



Hillside Junior School

ADMISSIONS POLICY 2026-27

POLICY DETAILS:

Legal Status: Statutory

Last Review: November 2025

Next Review: January 2026

Hillside Junior School is a Foundation School, and the admission of pupils is controlled and administered by the Governing Body.

Children are admitted to the Junior School at the beginning of Year 3. The capacity of the school was calculated in June 1993 when the admissions limit was established at 60 pupils in each year group. The admissions limit is not an arbitrary figure as it is based upon the actual capacity of the school as stated in the School Premises Regulations (1981). This number allows the school to make efficient use of resources and to make efficient provision for the education and delivery of the National Curriculum. However, the school has a duty to admit a child with an Education, Health and Care Plan (EHCP), when it is the named school on the Education, Health and Care Plan (EHCP).

In cases where the number of applicants exceeds the number of places available, the Governing Body will consider those applicants according to the criteria in the order set out below:

I. Looked after children and previously looked after children

A looked after child (as defined in 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 special guardianship order including those 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

II. Attendance at Hillside Infant School

Pupils in Year 2 attending Hillside Infant School who apply for places in the Junior School, by the closing date stated by the London Borough of Hillingdon, will be admitted at the beginning of the Autumn Term following their seventh birthday.

III. Medical condition of child

Children who have a long-term medical or social condition which necessitates their attendance at Hillside Junior School rather than an alternative school; details of that long-term medical or social condition must be supported by a doctor's statement and must be disclosed at the time of application.

IV. Medical condition of member of immediate family

Children where the medical or social condition of a member of the immediate family living at the same address necessitates attendance at Hillside Junior School rather than an alternative school; details of the long-term medical or social condition must be supported by a doctor's statement and must be disclosed at the time of application.

V. Sibling connection

Children, who have a sibling living in the same household, who currently attends Hillside Junior School and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half-brother or sister with one parent in common, adopted brother or sister.

VI. Children of staff

Children of a member of staff employed at Hillside Junior School at the time of application; children of staff include step-children, or the child of the member of staff's partner living in the same household, at the same address.

VII. Distance from home to school

Children living nearest to the school, measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point in the school (Ordnance Survey grid reference 510150 191063) using the local authority's computerised measuring system.

Waiting List

From the first day of the Summer Term, a joint waiting list for Year 2 children transferring to Year 3 in September will be kept by both Infant and Junior Schools. Children will be placed on the waiting list as follows:

- those whose parents apply for places after the closing date for Year 3 will join the waiting list according to distance from home to school.
- No other criteria will apply.

Multiple Births

Where there are twins or multiple births on the waiting list or applying to enter the school and there is only one place available; all children from that particular multiple birth will be admitted even if it takes the numbers in a year group above 60. This provision is without prejudice to the Governors intention to admit no more than the standard number of pupils in each year under the admissions criteria

In Year Admissions

In Year admissions are made directly to the school. If a place is available and there is no waiting list then the Governing Body will admit the child. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the oversubscription criteria and not in the order applications are received. If a place cannot be offered, then you may ask us for the reasons and you will be informed of your right of appeal. The school maintains a waiting list. This waiting list will be maintained by the Governing Body based on the oversubscription criteria above. When a place becomes available the school will make an offer.

Medical/Social Conditions

Hillside Junior School has no special provision for children with a medical or social condition which is not offered by other schools in the locality. The Governors will consider applications on medical/social grounds only if:

- a. there is a declaration on the application form to state their intent to apply on medical/social grounds and
- b. there is full information about the medical/social condition with supporting medical evidence.

Failure to satisfy both these requirements will make an application on medical/social grounds invalid. It is important to note that Governors will not be satisfied with evidence produced after a parent has been notified of the Governors' decision not to offer a place to a child.

Governors reserve the right to make further enquiries regarding grounds for application. If an application has been made on medical/social grounds, parental consent will be requested for such enquiries to be made.

Admission Appeals

Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched.

This policy is reviewed annually by the Governing Body in accordance with the School Admissions Code, published by the Department for Education in September 2021.