



Admissions – Part 1 (Entry for September 2019)

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

1. Introduction

Uxbridge High School is an academy school and the admission of students is controlled and administered by the governing body.

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 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. That local authority will then inform Hillingdon local authority of the choice to apply to Uxbridge High School.

2. Admissions

Uxbridge High School will admit students without reference to their ability. Uxbridge High School will have an admission number of 230 for entry into Year 7. If Uxbridge High School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, it will rank applications in the order against its published oversubscription criteria below.

Where there are more applications for Uxbridge High School than there are places available and, after the admission of children with Statements of Special Educational Need or EHC plans where Uxbridge High School is named, the following criteria (in the order listed) will be used to allocate places:

- 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 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 computer programme: Geographical Information System (GIS)).**

* A brother or sister includes: the sister; brother; half brother or sister; adopted brother or sister; step brother or sister; child of the parent/carer or partner or a child looked after or previously looked after in a placement, whether or not in the same household.

** 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 (3) 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 made 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 and will be subject to re-ranking when new applicants are added to the list.

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. Children out of normal age group

The vast majority of children are educated in the year group determined by their date of birth. Paragraph 2.17 of the School Admissions Code does, however, allow parents to request that their child is educated outside of their normal age group; for example, if their child is gifted or talented or has experienced problems such as ill health. If a parent/carer wishes to request that their child is taught out of year group, they should submit their request to Uxbridge High School along with their reasons. A decision will then be made based on the circumstances of the case and in the best interests of the child. Parents are encouraged to do this ahead of the relevant closing date for applications.

5. Separated parents

Where individuals or parties with parental responsibility cannot agree on either the home address or the school preferences to name on an application, the Admissions Service will then consider the application using the address which is held by the child's GP surgery (if the address cannot be agreed) and they consider the school preferences named by the parent who lives at that same address. Any other applications will be disregarded.

In the case of disputes between parents, there is an expectation that the parents will resolve these amongst themselves and make a single application, which both parents are in agreement



with. Uxbridge High School will not become involved in disputes between parents. Where more than one application is received in respect of a single child and the parents cannot reach agreement over the content of the application, Uxbridge High School reserves the right not to process either application until an agreement between the parents is reached.

6. Timescale

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.

6.1 February:

Publication of admissions details for entry in the following year.

6.2 October:

Statutory deadline for receipt of Year 7 applications by your local authority.

6.3 March:

Initial offers made after application of admissions criteria and 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) 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 7 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. If a place is not offered, the child's name will be placed on a waiting list for the relevant year group. The child will be placed on the waiting list according to the school's admission criteria. In the event that a place becomes available, an offer will be made to the next child on the waiting list. Once the place has been accepted the school will inform the LA on a monthly return. If the application is for a place in Year 7 to 11 the child's name will remain on the waiting list until a place is offered or until the parents ask the school in writing to remove it, whichever comes first.

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 office 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 student's successful integration into school.

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