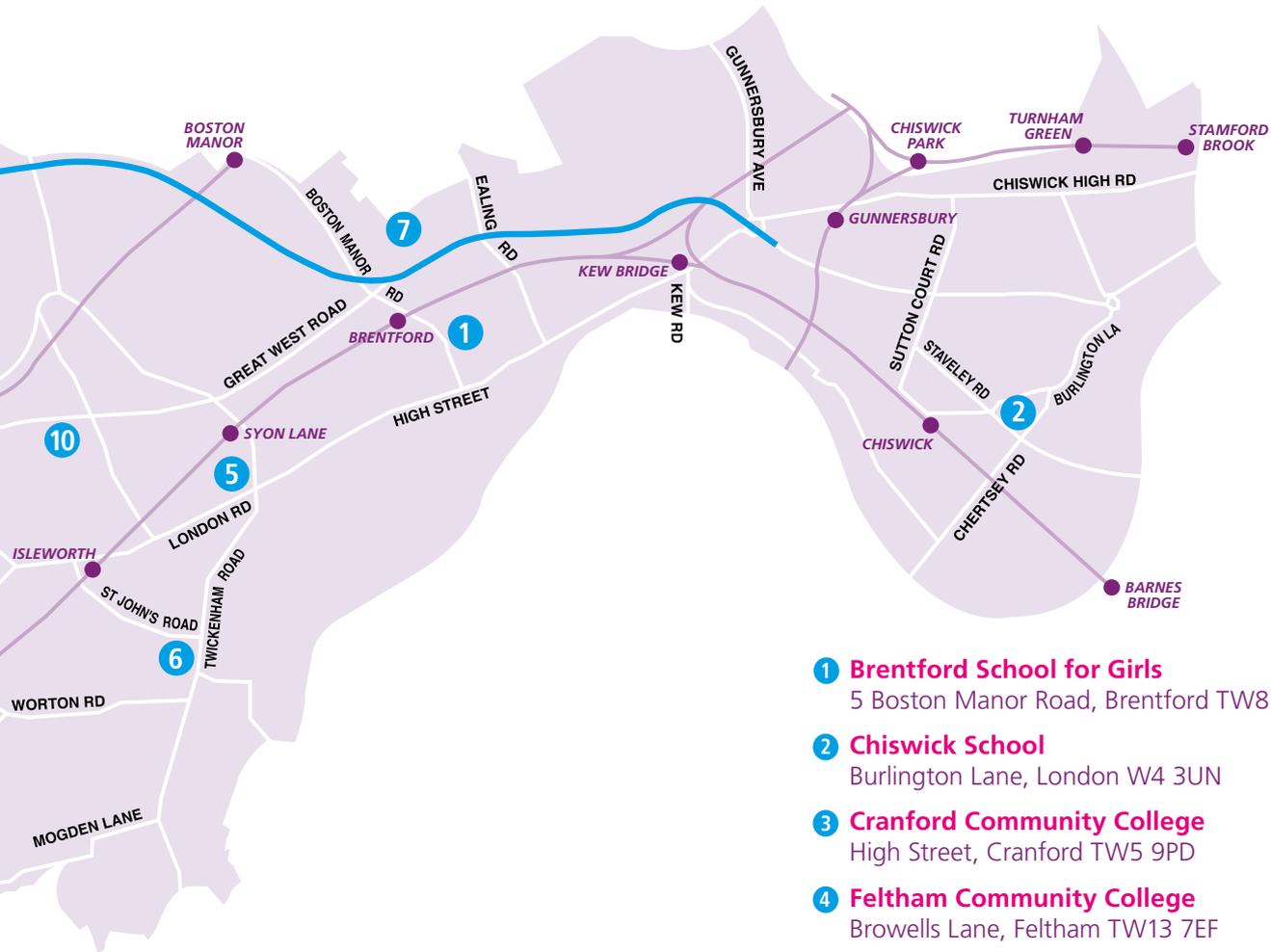
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

## Appeal statistics

(as at the end of the summer term 2014)

	2013		2014	
	Heard	Upheld	Heard	Upheld
Brentford School for Girls	0	0	0	0
Chiswick School	0	0	7	0
Cranford Community College	0	0	5	1
Feltham Community College	0	0	0	0
The Green School	18	3	18	2
Gumley House Convent School FCJ	0	0	1	0
Gunnersbury Catholic School	13	0	7	1
The Heathland School	33	0	22	0
Heston Community School	0	0	1	0
Kingsley Academy	0	0	0	0
Isleworth and Syon School for Boys	0	0	0	0
Lampton School	17	0	11	0
Reach Academy Feltham	0	0	2	0
Rivers Academy West London	0	0	0	0
St Mark's Catholic School	16	3	23	1





### Last distance offered 2014

School	Distance (Miles)
Brentford School for Girls	All offered
Chiswick School	2.091
Cranford Community College	2.219
Feltham Community College	All offered
The Heathland School	1.373
Heston Community School	All offered
Isleworth and Syon School for Boys	4.472
Kingsley Academy	All offered
Lampton School	1.469
Reach Academy Feltham	1.869
Rivers Academy West London	All offered

Figures are for on time applications

- 1 Brentford School for Girls**  
5 Boston Manor Road, Brentford TW8 0PG
- 2 Chiswick School**  
Burlington Lane, London W4 3UN
- 3 Cranford Community College**  
High Street, Cranford TW5 9PD
- 4 Feltham Community College**  
Browells Lane, Feltham TW13 7EF
- 5 The Green School**  
Busch Corner, London Road, Isleworth TW7 5BB
- 6 Gumley House Convent School FCJ**  
St John's Road, Isleworth TW7 6XF
- 7 Gunnersbury Catholic School**  
The Ride, Boston Manor Road, Brentford TW8 9LB
- 8 The Heathland School**  
Wellington Road South, Hounslow TW4 5JD
- 9 Heston Community School**  
Heston Road, Heston TW5 0QR
- 10 Isleworth and Syon School for Boys**  
Ridgeway Road, Isleworth TW7 5LJ
- 11 Kingsley Academy**  
Prince Regent Road, Hounslow TW3 1NE
- 12 Lampton School**  
Lampton Avenue, Hounslow TW3 4EP
- 13 Reach Academy Feltham**  
53-55 High Street, Feltham TW13 4HU
- 14 Rivers Academy West London**  
Tachbrook Road, Feltham TW14 9PE
- 15 St Mark's Catholic School**  
106 Bath Road, Hounslow TW3 3EJ

# Admission criteria

# Brentford School for Girls

**5 Boston Manor Road, Brentford TW8 0PG**  
**Tel: 020 8847 4281 Fax: 020 8568 2093**  
**Email: [general@brentford.hounslow.sch.uk](mailto:general@brentford.hounslow.sch.uk)**  
**[www.brentford.hounslow.sch.uk](http://www.brentford.hounslow.sch.uk)**

Headteacher: Ms Marais Leenders  
 Published admission number: 157  
 School Category: Academy  
 DfE number: 313/4024

Brentford School for Girls is a non-denominational 11-18 single sex girl's academy. Our vision is to develop ambitious, confident, courageous young women who are equipped fully for life in their future adult world, whatever that world might look like.

## Admission criteria

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

- 1. Looked after girls** and girls who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.
- 2. Medical/social**  
 Applicants whose child's medical or social circumstances require attendance at Brentford School for Girls rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Sibling

Applicants who will have a daughter, including all blood, half-, step-, adoptive and foster sister(s) of the child (not cousins) who live at the same home as the child, at Brentford School for Girls in September 2015. If the sibling is in year 11 or year 12 at the time of the application, the local authority will ask the school whether it is expected that she will be attending the school in September 2015.

### 4. Single sex

Applicants who support their application by including on the form a statement demonstrating their preference for single sex education.

### 5. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the schools gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

## Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	71	86	70	77	53	43		<b>400</b>
<b>Allocations</b>	71	37	19	9	8	1	1	<b>146</b>
Criteria	Public care	Med/Soc	Sibling	Single sex	Distance	Alternative	SEN	
<b>Allocations</b>	0	0	25	61	59	11	1	<b>157</b>

# Brentford School for Girls: *continued*

## Tiebreaker

If there is one place available in the applicant's chronological year group and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

## Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in year 7 for at least one term in the academic year of admission. The criteria for selecting applicants set out above (years 7–11) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with a higher priority admission on the ranking criteria joins the list.

## In-year admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admission criteria to all applicants, including those already on the waiting list, if one exists.

## Appeals

Appeals for a place at Brentford School for Girls will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on appeals for places at Brentford School for Girls.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 50.

Applications to the sixth form are managed directly by the school. Full information regarding the admission process admission criteria is available on the school website or by contacting the school directly.

### Internal application to the sixth form

Students already attending Brentford School for Girls in year 11 who meet the prevailing academic standards required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's sixth form in the September following the publications of results.

Pupils already attending Brentford School for Girls in year 12 on Level 2 courses and who meet the prevailing academic standards required by the school and for their chosen level 3 courses for the year of admission will normally transfer directly into the school's sixth form level 3 courses in the September following the publication of results.

Pupils already attending Brentford School for Girls in year 12 on level 3 AS courses and who meet the prevailing academic standards required by the school and for their chosen level 3 A2 courses will normally transfer directly into the school's sixth form A2 courses in the September following the publication of results.

### External application to the sixth form

Applications for admissions to the sixth form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standards above as pupils from within the school and, subject to capacity will be admitted using the order of priority as set out above.

Pupils previously permanently excluded from the school are not eligible for admission to the sixth form.

# Chiswick School

**Burlington Lane, London W4 3UN**  
**Tel: 020 8747 0031 Fax: 020 8747 6620**  
**Email: enquiries@chiswickschool.org**  
**www.chiswickschool.org**

Headteacher: Mr Anthony Ryan  
 Published admission number: 240  
 School Category: Academy  
 DfE number: 313/4020

Chiswick School is an academy and a specialist technology college. Our mission is to ensure that students at Chiswick School develop the tools to learn effectively throughout their lives. We want them to acquire the qualifications, values and attitudes for them to be successful in an ever-changing world.

## Admission criteria

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

- 1. Looked after children** and children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.
- 2. Medical/social**  
 Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Sibling

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2015. If the older child is in year 11 or year 12 at the time of application, s/he must be expected to still be attending the school in September 2015.

### 4. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### Tiebreaker

If there is one place available, and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Intake statistics 2014 (figures are for on-time applications)									
Preference	1	2	3	4	5	6	SEN	Total	
Applications	173	145	145	92	81	89		725	
Allocations	132	45	19	13	1	4	1	215	
Criteria	Public care	Med/Soc	Sibling	Distance	SEN				
Allocations	0	0	74	140	1				215

## Chiswick School: *continued*

### Waiting list

The local authority will maintain a waiting list, on behalf of Chiswick School's governing body, for applicants who are unsuccessful in obtaining a place. The criteria for selecting applicants set out above (years 7-11) and below (years 12-13) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

### In-year admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists.

### Appeals

Appeals for a place at Chiswick School will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at Chiswick School.

### Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 6.

Pupils already attending Chiswick School in year 11 and who meet the academic standard required by the school will normally transfer directly into the school's sixth form (Key Stage 5) in the September following the publication of GCSE results. Applicants from other schools who meet the same academic standard will be admitted using the order of criteria set out below. Applications from year 11, year 12 one year students and external students should be made direct to the school by the published deadline.

All prospective students are welcome to attend our sixth form open evening in the autumn term, where they will be able to meet staff and collect subject details. Prospective students are then invited to make an application indicating their initial selection of courses, and book a consultation meeting. All prospective students are treated equally and are offered a consultation to ensure that they are matched to the courses that will most likely lead to their future success. The academic standard required for entry into Chiswick School sixth form will be reviewed annually. The normal academic standard required by the school will be as follows:

- **AS level courses** - minimum of five A\* - C passes at GCSE with 3 Bs. Students with BTEC or other qualifications counting as part of the five must have passed English or maths. Students wishing to study maths and sciences must have a minimum of Bs in those subjects.
- **Level 3 vocational course** - four Cs or their vocational course equivalent. Students progressing from a year 12 vocational course must achieve a distinction and a Level 2 qualification in English and maths.
- **Level 2 one year courses** - four GCSE or equivalent at Grade D.

NB: applications from students from other schools are welcomed, but may require a reference from the previous school.

If there are more applicants not already on roll for a particular course than are places available on it, the priority for admission will be to prospective students who:

1. are looked after children and children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after
2. are children whose parents can demonstrate an urgent social medical reason, including disability as defined by the Disability and Discrimination Act 1995. The reasons must be supported by appropriate medical certificates or supporting evidence. Applications on these grounds will be determined by the governors' admissions committee
3. are children with statements where Chiswick School is the named school
4. have applied by the published deadline
5. are able to demonstrate that they have attained the admission standard of achievement required for the proposed course of study in the sixth form
6. are unable to follow the preferred course at their own school because it is unavailable
7. are siblings of pupils currently in Year 7 to 11 in Chiswick School
8. are those living closest to the school.

# Cranford Community College

**High Street, Cranford TW5 9PD**  
**Tel: 020 8897 2001 Fax: 020 8759 8073**  
**Email: info@cranford.hounslow.sch.uk**  
**www.cranford.hounslow.sch.uk**

Headteacher: Mr Kevin Prunty  
 Published admission number: 210  
 School Category: Academy  
 DfE number: 313/4029

Cranford Community College chose to become an academy in April 2011. Our mission is to provide 'excellence in all areas'. Subsequently, the academy has been inspected and graded by Ofsted in academic year 2012/13 as Outstanding in Achievement, Outstanding in the quality of teaching, Outstanding in pupil behaviour and safety, and Outstanding in all other areas giving the highest grade for overall effectiveness as 'Outstanding' also. Through our positive, caring and aspirational ethos, we ensure that all our students grow into healthy, well-rounded, happy, confident citizens with the skills and values to make a positive contribution to society and live fulfilling lives. The spiritual, moral, social & cultural aspects of the school are also graded by Ofsted as outstanding.

## Admission criteria

Where the number of children applying for a place in years 7-11 by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

**1. Looked after children** and Children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.

### 2. Medical/social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Siblings

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2015. If the older child is in year 11 or year 12 at the time of application, s/he must be expected to still be attending the school in September 2015.

### 4. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

Intake statistics 2014 (figures are for on-time applications)									
Preference	1	2	3	4	5	6	SEN	Total	
<b>Applications</b>	169	126	121	102	85	67		<b>670</b>	
<b>Allocations</b>	156	22	15	5	5	4	3	<b>210</b>	
Criteria	Public care	Med/Soc	Sibling	Distance	SEN				
<b>Allocations</b>	0	0	72	135	3				<b>210</b>

# Cranford Community College: *continued*

## Tiebreaker

If there is one place available in the applicant's chronological year group, and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

## Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in year 7 for at least one term in the academic year of admission. The criteria for selecting applicants set out above (years 7-11) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## In-year admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists.

## Appeals

Appeals for a place at Cranford Community College will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at Cranford Community College.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 15. It is possible to exceed this if demand for available courses can be met.

### Internal applications to the sixth form

1. Pupils already attending Cranford Community College in year 11 and who meet the prevailing academic standards<sup>1</sup> required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's sixth form in the September following the publication of results.
2. Pupils already attending Cranford Community College in year 12 on level 2 courses and who meet the prevailing academic standards<sup>1</sup> required by the school and for their chosen level 3 courses for the year of admission will normally transfer directly into the school's sixth form level 3 courses in the September following the publication of results.
3. Pupils already attending Cranford Community College in year 12 on level 3 AS courses and who meet the prevailing academic standards<sup>1</sup> required by the school and for their chosen level 3 A2 courses for the year of admission will normally transfer directly into the school's sixth form A2 courses in the September following the publication of results.
4. Pupils already attending Cranford Community College in the sixth form will not normally be allowed to repeat a year or course.

### External applications to the sixth form

1. Applications for admission to the sixth form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standard<sup>1</sup> as pupils from within the school and, subject to capacity<sup>2</sup>, will be admitted using the order of priority as set out above.
2. Pupils previously permanently excluded from the school are not eligible for admission to the sixth form.

---

1. Academic standards/entry requirements may vary annually. The prevailing criteria are available directly from the school and are updated annually in August each year for admissions to courses in September.

2. The sixth form PAN may be exceeded if there are sufficient spaces within the school and on courses that the applicant wishes to and is qualified to pursue.

# Feltham Community College

**Browells Lane, Feltham TW13 7EF**  
**Tel: 020 8831 3000 Fax: 020 8751 4914**  
**Email: [info@feltham.hounslow.sch.uk](mailto:info@feltham.hounslow.sch.uk)**  
**[www.feltham.hounslow.sch.uk](http://www.feltham.hounslow.sch.uk)**

Headteacher: Ms Victoria Eadie  
 Published admission number: 245  
 School Category: Academy  
 DfE number: 313/4023

Feltham Community College chose to become an academy in 2011. Our motto is Carpe Diem – seize the day. We are a centre of excellence for innovative pedagogical developments and our traditional values form the core of our teaching and learning. We are creative, resilient and enterprising learners. We are active and responsible citizens. We embrace every opportunity that comes our way so we can achieve excellence.

## Admission criteria

Where the number of children applying for a place in years 7-11 by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

- 1. Looked after children** and children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.
- 2. Medical/social**  
 Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Siblings

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same house as the child, at the preferred school in September 2015. If the older child is in year 11 or year 12 at the time of application, s/he must be expected to still be attending the school in September 2015.

### 4. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

Intake statistics 2014 (figures are for on-time applications)								
Preference	1	2	3	4	5	6	SEN	Total
Applications	85	78	47	27	30	38		305
Allocations	85	5	1	2	1	1	9	104
Criteria	Public care	Med/Soc	Sibling	Distance	Alternative		SEN	
Allocations	0	0	43	52	11		9	115

# Feltham Community College: *continued*

## Tiebreaker

If there is one place available in the applicant's chronological year group, and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

## Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in year 7 for at least one term in the academic year of admission. The criteria for selecting applicants set out above (years 7-11) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## In-year admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admission criteria to all applicants, including those already on the waiting list, if one exists.

## Appeals

Appeals for a place at Feltham Community College will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at Feltham Community College.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 15. It is possible to exceed this if demand for available courses can be met.

### Internal applications to the sixth form

1. Students already attending Feltham Community College in year 11s who meet the prevailing academic standards<sup>1</sup> required by the school and for their chosen courses for the year of admission, will normally transfer directly into the school's sixth form in the September following the publication of results.
2. Pupils already attending Feltham Community College in year 12 on level 2 courses and who meet the prevailing academic standards<sup>1</sup> required by the school, and for their chosen level 3 courses for the year of admission, will normally transfer directly into the school's sixth form level 3 courses in the September following the publication of results.
3. Pupils already attending Feltham Community College in year 12 on level 3 AS courses and who meet the prevailing academic standard<sup>1</sup> required by the school and for their chosen level 3 A2 courses for the year of admission will normally transfer directly into the school's sixth form A2 courses in the September following the publication of results.
4. Pupils already attending Feltham Community College in the sixth form will not normally be allowed to repeat a year or course.

### External Applications to the sixth form

1. Applications for admission to the sixth form, including those from pupils joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standards<sup>1</sup> as pupils from within the school and, subject to capacity<sup>2</sup>, will be admitted using the order of priority as set out above.
2. Pupils previously permanently excluded from the school are not eligible for admission to the sixth form.
  1. Academic standards/entry requirements may vary annually. The prevailing criteria are available directly from the school and are updated annually in August each year for admissions to courses in September.
  2. The sixth form PAN may be exceeded if there are sufficient spaces within the school and on courses that the applicant wishes to and is qualified to pursue.

# The Green School

**Busch Corner, London Road, Isleworth TW7 5BB**  
**Tel: 020 8321 8080 Fax: 020 8321 8081**  
**Email: [admissions@thegreenschool.net](mailto:admissions@thegreenschool.net)**  
**[www.thegreenschool.net](http://www.thegreenschool.net)**

Headteacher: Ms Jill Coughlan  
 Published admission number: 150  
 School Category: Academy  
 DfE number: 313/4600

The Green School Church of England Secondary School aims to give each girl an 'outstanding education in a Christian context'. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school. Governors hope that all children will attend the acts of collective worship and will take part in the religious curriculum offered by the school.

All applicants for places on religious grounds should obtain a religious reference form from the school, which must be completed by their religious leader so that Governors may consider their application fully. These forms to be returned to the school by the Local Authority closing date.

Parents/carers are asked to indicate which category they wish to be considered under. Governors reserve the right to assign girls to an appropriate category if this has not been indicated on the supplementary form.

Applicants who do not fulfil the criteria for Christian foundation or other world faith categories (e.g., attendance at churches other than those that are part of Churches Together in Britain and Ireland or the Evangelical Alliance) will be considered under the community category.

## Admission criteria

Where there are more applications than places available, places will be offered to students in the following categories.

Girls in public care/looked after child will be admitted as a first priority which may mean that the number of places under each category may change.

### Christian foundation places (110 places)

Governors aim for a school population which reflects the Christian foundation and therefore will reserve 110 places for regular Christian worshippers under the following criteria in order of priority:

1. Girls and/or at least one parent or carer who worships regularly<sup>1</sup> in an Anglican Church
2. Girls and/or at least one parent or carer who worships regularly<sup>1</sup> in a church or chapel of another Christian denomination and are members of one of the following organisations as defined by the following:-
  - Churches Together in Britain and Ireland
  - The Evangelical Alliance
3. Girls who have regularly attended a Church of England primary school in the Diocese of London<sup>1</sup> for the two years prior to secondary transfer

If there are fewer than 110 applicants who meet the criteria for foundation places, the additional places will be added to the 30 other world faith places.

Intake statistics 2014 (figures are for on-time applications)								
Preference	1	2	3	4	5	6	SEN	Total
Applications	206	161	125	82	61	41		676
Allocations	114	23	2	5	1	0	5	150

# The Green School: *continued*

## Other world faiths (30 Places)

Governors aim for a school population which reflects the local faith community and therefore will reserve 30 places for members of the following other world faiths Islam, Hinduism, Judaism, Buddhism and Sikhism under the following criteria in order of priority:

1. Girls and/or at least one parent or carer who desires an education based on Christian values and who worships regularly<sup>1</sup> as a member of another world faith

If there are fewer than 30 applicants who meet the criteria for other world faiths the additional places will be added to the Community places

## Community (10 places)

Governors aim for a school population which reflects the local community and therefore will reserve 10 places which will be offered under the following criterion:

1. Applicants requesting a single sex school and who live nearest to the school

## Please note

In the event of over-subscription in any of the above categories the governors will give priority in the following order:

- A. Girls in public care/looked after child –In order to be considered as a looked after child, a child has to fall within the definition of ‘looked after’ in section 22 (1) of the Children Act 1989. 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, which came fully into force December 2005. Therefore, children adopted in 2005 or earlier would not be considered as a previously looked after child.
- B. Applicants whose child’s medical or social circumstances requires attendance at the Green School, rather than any other school. In such cases, parents must complete the appropriate section on the application form. Supporting evidence such as a medical/social report from a suitable professional, must be provided at the time of application, which sets out reasons why The Green School is the most suitable school and the difficulties that would be caused if the girl had to attend another school

- C. Girls with a sibling<sup>2</sup> in the school at the time of admission

- D. Those families living nearest to the school

**1. Regular** Governors consider “regular” to mean attendance at worship at least twice a month over a period of more than two years immediately prior to application.

**2. Siblings** Siblings include full, step, half, adopted and fostered children living at the same address

## Church of England primary school

A full list of all Church of England Primary schools is available from the following website [www.london.anglican.org/schools](http://www.london.anglican.org/schools)

## Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by the Hounslow Council’s highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child’s address, and continues by the shortest available route to the nearest of the schools gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Routes not used are common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.

2. Except the pedestrian footpath at the eastern end of The Ride

## Tiebreaker

In the event that two or more applicants live at the same distance from the school, lots will be drawn in the presence of an independent witness to determine positioning.

### Waiting list

The opportunity to be placed on a waiting list shall also be given. The waiting list is prioritised according to the over subscription criteria and maintained until the end of the academic year.

A student's position on the waiting list will change if other students are withdrawn from the list or if students are added at a later stage. If a vacancy should arise in the admission year group, the school will make an offer to the parent of the child whose name is at the top of the waiting list for that year group.

### In-year admissions

In-year admissions are made directly to the school. Applicants should contact the admissions department at The Green School. The in-year supplementary application form and religious reference form will be given to the applicant for completion. Should there be a vacancy during the academic year, places will be offered after applying the above admissions criteria to all applicants.

For all in-year admissions distances are measured using the shortest driving route on the Bing website

**[www.bingmaps.com](http://www.bingmaps.com)**

### Appeals

Parents have the right of appeal and should obtain appeal forms from Hounslow School Admissions Team, London Borough of Hounslow, Lampton Road, Hounslow, TW3 4DN.

### Primary schools in The Diocese of London

#### Surrey

Ashford  
Laleham  
St Nicholas  
Stanwell Fields

#### Hillingdon

Cowley St Laurence  
Dr Triplets  
Bishop Winnington  
St Andrew's  
St Matthew's  
Holy Trinity

#### Ealing

Christ The Saviour  
Edward Betham  
St Mary's

#### Hammersmith and Fulham

All Saints  
St Paul's  
St Peter's  
St Stephen's  
St John's

#### Hounslow

St Paul's  
The Blue

#### Richmond

St John The Baptist  
St Mary's and St Peter  
Archdeacon Cambridge's  
St Mary's  
St Stephen's  
Bishop Perrin  
St Mary's Hampton

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 25.

The Green School is part of Campus Hounslow, a partnership comprising of 15 sixth forms and one college of further education. This is to ensure that curriculum opportunities for students in the consortium are as broad and as accessible as possible.

1. Any student wishing to apply must complete an application form and submit it to the director of sixth form
2. Boys are admitted to the sixth form
3. Students from other schools are admitted to the sixth form
4. References and predicted grades are used to decide upon students suggested pathway
5. All applicants are considered individually with Green School students taking priority
6. Successful applicants receive a letter before the end of April offering them a place
7. All applicants are considered provided they meet the entry requirements and subsequently the exam grades
8. Entry onto specific courses is negotiated by the Heads of Sixth within the consortium and priority is given to the "home school" students. Students may also be offered subjects in other Hounslow schools if appropriate in order to widen option choices.

\*External applicants are required to produce a report/ letter of recommendation from their current school

All prospective students are invited to a consultation meeting to discuss their initial selection of courses and to ensure that they are matched to the courses that will most likely lead to their future success

### Entry requirements:

The minimum entry requirement for different pathways at all levels is outlined in the sixth form prospectus and on The Green School website.

# Gumley House Convent School FCJ

**St John's Road, Isleworth TW7 6XF**  
**Tel: 020 8568 8692 Fax: 020 8758 2674**  
**Email: general@gumley.hounslow.sch.uk**  
**www.gumley.hounslow.sch.uk**

Headteacher: Mrs Ewa Kolczynska  
 Published admission number: 210  
 School Category: Academy  
 DfE number: 313/5400

Gumley House is a Catholic school for girls (with boys admitted into the sixth form). It is an academy in the FCJ Educational Trust with business and enterprise and languages specialisms. Religious education and worship is at the heart of the school and its curriculum. The school accepts applications from those who are able to benefit from and contribute to the religious character of the school. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential therefore that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

In recent years, the school has been heavily oversubscribed by baptised Catholics whose priest has certified in writing that they have attended Holy Mass weekly.

## Admission criteria

The 210 applicants shall be placed in one of six geographical categories based on the Roman Catholic diocesan area in which they normally reside. A proportion of the places will be offered in each category as follows:

Hounslow Deanery	27%
Ealing Deanery	27%
Upper Thames Deanery	16%
Hammersmith and Fulham, Kensington and Chelsea and North Kensington Deaneries	13%
The Deaneries of Brent, Marylebone, Harrow, Hillingdon	5%
From Southwark Diocese: Mortlake Deanery and Kingston Deanery	12%

Your parish priest will be able to tell you which Deanery you live in, and maps are available on the school website and at the school.

Where it is possible to offer places to all baptised practising\* Catholic\*\* applicants in a deanery, the remaining places will be offered to baptised practising\* Catholic\*\* applicants from the remaining deaneries in rotation to preserve the relative proportions identified above.

If there are more applications than places available, offers will be made according to the following categories:

1. Catholic looked after children and Catholic previously looked after children have priority for places at the school. Previously looked after children are children who were looked after, but ceased to be so because they have been adopted (or made subject to residence order or special guardianship orders).
2. Baptised practising\* Catholics\*\*, by which the governors mean that a priest has given written confirmation that, for two years previous to the application, the child and member(s) of her family have attended weekly Sunday or (Saturday evening) Mass with only occasional non-attendance.
3. Baptised Catholics whose priest confirms practice that is less than weekly attendance at Holy Mass
4. Other children in public care and children who have been adopted (or made subject to residence order or special guardianship orders) immediately following having been looked after
5. Catechumens and members of Eastern Christian churches\*\*\*. (A Catechumen is a member of the catechumenate of the Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens)
6. Other applicants

### Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	147	216	144	87	50	27		<b>671</b>
<b>Allocations</b>	138	57	9	4	1	0	1	<b>210</b>

\*By 'practising' the governors mean that a priest has given written confirmation on the Priests' Reference Form that, for the two years previous to the application, the child and member(s) of her family have attended weekly Sunday (or Saturday evening) Mass with only occasional non-attendance.

\*\*'Catholic' means a member of a church in full communion with the See of Rome, this includes the Eastern Catholic Churches. This will normally be evidence by a certificate of baptism in a Catholic church or certificate of reception into full communion with the Catholic Church.

\*\*\*'Eastern Christian Churches' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

**If in any of the above categories there are more applicants than places available, priority will be given in the following order:**

1. Prospective pupils with a sister in the school, or brother in sixth form, at the date of admission; sister or brother includes half sister or half brother, adopted sister or adopted brother, step sister or step brother or the child of the parents/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
2. Prospective pupils with a parent employed by the school for at least a year at the time of application. (These pupils shall be considered as applicants from the Hounslow Deanery)
3. Those living closest to the school. Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the main school gate at Gumley Gardens which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### **Procedures for making an application to the school for entry in year 7 in September 2015.**

The following forms need to be completed and returned by 24 October 2014 to the appropriate place:

1. Common Application Form (CAF) – This must be obtained from your local authority and returned to it.
2. Supplementary Information Form (SIF) – This can be obtained from the school office, downloaded from the school website [www.gumley.hounslow.sch.uk](http://www.gumley.hounslow.sch.uk) or the local authority website and should be returned to Gumley House Convent School FCJ
3. Priest's Reference Form – This can be obtained from the school office or downloaded from the school website and should be returned to Gumley House Convent School FCJ. Parents should complete the form and give it to their parish priest who will sign it and return it to you, to pass on to the school.
4. Maps of the deaneries can be seen at the school and on the school website.

Applications that are incomplete will be ranked according to the information submitted i.e. if you do not submit the SIF on time, governors will rank your application according to the information given on the Common Application Form and it is unlikely that your daughter will obtain a place at the school.

### **Tiebreaker**

In the event that two or more applicants living at the same distance from the school are competing for one remaining place lots will be drawn to determine positioning. In the case of twins or other multiple applications from one family for a single remaining place, Governors have agreed to admit both/all applicants and exceed the Published Admissions Number.

### **Waiting list**

A waiting list, ranked in the order of the oversubscription criteria, will be kept until the end of the academic year. At the end of the academic year, those applicants wishing to remain on the waiting list must notify the school's admissions committee in writing.

# Gumley House Convent School FCJ: *continued*

## **In-year admissions**

Applicants for in-year admissions are made directly to the school. If a place is available and there is no waiting list, the school will inform the local authority and the offer of a place will be sent to the parents.

If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic looked after children; similarly, other children without an offer of a school place are given priority immediately after other looked after children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the governing body will decide who is at the top of the list, and make an offer.

## **Appeals**

Applicants who are not offered a place at Gumley House have a right of appeal to an Independent Appeals Panel. The appeal will be heard in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department of Education on 1 February 2012. Details of the procedure can be obtained from the school's admissions secretary.

## **Sixth form admissions**

Up to 200 young women and men students, including young women already in the school, will be admitted to the sixth form each year. A minimum of 20 external students who fulfil the criteria will be admitted to study AS subjects in the sixth form.

All Gumley applicants will be required as a general rule, to have achieved at least 5 GCSEs at grade C or above in different subjects and including English and Maths, gaining a B grade in the subjects to be taken at AS level and complying with any particular conditions laid down in the prospectus.

Applications must be made on the sixth form application form available from the school and on the school website. The offer of a sixth form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs.

If there are more external applicants than places available at the school, the school oversubscription criteria will apply in accordance with the criteria for admission for year 7.

# Gunnersbury Catholic School

**The Ride, Boston Manor Road, Brentford TW8 9LB**  
**Tel: 020 8568 7281 Fax: 020 8569 7946**  
**Email: [office@gunnersbury.hounslow.sch.uk](mailto:office@gunnersbury.hounslow.sch.uk)**  
**[www.gunnersbury.com](http://www.gunnersbury.com)**

Headteacher: Mr K.S. Burke M.A.  
 Published admission number: 184  
 School Category: Voluntary Aided  
 DfE number: 313/5401

Gunnersbury is a voluntary aided Catholic School for boys under the trusteeship of the Archdiocese of Westminster (with girls admitted into the sixth form). We aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Gunnersbury is an oversubscribed school and in all cases the governing body will give priority to Catholic applicants. ‘Catholic’ means a member of a church in full communion with the See of Rome, including Eastern Catholic churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church. Within this, priority is given to boys of practising Catholic families whose practice for the preceding two years is verified by a written reference from a Catholic priest.

Application for admission must be made to the applicant’s home local authority on the Common Application Form **AND** to the school on the school’s Supplementary Information Form. We strongly advise that you return your application to Gunnersbury by 24 October 2014. If you do not complete the school’s Supplementary Information Form and return it by the closing date, the governing body may be unable to consider your application under the faith criteria and it is very unlikely that your child will get a place at the school.

## Admission criteria

The 184 applications shall be distributed across the following deaneries:

Hounslow	26%
Hammersmith and Fulham	15%
Kensington and Chelsea and North Kensington	4%
Upper Thames	10%
Grouped Deaneries	18%
Ealing	26%
All Other Deaneries	1%

The Grouped Deaneries are: Brent, Marylebone, Harrow, Hillingdon, and from Southwark the Mortlake Deanery.

Your parish priest will be able to tell you which deanery you live in and maps are available on the school website **[www.gunnersbury.com](http://www.gunnersbury.com)** (at the end of the admissions criteria link) and at the school.

Where there are more than 184 applications, applications shall be processed as follows:

**Category one:** Catholic ‘looked after’ children and Catholic children who have been adopted (or made the subject to residence orders or special guardianship orders) immediately having been looked after (Appendix 1)

**Category two:** Baptised practising Catholic applicants i.e. a Catholic child of a practising Catholic family where weekly attendance at Sunday Mass and on Holy Days of Obligation during the preceding two years is verified by a reference from a Catholic priest (Appendix 2)

**Category three:** Baptised Catholic applicants whose priest does not verify weekly attendance at Mass and holy days of obligation

**Category four:** Other looked after children and children who have been adopted (or made the subject to residence orders or special guardianship orders) immediately following having been looked after.

Intake statistics 2014 (figures are for on-time applications)								
Preference	1	2	3	4	5	6	SEN	Total
Applications	110	171	195	107	50	24		657
Allocations	80	43	44	12	3	1	1	184

# Gunnersbury Catholic School: *continued*

**Category five:** Applicants from other Christian denominations including Eastern Orthodox whose practice is supported by a religious leader.

Christian for the purposes of this policy means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

**Category six:** Any other applicants

Across the Deaneries category one pupils shall be considered first, category two students second, category three students next and so on, until finally any remaining places are allocated to category six pupils. In the event that all of the applicants from a category within a deanery should receive a place, any remaining places shall be cascaded on to the next deanery to be allocated to pupils of the same category.

Should there be insufficient places for each applicant of a specific category priority shall be given within a Deanery on the following basis:

**Priority One:** Those with a \*brother in the school, or \*sister enrolled into the Sixth Form (not attendees from Consortium Schools) who will be attending the school at the time of admission.

\*This refers to a brother (in Years 7 to 11), or sister (enrolled in the sixth form) half brother or sister, adopted brother or sister, step brother or sister, living in the same family unit at the same address.

**Priority two:** Children with a parent employed by Gunnersbury Catholic School for two or more years at the time of application, (These pupils shall be considered as applicants from the Hounslow Deanery).

**Priority three:** Exceptional need: The governors will give top priority in any category, after the appropriate category of looked after boys to boys whose exceptional medical, social or pastoral needs justify a place at the school. To demonstrate an exceptional social or medical need, which can only be met at this school, the governing body will require compelling written evidence at the time of application from an appropriate professional e.g. doctor or social worker.

**Priority Four:** Those residents (Appendix 3) closest to the school. The distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team<sup>1</sup>. Not used are routes across common land, open spaces, public parks, subways, or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### How places were offered last year (2013)

Applications received from Catholic families: 592, places offered: 184, appeals lodged: 15, successful appeals: 0. For the past five years there have been no remaining places for applicants beyond category two.

### Tiebreaker

Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

In the event of a tiebreak situation, where two or more applicants for the last remaining place/s, have equal priority with equal distance measurements, lots will be drawn to determine which applicant should be offered the place.

The governing body will always accord the highest priority to Catholic applicants. In recent years, the school has been oversubscribed with applications from Catholic families.

### Waiting list

In addition to their right of appeal, unsuccessful candidates at year six into year seven transfer will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria above. If a place is returned to the school it will be offered to the next child on the waiting list from the deanery to which the place was returned. The Pan London Adjudicator has agreed that families who did not put Gunnersbury as one of their preferences in October are able to make a second application after offers have been made by the local authority. Each second application will be considered by the governors under the admissions criteria and the child's name placed on the waiting list appropriately. A child's position on the waiting list within each deanery will change if parents withdraw their child's name from the list, or if names are added at a later stage. The list will be maintained until the end of the academic year. At the end of the year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School admissions committee in writing.

### In-year admissions

In-year admissions are made directly to the school. Applicants should contact the school office. The in-year supplementary application form and priest's reference form will be given to the applicant. If there are places available the pupil shall be allocated a place by the governing body. In the event that there are more applicants than places, then priority shall be given to pupils in accordance with the oversubscription method used to prioritise applications for year 6/7 Transfer.

The opportunity to be placed on a waiting list shall also be given. The waiting list is prioritised according to the over subscription criteria. At the end of an academic year those applicants wishing to remain on the waiting list must notify Gunnersbury Catholic School admissions committee in writing. A child's position on the waiting list will change if parents withdraw their child's name from the list, or if names are added at a later stage. If a vacancy should arise in the admission year group, the school will make an offer to the parent of the child whose name is at the top of the waiting list for that year group.

### Appeals

Applicants who are not offered a place at Gunnersbury have a right of appeal to an Independent Appeals Committee, in accordance with the School Standard and Framework Act 1998. Details of the procedure can be obtained from the school's admissions secretary.

## Sixth form admissions

In addition to places reserved for the school's own pupils, the governors propose to admit a minimum of 15 external students annually to its sixth form, provided that they meet the required, school determined, academic qualifications for their chosen course. The school welcomes applications to the sixth form from boys and girls from other institutions.

Application must be made on the sixth form application form and an offer of a sixth form place is conditional on the school being able to provide a course suited to the applicant's age, ability, aptitude and educational needs. Preference will always be given to practising Catholics as verified by their parish priest, and subsequently to other Catholic applicants.

In the absence of suitable applications from Catholics, consideration will be given to non-Catholic applicants who meet the required academic qualification necessary for their chosen course(s).

### Tiebreak for the sixth form

Where the offer of places in the sixth form to external applicants would lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the shortest route (using Bing Maps) from the applicant's usual place of residence to the main gate of the school.

### Appendix 1

#### Looked after/previously looked after

To be considered as a looked after applicant, a child has to fall within the definition of looked after in section 22 (1) of the Children Act 1989. 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, which came fully into force December 2005. Therefore, applicants adopted in 2005 or earlier are not considered as a previously looked after child. This priority only applied to children in public care up until the date this order was made.

**'Residence Order'**. A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. This priority only applies to children in public care up until the date this order was made.

# Gunnersbury Catholic School: *continued*

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). This priority only applies to children in public care up until the date this order was made.

## **Appendix 2**

### **Baptised practising Catholic applicants from practising Catholic families**

These are pupils who have attended Sunday Mass weekly, all holy days of obligation and who have at least one Catholic parent (or legal guardian) who has also attended Mass each Sunday and on all holy days of obligation. Said practice for pupils and parent(s)/legal guardian(s) must be verified for the two years preceding the application by the parish priest.

## **Appendix 3:**

**Resident** – A child is deemed to be resident at a particular address when he resides there for more than 50 per cent of the school week.

# The Heathland School

**Wellington Road South, Hounslow TW4 5JD**  
**Telephone: 020 8572 4411 Fax: 020 8569 5126**  
**Email: admin@heathland.hounslow.sch.uk**  
**www.heathland.hounslow.sch.uk**

Headmaster: Mr HS Pattar  
 Published admission number: 270  
 School Category: Community  
 DfE number: 313/4028

The Heathland School is an 11-18 co-educational community comprehensive school. As an academic comprehensive school, The Heathland School provides a broad general education for girls and boys in an environment of high achievement. Within a traditional ethos the school encourages each individual pupil (regardless of age, sex, race, culture or disability) to strive for excellence and to realise his or her potential in order to prepare for their adult lives, at home, at work, at leisure and within the wider community.

## Admission criteria

Where the number of children applying for The Heathland School by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

**1. Looked after children** and children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.

### 2. Medical/social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Sibling

Applicants who will have a son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2015. If the older child is in year 11 or year 12 at the time of application, the local authority will ask the school whether it is expected that s/he will still be attending the school in September 2015.

### 4. Distance

Distance will be measured by computer software based on Ordnance survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the schools gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

Intake statistics 2014 (figures are for on-time applications)									
Preference	1	2	3	4	5	6	SEN	Total	
<b>Applications</b>	338	262	222	158	126	78		<b>1184</b>	
<b>Allocations</b>	227	22	7	5	5	1	3	<b>270</b>	
Criteria	Public care	Med/Soc	Sibling	Distance	SEN				
<b>Allocations</b>	2	0	79	186	3				<b>270</b>

# The Heathland School: *continued*

## Tiebreaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

## Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place, in accordance with the published oversubscription criteria. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## In-year admissions

Should there be a vacancy in a year group during the academic year; places will be offered after applying the above admissions criteria to all applicants including those on the waiting list.

## Appeals

Appeals will be heard in accordance with the Education Act 2002, an independent appeals panel will adjudicate on all appeals.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 30.

1. Students already attending The Heathland School in year 11 and who meet the criteria for post-16 courses will normally transfer directly into the sixth form in the September following the publication of GCSE results.

The criteria for entry to 'A' Level, Applied 'A' Level and BTEC courses is reviewed annually and stated in the school's application form for the sixth form.

2. Students already attending The Heathland School in year 12 on Level 4 'AS' courses or Applied or BTEC courses who meet the academic standards required by the school will transfer to appropriate A2 or year 13 courses.
3. Students already attending The Heathland School in the sixth form will not normally be allowed to repeat a year on the same pathway.
4. Applicants from other school who meet the admission criteria for year 12 'AS' Level courses will be enrolled if the class size limit has not been reached. The school's normal limit for 'AS' Level courses is 21 students for a practical subject, 23 for other subjects.

All prospective students are invited to a consultation meeting to discuss their initial selection of courses and to ensure that they are matched to the courses that will most likely lead to their future success.

## Admission criteria for 'AS' Levels

An applicant must have achieved five GCSEs at grade C or above including English and Mathematics. To ensure a student has a sufficiently broad academic background, we will also expect an average GCSE point score of 40 or above in the applicant's best eight subjects. In addition the following subject specific requirements will apply:

AS Level English literature:	GCSE grade B or better in English literature
AS biology/chemistry /physics:	A minimum double 'B' in GCSE science and additional science or at least a 'B' grade in the relevant separate science subject
AS mathematics:	GCSE grade B or better in mathematics

# Heston Community School

**Heston Road, Heston TW5 0QR**  
**Tel: 020 8572 1931 Fax: 020 8570 2647**  
**Email: info@hestoncs.org**  
**www.hestoncommunityschool.co.uk**

Headteacher: Mr Philip Ward  
 Published admission number: 195  
 School Category: Academy  
 DfE number: 313/4026

Heston Community School is an academy with a visual arts specialism. Our mission is to instil in our community a passion for learning and to change lives. Our overarching aim is to ensure that each individual is educated and supported to succeed in the world today - as an individual, as a partner, as a member of a team and as a citizen.

## Admission criteria

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

- 1. Looked after children** and children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.
- 2. Medical/social**  
 Applicants whose child's medical or social circumstances require attendance at Heston Community School rather than any other school. In such cases, parents/carers are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Sibling

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2015. If the older child is in Year 11 or Year 12 at the time of application, s/he must be expected to still be attending the school in September 2015.

### 4. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### Tiebreaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Intake statistics 2014 (figures are for on-time applications)								
Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	121	145	168	128	83	85		<b>730</b>
<b>Allocations</b>	121	30	17	6	4	2	3	<b>183</b>
Criteria	Public care	Med/Soc	Sibling	Distance	Alternative		SEN	
<b>Allocations</b>	2	0	67	111	12		3	<b>195</b>

# Heston Community School: *continued*

## Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place. The criteria for selecting applicants set out above years 7-11 and below years 12-13 will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, s/he will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## In-year admissions

Should there be a vacancy in a class during the academic year, places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists.

## Appeals

Appeals for a place at Heston Community School will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at the school. Please contact the Hounslow school admissions team for an appeal form.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the Sixth Form will be 15 though it may be possible to exceed this if demand for available courses can be met.

1. Students already attending Heston Community School in year 11 and who meet the academic standard required by the school will normally transfer directly into the School's sixth form [Key Stage 5] in the September following the publication of GCSE results.

The academic standard required for entry into Heston Community School sixth form will be reviewed annually. The normal academic standard required by the school can be found below.

2. Students already attending Heston Community School in year 12 on Level 2 courses and who meet the academic standards required by the school for their chosen Level 3 courses for the year of admission will normally transfer directly into the school's sixth form Level 3 courses in the September following the publication of Level 2 results.
3. Students already attending Heston Community School in year 12 on Level 3 AS courses and who meet the academic standards required by the school to continue their chosen courses at A2 for the year of admission will normally transfer directly into the school's sixth form Level 3 courses in the September following the publication of AS results.
4. Students who have previously been permanently excluded from the school will not normally be eligible for admission to the sixth form.
5. Students already attending Heston Community School in the sixth form will not normally be allowed to repeat a year or course.
6. Applicants from other schools who meet the same academic standards required by the school for chosen courses will be admitted using the order of criteria set out above.

## Academic standard required

### AS Levels

You must have achieved 5 GCSEs at grade C or above, including mathematics and English. In addition to this minimum entry requirement, it is preferable for students to have achieved at least GCSE grade B in any subject which they intend to study at AS level.

Where a student has failed to achieve a GCSE grade B in a subject that they previously studied they must have an average GCSE point score of 43. For subjects not studied at GCSE a minimum average point score of 43 will be needed.

**Any student achieving an average GCSE point score of 42 or below will be offered a consultation meeting to ensure that they are enrolled on the most appropriate programme of study.**

However, the following subject specific requirements will apply:

AS Level mathematics	GCSE grade B in mathematics
AS further Mathematics	GCSE grade A/A* in mathematics
AS level biology	GCSE grade B in double science
AS level chemistry	GCSE grade B in double science
AS level physics	GCSE grade B in double science

### BTEC National

You must have achieved an average GCSE points score of 35-42, including a grade D in mathematics and English.

### BTEC First

You must have achieved an average GCSE point score of 30-34.

### GCSE English

You must have achieved a minimum of grade D in GCSE English

### GCSE Mathematics

You must have achieved a minimum of grade D in GCSE Mathematics

**Where courses are oversubscribed students' average GCSE point score will be used to allocate places.**

In addition to the general post 16 entry requirements, students' average GCSE point scores will be used to build a programme of study best suited to their ability, achievement and future aspirations.

# Isleworth and Syon School for Boys

**Ridgeway Road, Isleworth TW7 5LJ**  
**Tel: 020 8568 5791 Fax: 020 8568 1939**  
**Email: school@isleworthsyon.hounslow.sch.uk**  
**www.isleworthsyon.hounslow.sch.uk**

Headteacher: Mr Euan Ferguson  
 Published admission number: 174  
 School Category: Academy  
 DfE number: 313/4500

Isleworth and Syon School for Boys is an academy and a specialist sports college. We aim to be outstanding in every respect so that our students are:

- successful learners that are cared for in a happy, safe, challenging and rich learning environment;
- autonomous and resilient learners who strive for excellence and fulfil their potential both educationally and personally;
- offered a rich range of academic, creative and sporting opportunities, within an environment that recognises our long history and established traditions;
- responsible citizens, with the skills, knowledge and understanding to contribute to society and to their community;
- well-mannered, considerate, ambitious and confident young men ready to enjoy success in the world of work and leisure.

## Admission criteria

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

- 1. Looked after boys** and boys who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.

### 2. Medical/social

Applicants who can demonstrate an urgent social or medical reason why their son requires attendance at Isleworth and Syon School, rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

### 3. Sibling

Applicants who will have an older son (or daughter in the sixth form), including all blood, half-, step-, adoptive and foster brothers (or sisters in the sixth form) of the child (not cousins) who live at the same home as the child, at the preferred school in September 2015. If the older child is in year 11 or year 12 at the time of application, s/he must be expected to still be attending the school in September 2015.

### 4. Single sex

Applicants who support their application by including on the form a statement demonstrating their preference for single sex education.

### 5. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by students to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team.

### Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	117	82	83	75	56	63		<b>476</b>
<b>Allocations</b>	116	28	20	4	3	2	1	<b>174</b>
<b>Criteria</b>	<b>Public care</b>	<b>Med/Soc</b>	<b>Sibling</b>	<b>Single sex</b>	<b>Distance</b>		<b>SEN</b>	
<b>Allocations</b>	1	0	25	84	63		1	<b>174</b>

Routes not used are common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### Tiebreaker

If there is one place available in the applicant's chronological year group and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

### Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place. The criteria for selecting applicants set out above (years 7-11) and below (years 12-13) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list. Waiting lists will be held for two terms.

### In-year admissions

Should there be a vacancy in a year group during the academic year places will be offered after applying the above admissions criteria to all applicants, including those already on the waiting list, if one exists. The local authority administers In-year admissions on our behalf.

### Appeals

Appeals will be heard in accordance with appropriate legislation. An independent appeals panel appointed by the local authority will adjudicate on all appeals for places in Isleworth and Syon School. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. There will be no other appeal to the Governors for a place at Isleworth and Syon School.

## Sixth Form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 15.

A sixth form open evening is held in the autumn term and all prospective students are welcome to attend this evening. The academic standards required for entry to the sixth form are reviewed annually and are available in the sixth form prospectus. Applications from both year 11 and Year 12 students and external students should be made direct to the school by the published deadline. Please note that applications from girls are welcomed.

### Internal applications to the sixth form

1. Students already attending Isleworth and Syon School in year 11 and who meet the current academic standards required by the school and for their chosen courses for the year of admission will normally transfer directly into the school's sixth form in the September following the publication of results.
2. Students already attending Isleworth and Syon School in year 12 on Level 2 courses and who meet the current academic standards required by the school and for their chosen level 3 courses for the year of admission will normally transfer directly into the school's sixth form level 3 courses in the September following the publication of results.
3. Students already attending Isleworth and Syon School in year 12 on Level 3 AS courses and who meet the current academic standards required by the school and for their chosen Level 3 A2 courses for the year of admission will normally transfer directly into the school's sixth form A2 courses in the September following the publication of results.
4. Students already attending Isleworth and Syon School in the sixth form will not normally be allowed to repeat a year or course.
5. Students previously permanently excluded from the school are not eligible for admission to the sixth form.

### External applications to the sixth form

Applications for admission to the sixth form, including those from students joining the school for the first time from other schools, must include acceptable evidence that they meet the same academic standard as students from within the school and, subject to capacity and a suitable reference, will be admitted using the order of priority as set out above. Please note that where the admissions criteria above states 'boys' this can be read as 'boys or girls' for sixth form applications.

External applications are welcomed but may require a reference from a previous school.

# Kingsley Academy

**Prince Regent Road, Hounslow TW3 1NE**  
**Tel: 020 8572 4461 Fax: 020 8577 1605**  
**Email: [contactus@kingsleyacademy.org](mailto:contactus@kingsleyacademy.org)**  
**[www.kingsleyacademy.org](http://www.kingsleyacademy.org)**

Headteacher: Ms A Sakhardande  
 Published admission number: 168  
 School Category: Academy  
 DfE number: 313/4001

Kingsley Academy opened in April 2013 as part of the London Academies Enterprise Trust. Our students tell us that they feel happy and safe at the academy and this is supported by their parents who state overwhelmingly that they are very pleased with the education their children receive with us. We offer a full range of subjects and an extensive programme of enrichment and extracurricular activities. We are on a rapid journey to outstanding and most of our subjects achieve exceptional results - science is outstanding. We are a highly inclusive school and our students achieve exceptional progress. Last year we were in the top 2 per cent nationally for student progress. For more information please visit our website or contact us for a visit. We would be delighted to show you around.

## Admission criteria

Where the number of children applying for one of these schools by the published closing date exceeds the number of places published, the applications are considered, and places provisionally allocated, in the following order of priority:

**1. Looked after children** and children who have been adopted (or made subject to a residence order or special guardianship) immediately following having been looked after.

## 2. Medical/social

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

## 3. Sibling

Applicants who will have a son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at the preferred school in September 2015. If the older child is in year 11 or year 12 at the time of application, the LA will ask the school whether it is expected that s/he will still be attending the school in September 2015.

## 4. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	29	34	68	64	68	50		<b>313</b>
<b>Allocations</b>	29	7	6	2	0	0	1	<b>45</b>
<b>Criteria</b>	<b>Public care</b>	<b>Med/Soc</b>	<b>Sibling</b>	<b>Distance</b>	<b>Alternative</b>		<b>SEN</b>	
<b>Allocations</b>	0	0	15	29	57		1	<b>102</b>

### Tiebreaker

If there is one place available and two or more children next in order of priority, or next on the waiting list, meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

### Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place, in accordance with the published oversubscription criteria. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

### In-year admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the above admissions criteria to all applicants.

### Appeals

Appeals will be heard in accordance with the Education Act 2002, an independent appeals panel will adjudicate on all appeals.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 10.

- Students already attending Kingsley Academy in year 11 who meet the criteria for post-16 courses will normally transfer directly into the sixth form in the following September.
- Applicants from other schools who meet the admission criteria will be enrolled if the class size limit has not been reached. The criteria for entry to Level 2 and 3 courses will be published in the sixth form prospectus.
- Application should be made directly to the school and the priority for admission will be given to prospective students who:
  1. Meet the criteria for the proposed course of study in the sixth form (this will be demonstrated both by exam results and a reference from previous school)
  2. Have a brother or sister attending the school
  3. Need to be considered for medical or social reasons (evidence will be required).

All prospective students are invited to a consultation meeting with senior staff to discuss their initial selection of courses and to ensure that they are matched to the courses that will most likely lead to their future success.

# Lampton School

**Lampton Avenue, Hounslow TW3 4EP**  
**Tel: 020 8572 1936 Fax: 020 8572 8500**  
**Email: info@lampton.hounslow.sch.uk**  
**www.lampton.hounslow.sch.uk**

Headteacher: Dame Susan John  
 Published admission number: 240  
 School Category: Academy  
 DfE number: 313/4027

Lampton School is an academy and a specialist humanities college. The school believes education to be a moral activity, which has at its core equality of opportunity for all and the development of students academically, emotionally, socially, morally and spiritually.

## Admission Criteria

Where applications exceed the number of available places the following criteria will be applied in the order set out to decide which children to admit.

- 1. Children looked after** by a local authority, and children who have been adopted (or made subject to a residence order or special guardianship orders) immediately following having been looked after.
- 2. Medical or social reasons**  
 Applicants who can demonstrate an urgent social or medical reason why their child requires attendance at Lampton school rather than any other school. This includes disability as defined by the Disability and Discrimination Act 1995 and a priority need as defined by the Children Act 1989. Parents must complete the appropriate section of the application and the reasons must be supported by relevant medical certificates or supporting evidence. Applications on these grounds will be determined by the governors' admissions committee.

### 3. Siblings

Applicants who will have an older son or daughter – including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child – who will be attending Lampton at the time of admission in September 2015.

### 4. Children of members of staff

Children of any member of staff, regardless of role in the school, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.

### 5. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

## Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	214	376	246	137	128	90		<b>1191</b>
<b>Allocations</b>	176	38	12	3	4	1	6	<b>240</b>
<b>Criteria</b>	<b>Public care</b>	<b>Med/Soc</b>	<b>Sibling</b>	<b>Distance</b>			<b>SEN</b>	
<b>Allocations</b>	1	1	84	148			6	<b>240</b>

### Tiebreaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

### Waiting lists and in-year admissions

The school will maintain a waiting list for those children whose parents sought admission for them at the beginning of year seven but could not be offered a place. Your child's position on the waiting list will be determined by applying the published admission criteria. A child moving into the area whose parents seek admission for the child to Lampton will be placed on the waiting list in the appropriate position as determined by applying the admission criteria. Therefore, parents are advised to note that a child's position on the waiting list may change if a child with higher priority by the application of the admission criteria joins the list. Names will remain on the waiting list initially for two terms. The waiting list will then be cleared.

The school will also maintain in-year waiting lists for over-subscribed years. These waiting lists will be held in accordance with the published admission criteria. Names on the in-year waiting lists will be cleared each term, unless a parent informs us in writing that they wish their child's name to remain on the list for a further term, up to a maximum of one academic year.

### Appeals

Appeals will be heard in accordance with appropriate legislation. An independent appeals panel appointed by the local authority will adjudicate on all appeals for places in Lampton School. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. There will be no other appeal to the governors for a place at Lampton School.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form is 20.

Pupils already attending Lampton School in Year 11 and who meet the academic standard required by the school will normally transfer directly into the school's sixth form (Key Stage 5) in the September following the publication of GCSE results. Applicants from other schools who meet the same academic standard will be admitted using the order of criteria set out below. The academic standard required for entry into Lampton School sixth form will be reviewed annually.

Our entry criteria is that all students entering the sixth form should have a minimum of 5A\*-C at GCSE. If students do not possess at least a C grade in English and/or maths they will be expected to study for these qualifications as part of their post-16 course selection. Additionally, due to the high academic demand of some subjects, many subjects have additional entry criteria. Please see the subject information pages for more information. Applicants not possessing entry qualifications for A level courses are warmly invited to enquire about other courses. For all applicants, admission is subject to a satisfactory report from the applicant's school.

### Criteria for admission to the sixth form in order of priority

1. Children looked after by a local authority.
2. Children whose parents can demonstrate an urgent social or medical reason, including disability as defined by the Disability and Discrimination Act 1995. The reasons must be supported by appropriate medical certificates or supporting evidence. Applications on these grounds will be determined by the Governors' admissions committee
3. Siblings of pupils currently in year 7 to 11 in Lampton School and who meet the academic standards set by the school.
4. Other applicants who satisfy the academic standards set by the school for that year. Where there are more applicants than places available, admission will be based on distance according to the criterion set out for year seven admissions

# Reach Academy Feltham

53-55 High Street, Feltham, TW13 4HU

Tel: 020 3551 9305

Email: [info@reachacademy.org.uk](mailto:info@reachacademy.org.uk)

[www.reachacademyfeltham.com](http://www.reachacademyfeltham.com)

Headteacher: Mr Ed Vainker

Published admission number: 60

School Category: Academy

DfE number: 313/4000

Reach Academy Feltham is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective academy for local children.

## Admission criteria

In the event that the Reach Academy Feltham receives more applications than there are places and after the admission of pupils with statements of special educational needs where the school is named in the statement, the following oversubscription criteria will be applied.

### 1. Children in public care

A child in public care is a child who is either in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, as defined in section 22 of the Children Act 1989. Highest priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

### 2. Pupil Premium

Up to 27 per cent of places (16 out of 60 places) will be allocated to pupils eligible for the pupil premium at the time of application. If we receive applications that meet this criteria from more than 27 per cent of places available, then places will be allocated in line with the over-subscription criteria set out below.

If you wish to be considered under this criterion, please complete a supplementary information form and return it to the school.

### 3. Medical/social

Children whose acute, established and documented medical or social needs justify a place at the school. In such cases the governing body will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health visitors and other professionals of why the need means the child should be given a place at Reach Academy Feltham rather than at any other local school. Parents will be responsible for completing the appropriate section on the application form and for submitting medical evidence and clearly identifying the implications for the child if they were not to be given a place at Reach Academy Feltham.

### 4. Siblings

Applicants who will have a sibling including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the school in September 2015. This would not apply if the sibling were due to leave in the July before the joining child would be admitted. Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out below.

## Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	63	54	62	31	24	30		<b>264</b>
<b>Allocations</b>	53	3	2	2	0	0	0	<b>60</b>
<b>Criteria</b>	<b>Public care</b>	<b>Med/Soc</b>	<b>Sibling</b>	<b>Distance</b>			<b>SEN</b>	
<b>Allocations</b>	0	0	4	56			0	<b>60</b>

## 5. Any other children

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>.

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### Tiebreaker

In the event that any applicants have equal rights to a place under any of the criteria above, priority will be given to the pupil who lives closest to the school. Where two applicants live an equal distances from the school, the place will be allocated by drawing lots in the presence of an independent witness.

### Waiting list

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place in Year 7 for at least one term in the academic year of admission. The criteria for selecting applicants set out above will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## In-year admissions

1. Pupils may apply at any time to join the school in-year. Applicants must complete the in-year transfer form available from the Local Authority and must hand it in to the local authority. Applications are considered in accordance with the criteria outlined above.
2. When a space arises in-year the local authority will contact the applicant at the top of the waiting list and inform them. The school will also contact the applicant and arrange a meeting.
3. Where there are no spaces available for in-year transfer the waiting list will be held as outlined above.

## Appeals

Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an independent appeal panel set up in accordance with the School Standards and Framework Act 1998. Appeals will be heard in accordance with appropriate legislation. An independent appeals panel appointed by the local authority will adjudicate on all appeals for places at Reach Academy Feltham. Any parent wishing to appeal should follow the procedure set out in the admissions brochure. There will be no other appeal to the governors for a place at Reach Academy Feltham.

# Rivers Academy West London

**Tachbrook Road, Feltham TW14 9PE**  
**Tel: 020 8890 0245 Fax: 020 8844 2441**  
**Email: [general@riversacademy.org.uk](mailto:general@riversacademy.org.uk)**  
**[www.riversacademy.org.uk](http://www.riversacademy.org.uk)**

Executive Principal: Mrs Paula Kenning  
 Published admission number: 215  
 School Category: Academy  
 DfE number: 313/4022

At Rivers Academy our mission is to raise the aspirations of all members of our academy community in order that they work hard to meet ambitious goals. Our overarching aim is to ensure that each individual leaves the academy having reached their highest possible levels of success in public examinations so that they can be fulfilled and happy in their future life. In addition we work hard to foster the skills in individuals necessary to thrive in the 21st century as an individual, team member and citizen.

## Admission criteria

Where the number of children applying for a place by the published closing date exceeds the number of places published, the applications are considered against the criteria set out below. After the admission of students with statements of special educational needs where the Academy is named on the statement, the following criteria will be applied to determine those children that will be offered places:

**1. Looked after children** (Note 2) and children who were looked after, but ceased to be so because they were adopted (Note 3) (or became subject to a residence order (Note 4) or special guardianship order (Note 5).

### 2. Medical/social

Applicants whose child's medical or social circumstances require attendance at Rivers Academy rather than any other academy or school. In such cases, parents/carers are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a suitably qualified consultant or a social worker. The final decision regarding whether the child must attend Rivers Academy rather than any other academy or school remains with the governing body.

### 3. Sibling

Applicants who will have an older son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, at Rivers Academy in September 2015. If the older child must be expected to still be attending the academy in September 2015.

### 4. Feeder

Children who currently attend a Primary Aspirations Academy, currently Oriel Academy West London.

### 5. Staff

Children of newly appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)

## Intake statistics 2014 (figures are for on-time applications)

Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	171	73	52	29	34	27		<b>386</b>
<b>Allocations</b>	171	7	8	4	0	1	4	<b>195</b>
<b>Criteria</b>	<b>Public care</b>	<b>Med/Soc</b>	<b>Sibling</b>	<b>Distance</b>	<b>Alternative</b>		<b>SEN</b>	
<b>Allocations</b>	0	0	65	126	7		4	<b>202</b>

## 6. Distance

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the academy gates which is used by pupils to enter the academy grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team<sup>2</sup>. (Note 7)

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

### Additional Notes

**Note 1:** Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended)

**Note 2:** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school.

**Note 3:** Under the terms of the Adoption and Children Act 2001. See Section 46 (adoption orders).

**Note 4:** Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

**Note 5:** See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individual to be a child's special guardian (or special guardians).

**Note 6:** Where the last child to be admitted would be one of twins or other multiples the Academy will ask the parents/carers whether they wish to take one place in the hope that there will be a withdrawal before September and a second or further places becomes available. Parents/carers should be aware that there is no guarantee of a place becoming available for all multiple birth children.

**Note 7:** The home address of a child is considered to be his/her permanent residence. The address must be the child's only or main residence. Documentary evidence may be required. Where a child spends time with parents at more than one address, then the address given should be the one that they live at (i.e. sleep at) for the majority of term-time weekdays. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

### Tiebreaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

### Waiting list

The academy will maintain a waiting list for applicants who are unsuccessful in obtaining a place. A continued interest list (waiting list) will be maintained for year 7 until 31 December 2015. A waiting list will not be held by the Academy for in year admissions in year 8, 9, 10 or 11, or for in year admissions for year 7 after 31 December of the first year. The criteria for selecting applicants set out above (years 7-11) will apply in choosing children on the waiting list to fill vacant places. Should a child join the waiting list after places have been allocated, s/he will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

# Rivers Academy West London: *continued*

## In-year admissions

Should there be a vacancy in a year group during the academic year, places will be offered after applying the published admissions criteria to all applicants, including those already on the waiting list, if one exists.

In the case of applications for such places in years 8-11 the Academy may refuse admission to challenging pupils in cases where there are fewer students in a particular year group than the published admissions number. Such refusals will only occur where the student concerned has been previously excluded from two or more schools. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding.

## Appeals

Appeals for a place at Rivers Academy will be heard in accordance with the Education Act 2002. An independent appeals panel will adjudicate on all appeals for places at the Academy.

## Sixth form admissions

The pupil admission number (PAN) for external candidates to the sixth form will be 60 though it may be possible to exceed this if demand for available courses can be met.

1. Students already attending Rivers Academy in year 11 and who meet the academic standard required by the Academy will normally transfer directly into the Academy's sixth form (Key Stage 5) in the September following the publication of GCSE results.

The academic standard required for entry into Rivers Academy sixth form will be reviewed annually. The normal academic standard required by the Academy can be obtained from the academy at the point of application to the sixth form.

2. Students already attending Rivers Academy in year 11 on Level 2 courses and who meet the academic standards required by the Academy for their chosen Level 3 courses for the year of admission will normally transfer directly into the Academy's sixth form Level 3 courses in the September following the publication of Level 2 results.
3. Students already attending Rivers Academy in year 12 on Level 3 AS courses and who meet the academic standards required by the Academy to continue their chosen courses at A2 for the year of admission will normally transfer directly into the Academy's sixth form Level 3 courses in the September following the publication of AS results.
4. Students who have previously been permanently excluded from the Academy will not normally be eligible for admission to the sixth form.
5. Students already attending Rivers Academy in the sixth form will not normally be allowed to repeat a year or course.
6. Applicants from other academies or schools who meet the same academic standards required by the Academy for chosen courses will be admitted using the order of criteria set out above.

# St Mark's Catholic School

**106 Bath Road, Hounslow TW3 3EJ**  
**Tel: 020 8577 3600 Fax: 020 8577 0559**  
**Email: [staffroom@st-marks.hounslow.sch.uk](mailto:staffroom@st-marks.hounslow.sch.uk)**  
**[www.st-marks.hounslow.sch.uk](http://www.st-marks.hounslow.sch.uk)**

Headteacher: Mr Paul Enright  
 Published admission number: 186  
 School Category: Academy  
 DfE number: 313/4800

As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The governing body will always accord the highest priority to Catholic applicants. In recent years the school has been oversubscribed with applications from Catholic families.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

Catholic practice is defined as weekly attendance at Sunday Mass (including the Saturday Vigil Mass) over the previous two years and having received the sacrament of Baptism. Evidence of these features of Catholic practice will be sought from a Baptism certificate and a priest's reference.

The published admission number for the school is 186 pupils per year. Any admissions in excess of this limit will cause overcrowding and be detrimental to the quality of education provided.

## Admission criteria

Where there are more than 186 applications, they will be treated as follows:

- Category One: Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following being looked after.
- Category Two: Baptised practising Catholic applicants.
- Category Three: Baptised Catholic applicants whose priest does not verify weekly attendance at Mass.
- Category Four: Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders).
- Category Five: Applicants from other Christian denominations whose practice is supported by a religious leader. "Christian" for the purposes of this policy means a member of one of the churches affiliated to Churches together in Britain and Ireland.
- Category Six: Any other applicants.

Applicants in each category will be placed into groups, depending on the deanery in which they reside. A proportion of the places will be offered in each deanery as follows:

Hounslow Deanery	54%
Hillingdon Deanery	20%
Upper Thames Deanery	13%
Ealing Deanery	13%

Intake statistics 2014 (figures are for on-time applications)								
Preference	1	2	3	4	5	6	SEN	Total
<b>Applications</b>	279	257	204	131	90	60		<b>1021</b>
<b>Allocations</b>	165	15	2	0	2	0	2	<b>186</b>

## St Mark's Catholic School: *continued*

In the event of oversubscription in each category, the following criteria will be used to place applicants in order of priority.

- (a) Those with a brother or sister (including step/half siblings) who will be attending the school (including sixth form) at the time of admission.
- (b) Those with a parent employed by the school for two or more years at the time at which the application for admission is made.
- (c) Distance will be measured by computer software based on Ordnance survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the schools gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow highways team. Not used are routes using common land<sup>1</sup>, open spaces, public parks, subways or footpaths not adopted by the highways team.<sup>2</sup>

1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.
2. Except the pedestrian footpath at the eastern end of The Ride.

Where it is possible to offer places to all Category One and Two applicants in a Deanery, the remaining places will be offered to Category Two applicants from the remaining Deaneries in rotation so as to preserve the relative proportions identified above.

If any places are still available after all Category One and Two applicants have been offered places, Category Three to Six applicants will be allocated places using the same Deanery quotas and criteria as applied to applicants in Category One and Two.

If twins or triplets are competing for one or two remaining places, Governors have agreed to admit both/all applicants and exceed the Published Admissions Number.

### Application procedure

To apply for a place at St. Mark's School you should complete and return two separate forms. The closing date is 31 October 2014. In order to make an application you should complete the school's Supplementary Information Form attached to this policy and return it to the governors' admissions panel via the school office, together with all other relevant paperwork required for your application. You must also complete a Common Application Form from your local authority and return it to them as per their instructions.

Applications received after the closing date will be dealt with after the initial allocation process has been completed. Last year the school was heavily oversubscribed and we were unable to offer places to all applicants in category two. The governing body were not able to offer any places to applicants in categories three to six.

### Tiebreaker

In the event of a tie-break situation, where two or more applicants for the last remaining place/s, have equal priority with equal distance measurements, lots will be drawn to determine which applicant should be offered the place.

### Waiting list

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and the local authority will send an offer letter.

### In-year admissions

In-year admissions are made to the local authority. Applications for in-year admissions are dealt with in the same way as those made during the normal admissions round. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal.

## Appeals

If an applicant is not offered a place at St. Mark's, there is a right of appeal to an independent appeals committee set up in accordance with the provisions of the school Standards and Framework Act 1998. Details of the procedure can be obtained from the clerk to the governors at the school.

Children's names are kept on a continuing interest list at the request of the parents throughout the following academic year. Places on the continuing interest list will be prioritised according to the admissions policy above. The allocation of any places from the continuing interest list will seek to maintain the balance between the four deaneries, as identified above.

## Sixth form admissions

An offer of a place in the sixth form is conditional on the following criteria being met:

- The school can provide a course suited to the applicant's age, ability, aptitude and educational needs;
- Applicants will be required to have achieved at least 5 GCSE passes at grade C or above including English and mathematics, and a GCSE grade B or higher in the individual subject they intend to pursue at A level, with the exception of mathematics where an A grade is required and further mathematics where an A\* in mathematics is required.

If the subject was not studied at GCSE, students will be required to have achieved at least a grade B in English (or a similar subject). Refer to the blue page in the prospectus for the subject specific entry requirements. Please note GCSE equivalent courses (ICT DiDA, OCR Science) will count as one of the 5 GCSE passes.

In addition to the places reserved for the school's own students the governors propose to admit a minimum of 15 external students into the sixth form, subject to the fulfilment of course requirements. In the case of oversubscription the main school oversubscription criteria will apply.

## Definitions

**Looked after child** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**Adopted** An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**Residence Order** A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

**Special Guardianship Order** A special guardianship order is an order under the terms of the Children Act 1989s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

**Parent** means the adult or adults with legal responsibility for the child.

**Resident** – A child is deemed to be resident at a particular address when he/she resides there for more than 50 per cent of the school week.



# Space Studio West London

## (Provision for 14-19 year olds)

**Aspirations Campus,  
Tachbrook Road, Feltham TW14 9PE  
Tel: 020 8751 9888  
Email: [office@spacestudiowestlondon.org](mailto:office@spacestudiowestlondon.org)  
[www.spacestudiowestlondon.org/](http://www.spacestudiowestlondon.org/)**

The Space Studio West London will cater for 300 students (75 students per Year Group) aged 14-18 and will specialise in Space, Aerospace, Science and Maths. The Studio School will be based on the Aspirations Academies Campus in Feltham.

The Studio School offers students the opportunity for students to work with local, national and international experts in the field and some exciting employers including The National Space Centre, UK Space Agency, European Space Agency, the aerospace industry around Heathrow, and Rational Aviation.

The rationale for establishing the Studio School is clearly linked to the local economy and Heathrow Airport in particular where aerospace and space related industries are growing at a fast pace. The schools' offer is highly aspirational with strong employer and expert educational support. There is a focus on equipping young people with skills much needed by local and national employers.

### Admissions and application process

Space Studio West London will manage their own admissions for 2015 and applications should be made directly to the school.

Copies of the application form are available from the Admissions Team at Space Studio West London (Contact: [office@spacestudiowestlondon.org](mailto:office@spacestudiowestlondon.org)) or online at: [www.spacestudiowestlondon.org](http://www.spacestudiowestlondon.org)

The application form should be returned to the school by 31 October 2014 although late applications will also be accepted. Offers for places will be made on March 1 2015.

# Questions and answers

## **Does the law guarantee my child a place in the school of my choice?**

No. The law says that parents may express a preference and apply for any school. However, if a school receives more applications than the number of places available, there has to be an order of priority to decide which children to admit.

## **Do I have to apply for six schools?**

No. However stating six preferences gives your child a better chance of being offered a place at one of your preferred schools.

## **Does listing fewer schools increase my child's chances of being offered a place at one of the schools?**

No. We consider each preference separately and do not share your preference ranking with schools which are their own admission authority. Parents who apply for fewer schools are reducing their chances of being offered one of their preferred schools.

## **How do I find out more about each school?**

Information is available in individual school prospectuses which are available directly from schools or on school websites. If you apply online you will be given a link to these websites.

## **Can I visit each school?**

Yes. Secondary schools all hold open days and open evenings during the autumn term for prospective students and their parents/carers. The headteacher and staff will be happy to answer any questions you may have about the school.

## **Can I apply to schools in other boroughs?**

Yes, you can apply for a total of six schools which can be located anywhere, but you must apply to all schools using the Hounslow common application form if you are a Hounslow resident.

## **Can I use an address other than my own to make my application?**

No. Your child's home address must be given. It is illegal to give a false address. If parents live separately but both have parental responsibility, the child's normal place of residence during the school year must be given. If we discover that a false address has been given, the application or place may be withdrawn at any stage in the transfer process. This may cause distress, particularly for the child involved.

## **If my preference is for a single-sex school, is my child guaranteed a place?**

No. However applicants applying for Brentford School for Girls or Isleworth & Syon School for Boys, who state a specific preference for single sex education in the preference 'reasons box' on the form, will increase their priority for admission. This is the case even if your other preferences are not single sex schools.

## **How do I apply for a place for my child who has a statement of special educational needs (SEN)?**

If your child has a statement of special educational needs, or is undergoing assessment for a statement, you should still complete a paper application form. Hounslow SEN Panel will consider, in consultation with your first preference school, whether the school can meet your child's needs. Please see page 63 for full details of Hounslow's provision for children with special educational needs.

## **What if my child receives an offer of a school place from another local authority?**

If you live in Hounslow the offer will be made to you by Hounslow Council for all schools and you should accept it on the reply slip provided.

## **What can I do if I am not offered a place in my preferred school/s?**

Hounslow residents will be offered a place at a school with availability, at the time of consideration. Your child will be placed on the waiting list for each of your preferred Hounslow community schools. You will also be informed of your right to appeal.

### Can I appeal a decision not to offer a place at one of my preferred schools?

Yes. Please see page 17 for full details on the appeals process.

### Is it possible that my child will be without a school place?

No. If we are unable to offer a place at any of your preferred schools, your child will be offered a place at a Hounslow school that has a place available at that time. You will also be given details of any spaces available at other schools.

### I'm confused about the application process. Where should I go for advice?

You should contact the school admissions team on **020 8583 2711** or email [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk) if you are unsure about any part of the application process. It is very important to follow the application procedure correctly and it is your duty to seek advice in good time.

### Can I move my child to another school after the start of the school year?

Yes. Hounslow residents can obtain an In-Year common application form from [www.hounslow.gov.uk/admissions](http://www.hounslow.gov.uk/admissions) or by contacting the School Admissions Team on **020 8583 2642**. Places can only be offered if a school has a vacancy in the relevant year group.

### Can I choose to educate my child at home?

You may choose to educate your child at home, in which case you take on the full cost and responsibility for the education provided (See page 64).

### Can I apply for any grants if I live outside Hounslow?

No. Hounslow Council is only able to provide free school meals, uniform grants and possible transport costs to Hounslow residents (see page 65). If your child attends a Hounslow school but lives in another borough, you will need to apply to your home local authority for the assistance.



# In-year admissions

## In-year admissions for Hounslow schools

If you are looking for a place at any school within Hounslow borough, you must complete Hounslow's In-Year Common Application Form (INCAF-S). This form can be downloaded from our website: **www.hounslow.gov.uk/admissions** or a copy can be requested by contacting the school admissions team on **020 8583 2642** or email **admissions@hounslow.gov.uk**

If you are applying for a faith based school in Hounslow, you must also complete the school's own Supplementary Information Form. These can usually be downloaded from each school's website, or a copy can be obtained by contacting the relevant school.

You may name up to three secondary schools, listed in order of preference. Each of your preferences will be considered individually under each school's admission criteria. If more than one offer can be made from your list of preferred schools, we will offer you a place for the school ranked highest on your application.

Please note it may not be possible to offer a place at one of your preferred schools. We may have to allocate a place where an appropriate vacancy exists. If a place is not offered at a preferred school you have the right of appeal.

## In-year admissions for schools outside Hounslow

If you are applying for a school outside Hounslow please contact the school directly, or the local authority in which the school is located, to enquire about their admission procedure. Your application will be considered by that school or local authority and they will advise you directly of the outcome.

## New or returning to the UK

If your child is new to or returning to the UK after a gap of three months or more, you will need to bring your child to the Civic Centre in order to complete an application in person. You must also bring their passport or travel document (as appropriate) and provide proof of address with your application.

## Changing your child's school

Changing schools within the school year is disruptive and not usually in the child's best interests, particularly at secondary level. If your child is studying for their GCSEs, other schools may not offer the same options as their current school, or they may have a different syllabus or exam board. We recommend that before requesting a transfer, you discuss your reasons with senior staff at your child's school.

After full consultation with the school, if you still wish to transfer your child, you will need to complete the In-Year common application form (INCAF-S). Places can only be offered if a school has a vacancy in the relevant year group, and there may already be a waiting list for your child's year group. Once we have processed the form, we will advise if it is possible to offer your child a place. Any such change will normally take place only at the beginning of a term or half-term.

You should not withdraw your child from their current school unless you have secured a place at another school.

## Fair access

Children with a history of challenging behaviour and those deemed vulnerable are placed in school using the Fair Access Protocol. This ensures they are offered an appropriate education placement as quickly as possible.

The Fair Access Panel consists of representatives from Hounslow secondary and primary schools, the local authority and other agencies. The panel considers all information available and the child's individual circumstances to make an informed decision as to what school would best meet the child's needs.

# Special educational needs

We have a responsibility for ensuring that a school can identify and support children with behavioural, emotional, health or other learning difficulties. We aim to provide continual and developing support for children with special educational needs. Each Hounslow school has a duty to admit a child with a statement of SEN naming the school.

All schools must publish their local offer which will state what provision the school can offer for pupils with Special Educational Needs under the Children and Families Act 2014. Each year, school governing bodies report to parents on the implementation of the policy and on access to the curriculum for pupils with disabilities (this is required under the 1995 Disability Discrimination Act, amended by the Special Needs and Disability Act 2001).

All schools must have regard to the SEN Code of Practice in identifying, assessing and monitoring pupils' special needs. Statutory assessment is used to identify needs which are severe or complex enough to require an Education, Health and Care Plan and may lead to pupils being placed in mainstream centres or special schools. Most pupils with special needs are taught in mainstream schools

Each school has a Special Educational Needs Coordinator (SENCO) who manages SEN provision. Schools receive a large proportion of SEN funding to make provision in accordance with their pupil's identified needs. Student progress is regularly monitored and reviewed.

In Hounslow, some of our mainstream schools have resourced centres that cater for specific needs. We also offer specialist provision within centres at particular schools for students with:

- hearing impairment
- speech and language difficulties
- specific learning difficulties in relation to literacy
- physical disabilities
- autism

Our special schools provide a broad and balanced curriculum, including the national curriculum and offer specialised opportunities in smaller classes. There are successful links between special schools and mainstream schools/colleges to provide a wider range of options for pupils to return to mainstream education when they are able to do so.

In all cases it is our intention to consult fully with the parents at the time of initial placement and regularly after that. Consultation is made available through the annual review at school and through the SEN team based in our children's and adults' services department.

## Special schools

### **Marjory Kinnon School (all ages)**

Hatton Road, Bedfont TW14 9QZ  
Tel: 020 8890 2032 Fax: 020 8893 7450  
Headteacher: Ms Denise Morton

Complex learning difficulties and autism  
The school also has a centre for pupils with autistic spectrum disorders at each key stage.

### **Oaklands School (secondary)**

Woodlands Road, Isleworth TW7 6JZ  
Tel: 020 8560 3569 Fax: 020 8568 8805  
Headteacher: Mrs Anne Clinton

Severe, profound and multiple learning difficulties

## Secondary special centres

Please refer to the main school list on pages 20-57 for addresses, telephone numbers etc.

### **Brentford School for Girls**

Secondary ASD Unit

### **Cranford Community College**

Autistic Spectrum Disorder (ASD) centre  
Secondary specific learning difficulties/dyslexia centre

### **Feltham Community College**

Secondary ASD Unit and physical disabilities

### **Heston Community School**

Hearing impairment unit

### **Lampton School**

Secondary speech and language difficulties centre

### **Woodbridge Park at Wood Lane, Isleworth**

Emotional and behavioural difficulties

# Further information

## Education welfare officers

The education welfare service enforces school attendance, child employment regulations, and entertainment licences for school age children. Education welfare officers have a duty to remind parents of their legal responsibilities regarding regular school attendance. The officers are able to support families where pupils are experiencing difficulties in school and welfare issues are disrupting a child's education.

## School health service

The school health service works with schools towards achieving the national children's agenda. This includes work such as: childhood obesity, delivering health promotion messages and immunisation programmes in schools. There is no routine health screening in schools.

## Education at home

Parent/carers are entitled to choose to educate their children at home, in which case they take on the full cost and responsibility for the education provided.

If your child is already at school, you must inform the school in writing of your intention to educate at home. If your child is not registered at a school, you are advised to let the schools admission team know of your situation, in writing. If your child attends a special school, you will need our permission to de-register and ensure you can cater for his or her special needs.

We retain a legal responsibility to establish that you are providing an 'efficient and suitable' full time education for your child. Therefore, we will make informal enquiries about the education you are providing and keep in contact periodically for updates. Our aim is to establish positive and supportive relationships with all home educating parents/carers to ensure the best possible outcomes for the children involved.

An information leaflet and registration form is available to download from [www.hounslow.gov.uk](http://www.hounslow.gov.uk) or you can contact the school admissions team.

Further information is also available from the Department for Education website [www.gov.uk/home-education](http://www.gov.uk/home-education)

## Independent schools

Hounslow Council does not assist with fees for children attending independent day or boarding schools except in the most exceptional circumstances where a specialist panel has decided that no other education is suitable.

## Unauthorised absence

Government guidelines state that term-time holidays are unacceptable reasons for absence. Such absences are treated as unauthorised absence from school. If there is a family emergency, you should discuss your plans with your child's headteacher. S/he may be able to authorise a maximum of ten days' absence in exceptional circumstances.

It is not always possible to keep your child's school place open as there may be other families looking for school places. Persistent unauthorised absence from school, including holidays, may result in fixed penalty notices or prosecution of the parents or carers for failing to ensure the child is receiving appropriate education.



# Grants and assistance

## School clothing grants

You may be entitled to a grant towards the cost of school clothing if you receive:

- income support, income-based Jobseekers Allowance, Child Tax Credit, or
- working tax credit (annual income cannot exceed £16,190)

The uniform grant is currently £60 per child and the grant is given in years 7 and 9. Each school's prospectus provides details of school uniform and where to buy it.

**Please apply as soon as your child is allocated a place at secondary school as applications can take some weeks to process during the summer period.**

Applicants will be required to provide proof that they are in receipt of one of the above benefits.

To apply please complete and submit a form that can be obtained from schools, downloaded from [www.hounslow.gov.uk/school\\_clothing](http://www.hounslow.gov.uk/school_clothing), by emailing [uniformgrants@hounslow.gov.uk](mailto:uniformgrants@hounslow.gov.uk) or by calling **020 8583 2820**.

## School meals

All schools maintained by Hounslow Council can provide a lunchtime meal for children. Your child's school will give you the details of the payment system they use.

School meals are available free of charge to the children of residents who are in receipt of:

- income support
- income-based jobseekers allowance
- child tax credit provided you are not in receipt of working tax credit (and have an your annual taxable household income that does not exceed £16,190)
- support provided under part 6 of the Immigration and Asylum Act 1999 from NASS
- guaranteed element of state pension credit
- income-related employment and support allowance

**Applicants will be required to provide proof that they are in receipt of one of the above benefits.**

To apply please complete and submit a form that can be obtained from schools, downloaded from [www.hounslow.gov.uk/free\\_meals](http://www.hounslow.gov.uk/free_meals), complete e-Form, emailing [schoolmeals@hounslow.gov.uk](mailto:schoolmeals@hounslow.gov.uk) or by phoning **020 8583 2820/2781**.

## Universal infant free school meals

From September every child in reception, year 1 and year 2 will be given a free nutritious meal at lunchtime.

This includes infant pupils in maintained infant and primary schools, free schools, academies, schools for pupils with special educational needs and pupil referral units.

To receive the meals, parents and carers need to complete an application available at [www.hounslow.gov.uk/free\\_meals](http://www.hounslow.gov.uk/free_meals), or by calling **020 8583 2820/2781**.

## School travel assistance

All Hounslow residents under the age of 19 who are in full time education can travel free on London buses and trams.

For further details about eligibility and applying, please go to the Transport for London website at [www.tfl.gov.uk](http://www.tfl.gov.uk) or contact the Oyster Card helpline on **0343 222 1234**. Alternatively you can obtain an application form from your local Post Office.

Hounslow's policy for travel assistance for children and young people is available to download from

[www.hounslow.gov.uk/school\\_travel\\_assistance](http://www.hounslow.gov.uk/school_travel_assistance)

If you think you may be eligible for school travel assistance please contact the school travel Assistance team on **020 8583 4177** or email [schooltravelassistance@hounslow.gov.uk](mailto:schooltravelassistance@hounslow.gov.uk)

# Healthy and safe travel to school

We want to encourage all pupils starting secondary school to walk, cycle or use public transport rather than be driven, as data shows over 80 per cent live within two miles of their school. This active travel helps to improve:

- **Health:** pupils who walk or cycle are healthier than those driven, this is a key issue especially as obesity is a growing problem in Hounslow
- **Air quality:** less cars means less pollution around the school which aggravates conditions like asthma
- **Safety:** less cars means less accidents and near misses involving parents doing the school run by car

## Independent Travelling

The transition to secondary school is a perfect time for your child to start travelling independently and using different modes of active travel. If they learn how to do this now their adult lives will be enriched by better, cheaper, faster and above all more enjoyable travel, giving access to better employment prospects, more leisure time and the ability to discover and explore new places.

As mentioned there is a growing obesity problem in Hounslow, with 39 per cent of 10-11 year olds classified as obese, compared to 27 per cent in Richmond and 35 per cent in Hillingdon. The Government recommends that children should be getting a minimum of 30 minutes of exercise a day – letting your child walk or cycle to and from school will easily meet this.

Cycling is a faster option than walking especially for those who do live further, as three miles can be cycled in 15 minutes. Or pupils can register for a zip oyster card and get access to free bus travel, they can even get off the bus a few stops earlier to get some exercise in their routine.

## How can we help?

The council provides free pedestrian and cycle training to give pupils the confidence and skills to travel independently throughout their school life and especially during the transition from year 6 to year 7.

The latest accident data we have shows that there were no pedestrian fatalities involving children in Hounslow. Also there are huge savings to be made by not driving - **£900 a year on average per family.**

Please think about how your child will be travelling to their new school, if you must drive them, think about dropping them off at a safe place, not in the middle of the road, so that they can walk between five and ten minutes to their school. This way you will avoid the traffic and congestion outside the school gates, they will get a bit of exercise and you will be contributing to making it safer for all children.

## School Travel Plans (STP)

School Travel Plans are how we promote walking and cycling in your child's schools, If you want any more information please visit our website: [www.hounslowtp.org](http://www.hounslowtp.org) or email [sta@hounslow.gov.uk](mailto:sta@hounslow.gov.uk)

# Contact details for other local authorities

## London Borough of Ealing

High School Admissions  
Perceval House, 14-16 Uxbridge Road  
Ealing W5 2HL  
Tel: **020 8825 5522**  
**www.ealing.gov.uk**

## London Borough of Hammersmith and Fulham

Kensington Town Hall  
Hornton Street  
London W8 7NX  
Tel: **020 7745 6434**  
**www.lbhf.gov.uk**

## London Borough of Hillingdon

School Admissions  
4E/09 Civic Centre, High Street  
Uxbridge UB8 1UW  
Tel: **01895 556644**  
**www.hillingdon.gov.uk**

## Royal Borough of Kensington and Chelsea

Kensington Town Hall  
Hornton Street  
London W8 7NX  
Tel: **020 7745 6432**  
**www.rbkc.gov.uk**

## Royal Borough of Kingston upon Thames

School Admissions  
Guildhall 2  
Kingston upon Thames KT1 1EU  
Tel: **020 8547 4610 / 5004**  
**www.kingston.gov.uk**

## London Borough of Richmond upon Thames

The School Admissions Team  
Civic Centre, 44 York Street  
Twickenham TW1 3QB  
Tel: **020 8891 7514**  
**www.richmond.gov.uk**

## Surrey County Council

Admissions and Transport Team  
Quadrant Court  
35 Guildford Road  
Woking  
Surrey GU22 7QQ  
Tel: **0300 200 1004**  
**www.surreycc.gov.uk**

## Buckinghamshire County Council

Tel: **01296 383250**  
**www.buckscc.gov.uk**

## Slough Borough Council

Tel: **01753 875728**  
**www.slough.gov.uk**

# Notes



**Children's and Adults' Services**

London Borough of Hounslow  
Civic Centre, Lampton Road  
Hounslow TW3 4DN  
Email: [admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)  
Telephone: 020 8583 2711  
Fax: 020 8583 2777

[www.hounslow.gov.uk](http://www.hounslow.gov.uk)