DETERMINED ADMISSION ARRANGEMENTS 2026-2027

LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOLS

October 2024

London Borough of Hounslow

LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOLS

ADMISSION ARRANGEMENTS FOR 2026-2027

Contents

Introduction 3

Definitions 4

Children with special education needs and disabilities 4
Children with an education, health and care plan (EHCP) 4
Looked after or previously looked after children 4
Exceptional medical/social need 4
Siblings 5
Children of staff 6
Distance – measuring home to school distance 6
Tie breaker 6
Home address 7
Shared or joint residency 8
Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands) 9
Members of UK armed forces and crown servants 9
Waiting lists 9
Appeals 9
Children educated outside of their chronological year group 10

Admission criteria - Community infant and primary schools 11

Deferred admission 13
Part time admission 14
Summer born – delayed admission 14

Admission criteria - Community junior schools 16

Admission criteria - Community secondary schools 18

In-year admissions 20

Introduction

The London Borough of Hounslow is the admission authority for community schools within the borough.

This document sets out the local authority's admission arrangements for entry to schools in September 2026. These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2022, the School Admissions Code 2021 and the School Admission Appeal Code 2022.

Other admission authorities within the London Borough of Hounslow

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements.

Details of their proposals and/or determined admissions arrangements should be obtained from each individual school.

Definitions

Children with special educational needs and disabilities

Children undergoing an assessment of special educational needs who do not have an Education, Health and Care Plan yet should apply for a school place using the common application form and inform us of the assessment.

Children with an Education, Health and Care place (EHCP)

Children with an EHCP that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a Plan that has named the school.

Looked after and previously looked after children

In the admission arrangements for all schools looked after and previously looked after children will be considered to be: -

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Exceptional Medical/Social Need

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. Medical applications are considered on a case-by-case basis, the intention

of the criteria is that it should normally only be applied to children who need to attend their nearest school.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

Sibling

Children who will have a brother or sister, including all blood half, step, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home address on roll of the school in September 2026. This would not apply if the sibling was due to leave in the July before.

Twins/Triplets/Multiple births

If the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

These children will be considered as 'excepted pupils' until such time as the published admission number reverts.

Children of staff

Children of any member of staff, regardless of role in the school where

a) the member of staff has been directly employed by the school for two or more years at the time of application or
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Distance – measuring home to school distance

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd (www.theaccessgroup.com)

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system.

Tie breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion.

Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/ TV license
- 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
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show the full name and match the details provided at the time of application.

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or joint residency

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. It is for the

home Local Authority to determine the address to be used for the allocation of a school place.

Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

Waiting lists

Hounslow keeps a waiting list for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting lists will be in operation until the 31 August 2026. Hounslow will contact parents/carers in August 2026 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2026.

Appeals

In the event that it has not been possible to offer a place at any of the preferred schools listed on an application, the applicant will be advised of the reason and their right of appeal. For Hounslow Community Schools, appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code.

Appeals will be heard by an independent appeals panel who will adjudicate on all appeals.

Children educated outside of their chronological year group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.

You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:

- Whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable.
- Whether your child's physical maturity places them in a position of being developmentally different from their peer group.
- Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

Admission criteria - Community infant and primary schools

Children born between **1 September 2021** and **31 August 2022** will be expected to start in the reception class in an infant or primary school in September 2026.

The Published Admission Numbers (PAN) for initial entry to Hounslow's community infant and primary schools in September 2026 are in the table below. Changes are in bold.

School	PAN
Alexandra Primary	90
Beavers Community Primary	90
Bedfont Primary	60
Belmont Primary	60
Cardinal Road Infant and Nursery	90
Cavendish Primary	30
Chatsworth Primary	90
Crane Park Primary	60
Cranford Primary	90
Edward Pauling Primary	60
Fairholme Primary	60
Feltham Hill Infant and Nursery	120
Green Dragon Primary	60
Grove Park Primary	60
Grove Road Primary	30
Heston Primary	60
Hounslow Heath School	150
Hounslow Town Primary	150
Isleworth Town Primary	**90**
Ivybridge Primary	30
Lionel Primary	90
Marlborough Primary	90
Norwood Green Infant and Nursery	120
Orchard Primary	90
The Smallberry Green Primary	60
Southville Primary	90
Sparrow Farm Primary	60
Spring Grove Primary	30
Springwell School	90
Strand on the Green Infant and Nursery	90
Wellington Primary	**90**
William Hogarth Primary	30
Worple Primary	30

When there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. **Looked after children** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See page 4 for further information)

2. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See page 4 for further information)

3. **Sibling -** Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2026. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

4. **Children of staff** – children of any member of staff, regardless of role in the school where
   a) The member of staff has been directly employed by the school for two or more years at the time of application or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. **Distance -** Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See page 6 further information)

Late applications

Application forms must be received by Hounslow Council by the closing date, **15 January 2026**.

Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time. This also applies to any changes to the application e.g. order of school preferences.

Relevant dates for applications

Applications open	1 September 2025
Closing date	15 January 2026
National offer day	16 April 2026

Applying for entry in Reception - Community infant and primary schools

Children start school in the September of the year they turn 5, which means most children are 4 years old when they start school. Children born between 1 September 2021 and 31 August 2022 are eligible to start school in September 2026.

Children reach compulsory school age at the beginning of the term following their fifth birthday. Compulsory school age means the age when a parent is legally required to make sure that their child attends schools (or is educated other than at school).

Attending the nursery class of a school does not guarantee a place in the Reception class. All parents must apply by the closing date for a place in the Reception class.

Deferred Admission

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows the options available

Children with their fifth birthday between **1 September and 31 December** (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until **January** – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between **1 January and 31 March** (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until **January or April** — the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between **1 April and 31 August** (summer born)	Compulsory school age from the following September (**which is then year 1 not reception**): A school place will be available from the September before this but can be deferred until **January or April** – the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

Part time Admission

Parents can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the part time admission.

Delayed Admission – summer born

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5^{the} birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

Admission criteria - Community junior schools

Children born between **1 September 2018** and **31 August 2019** and currently in Year 2 in an Infant school will need to transfer to a Junior School (Year 3) in September 2026.

The Published Admission Numbers (PAN) for initial entry to Hounslow's community junior schools in September 2026 are in the table below. Changes are in bold.

School	PAN
Strand on the Green Junior	90
Victoria Junior	90

When there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. **Looked after children** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See page 4 for further information)
2. **Linked Infant School –** children attending their linked infant school have priority for admission to the linked Junior school after Looked after or previously looked after children. The linked infant and junior schools are listed below.

3. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See page 4 for further information)
4. **Sibling -** Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2026. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

5. **Children of staff** – children of any member of staff, regardless of role in the school where
   a) The member of staff has been directly employed by the school for two or more years at the time of application or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. **Distance -** Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See page 6 for further information)

Linked schools

- Cardinal Road Infant and Nursery School linked to Victoria Junior School
- Norwood Green Infant and Nursery School linked to Norwood Green Junior School (Academy)
- Strand on the Green Infant and nursery School linked to Strand on the Green Junior School

Late applications

Application forms must be received by Hounslow Council by the closing date, **15 January 2026**.

Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time. This also applies to any changes to the application e.g. order of school preferences.

Relevant dates for applications

Applications open	1 September 2025
Closing date	15 January 2026
National offer day	16 April 2026

Admission criteria - Community secondary school – The Heathland School

Children born between **1 September 2014** and **31 August 2015** will be expected to transfer to secondary school in September 2026.

The Published Admission Numbers (PAN) for initial entry to Hounslow's community secondary school in September 2026 is in the table below. Changes are in bold.

School	PAN – Year 7	PAN – Year 12
The Heathland School	270	50*

*PAN for Sixth Form external pupils only – Year 11 pupils within school have priority

When there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. **Looked after children** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See page 4 for further information)

2. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See page 4 for further information)

3. **Sibling -** Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2026. If the older child is year 11 or year 12 at the time of application, the LA will ask the school whether it is expected that s/he will still be attending the school in September 2026.

4. **Children of staff** – children of any member of staff, regardless of role in the school where
   a) The member of staff has been directly employed by the school for two or more years at the time of application or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. **Distance -** Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See page 6 for further information)

Late applications

Application forms must be received by Hounslow Council by the closing date, **31 October 2025**.

Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time. This also applies to any changes to the application e.g. order of school preferences.

Relevant dates for applications

Applications open	1 September 2025
Closing date	31 October 2025
National offer day	2 March 2026

Admission to The Heathland School Sixth Form (Year 12)

The school will consider the following factors before deciding to offer a student a place in the Sixth Form:

- The GCSE point score in the students best 8 subjects including English Language and Mathematics
- The GCSE grade criteria for individual A level subjects (details are set out on the school website)
- That there are sufficient places available on the determined course(s) of study.
- Courses will only be offered subject to demand and staff availability.
- First priority will be given to Year 11 students from within the school and then to external applicants subject to availability of places. If courses are oversubscribed, places will be offered on a first come – first served basis as long as the entry criteria have been met. Alternative courses will be offered wherever possible.
- It will not be permitted for students to repeat the same courses having been unsuccessful at the first attempt. We admit students who are currently in Year 11 and who are progressing to Year 12.

In-year Admissions – Primary and Secondary

The following applications will be treated as in-year admissions during 2026-2027

- applications for admission to Reception which are received after 1 September 2026;
- for any school which has a published admission number PAN for Year 3, applications for admission to Year 3 which are received after 1 September 2026;
- applications for admission to Year 7 which are received after 1 September 2026;
- all applications for admission to Years 1 to 6 and 8 to 11.

Applications for places at Hounslow's maintained primary and secondary schools, must be made to the local authority on Hounslow's online in-year application.

Where there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, applications will be ranked in accordance with the published oversubscription criteria for each school.

The oversubscription criteria for Hounslow's community infant, junior, primary and secondary schools are the same as the main round admissions (see pages 11-18 for further information)

Information regarding home address and home to school distance calculations can be found on page 6.

Hounslow will co-ordinate the in-year application process for all schools apart from Berkeley Academy and Cranford Community College. In-year applications for these school must be made directly to the school.

Further information on how to make an in-year application can be found on the in-year application section on the Hounslow website.