Norwood Green Junior School

Admissions Policy
2026 - 2027

Policy ratified by the GB: February 2025

Policy to be reviewed: February 2026

Norwood Green Junior School is an Academy for local children with a published admission number in the 2026/27 Academic Year of 90 for entry in Year 3, Year 4, Year 5 and Year 6. The admission process is managed by Hounslow Local Authority on behalf of the Academy Trust. Parents must complete their home local authority Common Application Form. Applications open on 1st September 2025 and close on 15th January 2026.

Admission criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plans where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below.

For admissions at point of transfer from Infant to Junior School, pupils attending the linked Norwood Green Infant School will be given priority after Looked After and Previously Looked After pupils. Any places remaining after this will be allocated to other external applicants in accordance with the oversubscription criteria set out below in the following order of priority:

1. **Looked After and Previously 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. Looked after children (LAC) and all previously looked after children (PLAC), 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 (IAPLAC).
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.
3. **Exceptional Medical or Social Need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school.
4. **Sibling** – Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brother and sisters of the child (not cousins) who live at the same home as the child, in the linked junior 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 at 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.

For in-year admissions at any other point in Years 3 - 6, all applicants will be considered in accordance with the priority order set out above.

Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, the Local Authority may not use this if they 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 the Local Authority. Applicants may also be asked to provide additional evidence to support their application.

The Local Authority 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.

Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of the London Borough of Hounslow.

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.

Address of Convenience

An address of convenience is considered to be an address named on a school admissions application which is not the child's habitual residence, and which increases the priority that the child will receive for admission to their preferred schools. A child's habitual residence is considered to be the place where the child permanently resides and where the family normally lives at the time of application.

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 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

The Local Authority will not generally consider an address to be the child's habitual residence if the applicant owns or rents an alternative property that the child previously lived in. Where an applicant still owns or rents an address at which their child previously lived, they must explain and evidence the permanence of their house move.

Renting out an owned property or putting it up for sale would not normally deem it unavailable to the family. A property would normally only be deemed unavailable to the family from the date it is sold but this would not alter the outcome of an application for a school place where the decision has already been made.

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based of 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.

Applicants may need to provide the Local Authority with documentary evidence of their address. 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 licence
- Credit card statement
- Driving licence
- 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 the Local Authority is not satisfied with the documentation provided, they 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 a copy of your latest benefit entitlement notice or your child's medical card. The Local Authority 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, the Local Authority 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 the Local Authority 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.

1. A Looked After and Previously Looked After Children

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).

2. Linked Infant School

Children attending the linked infant school have priority for admission to the linked junior school after looked after or previously looked after children.

3. Exceptional Social/Medical 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.

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 Norwood Green

Junior 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 Norwood Green Junior 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 Norwood Green Junior 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.

4. Siblings

In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission in September. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out below.

The Local Authority reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

5. <u>Children of Staff</u>

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

a. the member of staff has been directly employed at 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. <u>Distance</u>

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. If the distances are equal, the LA's database will randomly order these.

Waiting List

The Local Authority will manage a waiting list on behalf of Norwood Green Junior School if the school is oversubscribed. To ensure that the Local Authority meets its duty to continue to co-ordinate admissions beyond the offer date and comply with parents' highest possible preference, the Local Authority will ensure that the waiting list does not contain lower ranked preferences.

The waiting list for Norwood Green Junior School 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 the 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 list will be in operation until **31 August 2026**. The Local Authority 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 1st September 2026.

Late Applications

Application forms must be received by the Local Authority by the closing date stated in the published scheme. Applications received after the closing date will be considered as a late application 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 but these must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference.

Members of the UK Armed Forces 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 MOD, FCO or GCHQ should be submitted with the application detailing the relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admissions process.

Twins, Triplets and other children of multiple births

In the event that 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 Academy Trust 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.

Special Educational Needs (SEN)

Children with an Education, Health and Care plan (EHCP) that names Norwood Green Junior 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 Norwood Green Junior School.

Appeals

Applicants who are not offered a place at Norwood Green Junior School have a right of appeal to an Independent Appeals Panel. The appeal will be heard in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department of Education 1 February 2012. Details of the procedure can be obtained from the School's Admissions Officer c/o the School Office.

Admission to Linked Junior School

Application for admission to Norwood Green Junior School for pupils in the Infant school with which it is linked will be required and those in the Infant school will be given priority after Looked After and Previously Looked After pupils.

After the Infant school children have been allocated places at Norwood Green Junior School, the Local Authority will consider all further requests for admission according to the Oversubscription Criteria.

In-Year Admission

The admissions process for pupils aged 7-11 will be managed by Hounslow Local Authority on behalf of Norwood Green Junior School Governing Body/Academy. All in year applications for a school place must be made to the Local Authority on their online in-year application form. The Local Authority will allocate places in accordance with the school's published admission criteria. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria and placed on the waiting list to be maintained by the Local Authority. When a space arises in-year the Local Authority will contact the applicant at the top of the waiting list and allocate the school place. The Local Authority will inform the school of the allocation who will also contact the applicant.

In- Year Waiting list

In-year waiting lists will be held by the Local Authority until the end of the academic year. A new application must be made for the next academic year. Waiting lists are held according to the school's published admission criteria.

In-year appeals

Applicants who are not offered a place at Norwood Green Junior School have a right of appeal to an Independent Appeals Panel. The appeal will be heard in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department of Education 1 February 2012. Details of the procedure can be obtained from the School's Admissions Officer c/o the School Office.

Admission of pupils outside their normal age group

Parents may request that their child be admitted to Norwood Green Junior School outside of their normal chronological year group. 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.

Where such a request is received, the Local Authority will confer with the Academy Trust and a decision will be based on the specific circumstances of the case and in the best interests of the child concerned. 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:

a) the parents' views;
b) information about the child's academic, social and emotional development;
c) where relevant, their medical history and the views of a medical professional;
d) whether they have previously been educated outside of their normal age group;

The views of the Headteacher will be an important part of this consideration. The Local Authority 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

Such requests will only be agreed in exceptional circumstances and the Academy Trust will provide parents with clear reasons for its decision.