

## Admissions – Part 1

**For students wishing to join Uxbridge High School transferring from Primary Education. September Entrants to Year Seven.**

### Introduction

The admissions policy of Uxbridge High School determined by the Governing Body has been approved by the Secretary of State. The Articles of Government require the Governing Body to apply in writing to the Secretary of State if they wish to change the schools admissions number or wish to alter the schools admissions criteria.

In order to comply with the Articles of Government, Uxbridge High School publish during the Autumn term preceding the school year to which they relate, particulars of the admissions procedure/policy. This document, Uxbridge High School Admissions, also contains appeals procedure information, should you not be offered a place for your child.

The Governors have agreed to process applications for admission to Uxbridge High School according to the co-ordinated Admissions Scheme managed by the London Borough of Hillingdon Education Authority.

### *For Hillingdon residents*

To make an application for a place at Uxbridge High School, parents must complete the relevant form provided by the London Borough of Hillingdon, which accompanies the 'Starting Secondary School' booklet. The London Borough of Hillingdon operates an equal preference scheme which is fully explained in their booklet.

### *For non-Hillingdon residents*

Parents are required to complete the application in their own Local Authority's admissions guide, stating Uxbridge High School as a preferred school. The form should then be returned in line with that Local Authority's requested procedure. They will then inform Hillingdon Local Authority of the choice to apply to Uxbridge High School.

The following is intended only as a summary and does not replace the published admissions details mentioned above.

### Admissions

The admissions criteria for September entry into Year Seven are set out below and we are required by the Secretary of State for Education and Employment to follow these criteria.

Uxbridge High School will admit students at the age of 11 without reference to their ability or aptitude. There will normally be 210 places for students in September.

If there are more than 210 applications for places, the school will use the following criteria, in the order shown, to decide which children to admit:

- 1. Children in public care as defined by the Children Act 1989.**
- 2. Children who currently have a brother or sister\* as a student on roll at Uxbridge High School and who would reasonably be expected to be still attending at Uxbridge High School at the time of admission.**
- 3. Children living nearest the School (measured in a straight line from the School Office to their parents'**

**permanent home as set by Ordnance Survey points of reference using the computerised Geographical Information System (GIS)\*\*).**

\* This does not include cousins or other family members who live in the same household, but will include stepbrothers/sisters and foster children.

\*\* This must be that of the child's permanent home with his/her parents or legal guardians.

Once places have been offered applicants must return their acceptance of a place by the published date. Failure to return acceptances by this date will result in offers being withdrawn and offered to applicants on the waiting list. These are known as late offers.

Parents are entitled to keep the names of their children on waiting lists up to the end of Year 11. Details regarding the order of places on the waiting list are in accordance with the published Admission criteria.

Late offers will be made to those parents on the waiting list in strict order and will be subject to a different but specified timetable. Applicants receiving late offers may decline previously accepted offers from other schools.

Applicants are advised at all stages of the admissions cycle to hold only one offer of admission at any one time.

### **Time Scale**

Specific dates are not given in this summary document. Dates are agreed annually by all schools and may vary. The agreed common timetable aims to give every parent a fair opportunity to gain a place for their son or daughter.

### **September:**

Publication of admissions details for entry

in the following year.

### **March:**

Closing date for completed application forms.

### **March:**

- Initial offers made after application of admissions criteria.
- Closing date for acceptances of places offered.
- Applicants wishing to appeal against a decision not to offer them a place must register their intention.
- Sharing of information between LA and secondary schools. Late offers made if the admission limit has not been reached.

### **Summer Term:**

Induction process commences.

## Admissions – Part 2

### For students transferring to Uxbridge High School from other secondary schools during the Academic Year.

#### Introduction

Applications for In-Year Admissions are now made in the same way as those made during the normal admissions round for Year 7. Parents are required to complete a Common Application Form from their Home Local Authority.

Places at Uxbridge High School are open to all, irrespective of ability or background. They are however limited by admission levels which ensure that the standards of educational provision are maintained.

#### The Procedure

If a place is available and there is no waiting list then the Local Authority will communicate the Governors' offer of a place to the family. If there are no places available this will be conveyed to the Local Authority who will write to the parent with this information. Parents may ask us for the reasons why a place cannot be offered and will be informed of the right of Appeal.

Parents will be offered the opportunity of being placed on a waiting list. The waiting list will be maintained in the order of the published admissions criteria and not in the order in which the applications are received.

Every year in June, the school will write to every parent with a child on the waiting list requesting confirmation that the child's name should remain on the waiting list.

When a place becomes available the school will advise the Local Authority of the child who is top of the waiting list, so that the Home Local Authority can inform

the parent that an offer is being made on behalf of the Governing Body.

#### Admissions Cohort

Once a place has been offered to your child, you will be invited to complete relevant paperwork and purchase uniform. The school will also inform applicants of their start date.

#### Admission

Admissions Manager, in consultation with staff, will develop a timetable and make necessary administrative arrangements. This may include special needs consultation and liaison with Curriculum Leaders regarding setting.

Guidance Leader or Supporting Leader will meet parents and students on their first day of arrival making positive contact. They will oversee the students successful integration into school.

#### Appeals

An applicant who is not offered a place has the right of appeal and will be informed of the procedure for appeals.

*Please also refer to:*

*\* The Uxbridge High School Admissions Booklet.*

*\* Revised School Admissions code of practice for Foundation Status schools on establishment and conduct of exclusion and admission appeal committees.*