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## Admissions – Part 1 (Entry for September 2023)

**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 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 trustees 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. 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, child arrangements, or a special guardianship order including those who appear to the admissions authority have been in state care outside of England and ceased to be in state care as a result of being adopted.**
- 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**



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## **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 school will then consider the application using the address which is held by the child's GP surgery (if the address cannot be agreed) and consider the school preferences named by the parent who lives at that same address. Any other applications will be disregarded.



## **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.

- **February:** publication of admissions details for entry in the following year.
- **October:** statutory deadline for receipt of Year 7 applications by your local authority.
- **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](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 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 local authority on a monthly return. If the application is for a place in years 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 to remove it, whichever comes first.

In the event that places become available, applicants will be admitted according to the oversubscription criteria detailed in Part 1.

### **2. Admissions cohort**

Once a place has been offered to a child, they will be invited to complete the relevant paperwork, purchase uniform and informed 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. Pastoral staff 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 in writing.



## **Admissions – Part 3**

**For students wishing to join Years 12 and 13 from within Uxbridge High School (internal students) and from the wider community (external students).**

### **1. Entrance criteria**

Students will be admitted into the Sixth Form if:

- They are 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;
- in the judgement of the school, a suitable course is available for them, that is appropriate and meets their needs;
- they are on a full-time course;
- they meet the minimum course entry requirements, which are detailed below.;
- they are under 19 years of age on the first day of term for the ensuing academic year. This means that students may start Year 12 or 13, but may not continue the course or start a subsequent year, if they will then be 19 years of age at the start of the next year;
- they have not already been enrolled for two years of sixth form education at another institution.

### **2. Courses**

#### **2.1 Level 2 courses**

##### **BTEC**

Level 2 courses provide a stepping stone between level 2 and level 3. Students should have achieved grades 9-3 in at least 4 GCSE subjects, including a grade 3 or above in English and mathematics. Students will be required to resit English and maths until they reach a grade 4.

#### **2.2 Level 3 courses**

##### **A level courses**

Students should have a minimum of 5 GCSEs graded 5 - 9, including a grade 5 or above in GCSE English language and mathematics. Students are required to have a minimum grade 6 in the subject they wish to study at A level. For maths, students require a grade 7.

##### **BTEC/CAMTECH and other level 3 courses**

5 GCSE grades 9 - 5, including English and mathematics with a grade 5 or level 2 merit in the subject they wish to study.

#### **2.3 Other courses**

In order to broaden the curriculum, there are a number of extension and supplementary studies that are offered in a variety of means through flexible timetabling. These may or may not lead to formal examinations. They are considered supplementary to students' main line of study.

### **3. Progression**

#### **3.1 Progression from level 2 BTEC diploma courses to level 3 BTEC national certificate or A level courses**

Students should achieve a minimum of a merit on their level 2 course and also hold a grade 5 in GCSE English language and mathematics. The decision to progress from a level 2 to a level 3 course should also be taken in consultation and at the discretion of an appropriate member



of the sixth form team and agreement of the leadership team.

### **3.2 Progression from year 1 of level 3 study to year 2**

- **A level courses** - students should achieve a minimum of a D grade in three or more subjects or be one grade away from reaching their minimum expected grade studied in year 1 and continue with a portfolio of courses that includes at least three A Level qualifications or equivalent.
- **BTEC national certificate** - students should achieve pass grade in all year 1 units.

In exceptional circumstances, and at the school's discretion, students who achieve less may continue into year 2 of level 3 study. These 'exceptional circumstances' are likely to include situations out of the student's control. All students in this situation will be interviewed by the curriculum leader of the relevant subject and the head of sixth form, who will assess their suitability for, and likelihood of, success in the second year of study.

The requirement for students to be on a full-time course applies in the same way as for Year 12 courses.

External students will be subject to the same criteria as for internal students. They will also need to discuss with the sixth form team, whether the syllabus and the structure of their previous course has prepared them appropriately for year 2 study at Uxbridge High.

## **4. External students**

- External students are offered places in the sixth form on the basis of a satisfactory reference from their previous school or college and following the discussion about their suitability with a member of the sixth form team;
- The school is able to make offers of places initially to 50 external students. After this number of offers have been made, the school will place further applicants on a waiting list. The actual number of offers eventually made is judged on the previous year's admission number and the applications received from internal students who have priority.

## **5. Offers of places**

An offer of a place at Uxbridge High sixth form is not a guarantee that a student will be admitted into the sixth form or that courses that were discussed at interview or indicated on a student's application form will be available. An offer is subject to:

- a record of behaviour that does not subsequently seriously contravene their school's behaviour policy;
- a good record of attendance, where it is above 95%;
- students achieving appropriate grades in the summer GCSE exams;
- attendance to our sixth form induction day at the end of the summer term;
- successful completion of the sixth form agreement and induction period;
- availability of places on appropriate courses at the time that a student enrolls. Places on courses are allocated on 'first come-first served' basis at enrolment to ensure fairness.

## **6. Induction period**

Students entering the sixth form will undertake an induction period at the start of the first term. This is to ensure that students are on suitable courses and that their approach suggests that they will be successful.