



The Park Federation

to question is to grow

Lake Farm Park Academy
Learning, Achieving, Aspiring Together

Applying for Secondary School 2020

Miss Peerwani

Mrs Turna

Mrs O'Neill

KS2 Vice Principal

Year 6 Team Leader

SENDCo



Introduction

What we will talk to you about today:

- The types of schools you can apply for
- The deadline for applications
- How to apply
- When you will receive an offer
- Additional information for Children with Special Educational Needs
- Additional support available when applying



Stage One: Before Choosing the school.

1. Open days.

Try and visit as **many** Secondary Schools as you can. Keep an open mind.

Visit with your child and remember this is the school **they** will be attending.
Do they feel comfortable? Do they offer the subjects your child enjoys?

Consider the journey. How will your child travel there each day? What about in the Winter when it is dark earlier? How long is the journey each day?

<https://www.hillingdon.gov.uk/secondary> - check with each school for virtual open days or other arrangements



Before Choosing Your Child's School

2. School Brochure

What to look for in the school brochure:

The school's approach to homework, uniform, curriculum coverage and other key aspects of school life.

Recent exam results, including the percentage of 16 year olds who achieved grade 4 or above in both English and maths.

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	C
4	
3	D
2	E
1	F
	G
U	U



Before Choosing Your Child's School

3. League Tables

A list of how schools have performed in examinations, rated from highest to lowest.

4. OFSTED report

Available on a school's website.

Remember, it is about getting an OVERALL picture of the school. Do not rely on just one source of information.

Overall performance at end of key stage 4 in 2017 - all pupils ?

Showing 34 schools

School name ?	Type of school ?	Number of pupils at end of key stage 4 ?	Progress 8 score & description ?	Attainment 8 score ?	Grade 5 or above in English & maths GCSEs ?	Achieving EBacc at grade 5/C or above ?	Entering EBacc ?	Staying in education or entering employment (2015 leavers) ?
	Academy	56	Well above average 0.76 ?	51.1	43%	36%	61%	94% (51 of 54 pupils)
	Academy	108	Well above average 0.74 ?	51.5	57%	31%	52%	96% (77 of 80 pupils)
	Academy	166	Well above average 0.64	53.8	58%	42%	80%	100% (121 of 121 pupils)



The process

<https://www.hillingdon.gov.uk/secondary>

HILLINGDON
LONDON

Putting our residents first

Enter search keywords here

Search

Residents

Business

Council and democracy

Leisure and events

Childcare, schools and learning > Schools > School placements and admissions

Starting secondary school September 2019

For children born between 1 September 2007 and 31 August 2008 starting secondary school in September 2019.

Before your apply

 [Read the school admissions brochure 2019 \[2MB\]](#).

The brochure contains a lot of useful information on making your application, choosing your schools, frequently asked questions and all of the schools' individual criteria and contact details.


Information Session

Meet the school admissions team, learn about the process and how places are offered, help applying online, information on schools and much more. This session will be held on Monday 10 September between 6pm and 7pm, in the Middlesex Suite, Civic Centre, Middlesex, UB8 1UW




Useful websites





 [E-Admissions](#)

Related pages




 [Find my nearest](#)

 [Secondary school brochure archive](#)

 [Grammar school 2019](#)

Downloads



 [Schools admission appeals guidance for parents \(pdf 142KB\)](#)

 [Healthy lunchboxes \(pdf 1MB\)](#)



The process

<https://www.hillingdon.gov.uk/secondary>

admissions officer at most open evening who will be on hand to answer any questions you may have.

Contact us



School Placement and Admissions Team


Applying

Apply now

Closing date for applications is **Wednesday 31 October 2018**.

To give your child the best possible chance of being offered their preferred school(s), please ensure your application is received on time. Hillingdon council can not be held responsible for any delays in the post or problems with internet providers; we would therefore recommend you submit your application by Friday 19 October to ensure it is received on time.

Proof of address

You are required to submit  [Proof of address information 2019 \[71KB\]](#) alongside your application. Please be aware that when you apply online you will not be able to attach any documentary evidence until after you have submitted your application.

Offer Day

National offer day is **Friday 1 March 2019**

If you applied online, you can view the result of your offer online **from the evening of Friday 1 March 2019 (after 5pm)**

If you submitted a paper application, your offer will be posted on the **1 March 2019**

The deadline to send back your acceptance or decline is **15 March 2019**.

You must accept your offer to secure your school place



The process

<https://www.hillingdon.gov.uk/secondary>

The screenshot shows the eAdmissions website interface. At the top, there is a navigation bar with 'e Admissions', 'Help', and 'FAQ'. Below this is a sidebar titled 'In this section' with links: 'School admissions home', 'Information & Guidance', 'Register to apply online', 'Edit your account', 'Login to your account', 'Find your nearest school', 'Local Authority details', and 'eAdmissions tutorials'. The main content area is titled 'Welcome to the eAdmissions website' and contains the following text: 'This website will open on the 1st September 2018. You can apply for your child's nursery, reception, junior, secondary or university technical college placement for the school year September 2019/2020.' Below this is a section titled 'Choose one of the following options:' with three bullet points: 'Create a new account', 'Return to your existing account', and 'Forgotten your username and password'. A red circle highlights the 'Choose one of the following options:' section, and a red arrow points from this circle to the text on the right. Below the bullet points is a section titled 'Important information about email addresses' with the text: 'If you don't already have an email address, you will need to create one before you apply online.' At the bottom of the main content area is a section titled 'School outcomes are sent by email during the evenings of 1 March 2019 (Secondary & UTC) & 16 April 2019 (Reception & Junior). In the past Yahoo, AOL, Hotmail and btinternet email providers did not deliver our outcome emails. To make sure you can receive notifications and your outcome, download the free ParentComms app. Go to [Apple AppStore](#), [Google Play](#) or [Windows Phone Store](#) and register using your eAdmissions username and password.' At the very bottom of the page is a footer titled 'Get to know the eAdmissions website'.

Once you have created a new account, you will be emailed a username and password. You will then be able to log in and begin filling in your 4 choices.



Stage Two: Making the decision

1. You will need to complete the online application form.

On the Online Application Form you should choose up to six schools. We advise you to use all six preferences. Some parents refuse to take this advice because they are adamant that only one of the schools they have seen is good enough for their child. We understand this determination but would still advise against this. If you do not get this school even after an appeal, you may end up at the end of Year 6 with no school for your child. Therefore, please consider naming six schools on the form.



Stage Three: The Application Process

Supplementary information forms

Please note some schools, such as faith schools, require the completion of a supplementary information form (SIF). This is so that they can decide which pupils should have the highest priority when making offers. SIFs are available directly from each school and their website. They must be returned to the school or to the address provided by the school by the specified deadline, which may differ between schools.

The following schools require SIFs to be completed in order to process applications.

Bishop Ramsey

The Douay Martyrs

Guru Nanak Sikh Academy

The following school operates a fair banding system to allocate places. The places within each band are based on year 6 students taking a Non Verbal Reasoning Test (NVRT).

Swakeleys School for girls

Please be aware that the form must be returned to the school direct by 25th September, 4pm

Please visit the schools individual website for supplementary forms and deadline dates..



Stage Four: The Offer

Offer Day

National offer day is **Monday 1 March 2021**

If you applied online, you can view the result of your offer online from the evening of Monday 1 March 2021 (**after 5pm**)

If you submitted a paper application, your offer will be posted on the 1 March 2021

The deadline to send back your acceptance or decline is **15 March 2021**.

You must accept your offer to secure your school place.



Stage Five: Making an Appeal

You will need to inform the secondary school that you intend making an appeal. The school will send you details about the appeals process.

Think about the reasons given for not giving your child a place.

- explain why you are not satisfied with the decision;
- say why you think your child should have been given a place;
- if you think that the governors or LA have overlooked something, tell them about this;
- if your circumstances have changed since you originally applied and the governors or LA are not aware of this, include details and, if appropriate, evidence of this; and
- any medical evidence if appropriate.



Children with special educational needs

Education, Health and Care Plan

Urgent Notice for Children and Young people who have an EHCP* - Education And Health Care Plan or are undergoing an application for an EHCP assessment

* If your child has an EHCP, you do not need to complete the required Admission's form - as you will follow a different admissions process with your SEN caseworker via the SEND Team at the council.

If your child is undergoing the education health and care needs assessment process, but it is not yet complete, please tick 'No' and ensure you complete the application form and attach a note/letter to inform us that this is the case.

For more information, please call the SEN team on 01895 277088.

Mrs O'Neill may also be in contact with you to support you through this process.

Please do not delay in making your application to The School Placement and Admissions because you are waiting for the outcome of any EHCP needs assessment of special educational needs; as this may restrict the options that may be available to you.