



IN-YEAR ONLINE APPLICATIONS FAQ's

How do I make an In-year application for a Hounslow school?

In-Year applications must be made using our online form. You can find this at www.hounslow.gov.uk/inyearadmissions

Do I have to make a new application for each academic year?

Yes, the waiting lists are closed at the end of each academic year, so you must make a new application for each school year.

How many schools can I apply for?

You can apply for a maximum of three schools.

How long will it take for my application to be processed?

It will take a minimum of 10 school days to process your application once we have received it and you have supplied all the supporting evidence.

What documents do I need to provide with my child's In-Year online application form as supporting evidence?

You will need to provide copies of the following documents

Proof of your child's date of birth

- Birth certificate or
- Passport

Proof of your home address

- a current council tax bill in parent/carer's name

Or

- tenancy agreement /mortgage statement

Plus two of the following alternative proofs in the parent / carers' name

- a recent utility bill - gas/electricity/water/TV licence
- a recent credit card statement
- driving license
- entitlement to benefits letter e.g.Child Benefit (pages 1& 2)/ child tax credit/ housing benefit/income support/jobseekers allowance
- Inland Revenue document (if entitlement applies)
- pay slip/ P45/ P60 (not more than 1 of these)
- car/ house insurance certificate
- NHS medical card/GP registration
- a letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department

I have just arrived in the United Kingdom. How do I apply?

If you have recently arrived or returned to the United Kingdom, please see www.hounslow.gov.uk/newtoug for additional requirements.

How do I submit evidence?

Evidence should be uploaded with your application or you can email it to admissions@hounslow.gov.uk

How will I know if the evidence I submit will be linked correctly to my application form submitted online?

Make sure you include your child's full name and date of birth with any information you send. This will ensure the evidence is linked to your application form.

How can I be sure that all of my supporting documents have been submitted successfully to admissions?

You will receive an automated email response to confirm that your email has been delivered to the School Admissions Team. We will contact you if we need any further information.

If I am not the parent of the child can I make a school admission application?

If you do not have Parental Responsibility for the child, you **cannot** make an application. Applications are only accepted from a person who is legally responsible for the child. If your child lives with relatives and not their parents, documents providing proof of legal guardianship must be submitted. If you do not have Parental Responsibility and you proceed with completing the form this form will not be processed and will cause delays in acquiring a school place for the child. Please contact the Admissions Team on 0208 583 2711/2721 for further information.

How will I find out about the outcome of my child's application?

We will send you a letter with the outcome of your application.

What should I do if I cannot submit my supporting documents online or by email?

You can drop off photocopies to our office: Hounslow House, 7 Bath Road, Hounslow, TW3 3EB. Make sure all your photocopies have your child's full name and date of birth on them.

I have forgotten my password. How can I request for my password to be changed?

You can get a new password by clicking on "Forgotten your password" on the logging in page and following the steps by answering your "secret question". If you do not remember your secret question please email the Admissions Team at admissions@hounslow.gov.uk.