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## **Admissions – Part 1 (Entry for September 2018)**

**For students wishing to join Uxbridge High School transferring from primary education. September entrants to Year 7.**

### **1. Introduction**

The admissions policy of Uxbridge High School determined by the Governing Body has been approved by the Secretary of State. The Funding Agreement requires the Governing Body to apply in writing to the Secretary of State if they wish to change the schools admission arrangements.

In order to comply with the Funding Agreement, Uxbridge High School publish during the Autumn term preceding the school year to which they relate, particulars of the admissions procedure/policy.

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.

#### **1.1 For Hillingdon residents**

To make an application for a place at Uxbridge High School, parents can apply online from 1 September via [www.hillingdon.gov.uk/schools](http://www.hillingdon.gov.uk/schools) or a paper application form can be requested from Hillingdon Local Authority. Hillingdon Local Authority operates an equal preference scheme which is fully explained in their "Starting Secondary School" booklet.

#### **1.2 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 and 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.

### **2. Admissions**

The admissions criteria for September entry into Year 7 are set out below and we are required by the Secretary of State for Education to follow these criteria.

Uxbridge High School will admit students at the age of 11 without reference to their ability. There will normally be 230 places for students in September.

If there are more than 230 applications for places, the school will use the following criteria, in the order shown, to decide which children to admit:

**1. A Looked After Child (as defined by the Children Act 1989) or a child who was previously looked after, but immediately after being looked after became subject to an adoption residence, or a special guardianship order.**

**2. Children who currently have a brother or sister\* as a student on roll at Uxbridge**



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**High School and who would reasonably be expected to be still attending at Uxbridge High School at the time of admission.**

**3. Aptitude:**

**Football**

**Children selected on the basis of aptitude for football as measured by the school's aptitude assessment procedures. Priority will be given to a maximum of 10 students on the basis of aptitude in football.**

**Music**

**Children selected on the basis of aptitude for music as measured by the school's aptitude assessment procedures. Priority will be given to a maximum of 10 students on the basis of aptitude in music.**

**Parents applying under the Aptitude criteria must contact the school for a Supplementary Information Form, which includes further details regarding the aptitude assessment process.**

**4. 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 computer programme: 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 adopted or foster children.

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

**3. Tie Breaker**

If two or more children have equal priority after applying all other criteria then the distance criterion set out in 4 above will be applied. Where the applicants cannot be differentiated when the distance criterion is applied, a process of random allocation will be applied.

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 should 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.



#### **4. Time Scale**

Specific dates are not given in this 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.

#### **5. February:**

Publication of admissions details for entry in the following year.

#### **6. October:**

Additional forms and information regarding places under the Aptitude criteria must be requested from the school and returned by 10 October.

Statutory deadline for receipt of Year 7 applications by your Local Authority: 31 October.

#### **7. 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. Please see our website ([www.uhs.org.uk](http://www.uhs.org.uk)) for further information or contact the school on 01895 234060.



## **Admissions – Part 2**

**For students transferring to Uxbridge High School from other secondary schools during the Academic Year (Years 8 to 11).**

### **1. Introduction**

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.

Where spaces are available students may be admitted after application to the school. An application for admission to these year groups will normally be refused if the intended year group of the applicant has already reached the published admission number. Where this is the case parents will be asked if they would like their child's name to be added to a waiting list.

In the event that places become available, applicants will be admitted according to the oversubscription criteria.

### **2. Admissions Cohort**

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

### **3. Admission**

The 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.

House Guidance Leaders will oversee the students successful integration into school.

Applicants wishing to appeal against a decision not to offer them a place must register their intention.