



Admissions Policy 2027-2028

Swakeleys School for Girls

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Control Sheet

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Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

The school is committed to comprehensive education and the achievement of a broad, balanced intake in relation to ability. This should reflect the national ability profile.

The school has one main year for admissions - children are admitted into year 7 at the age of 11. Students are admitted into other year groups in the school but only when vacancies arise through existing students leaving the school or when the school is instructed so to do by external authorised organisations (eg Fair Access Panel).

We have an agreed admission number of 240 girls in years 7, 8, 9, 10, 11. Girls are admitted from year 7 (eleven plus) upwards.

The school also runs a co-educational sixth form for 16+ students. The agreed admission number for the sixth form is 350 according to our funding agreement with the DfE. The sixth form admissions policy can be found on our web site.

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

➤ [School Admissions Code 2021](#)

➤ [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- **Previously looked-after children** are children who were looked after, but ceased to be so because they:
 - Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
 - Became subject to a child arrangements order, or

- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

In addition, all applicants are required to complete a Supplementary Application Form (SAF) which needs to be returned directly to the school. This can be found on the school web site during the application period.

You will receive an offer for a school place directly from your local authority.

All girls applying for admission in year 7 to the school will be required to take a non-verbal reasoning (NVR) assessment held at the school. This does not apply to any girls with education and health care plan who will have priority and will automatically be offered a place. If possible, the girls with education and health care plans will take the NVR banding assessment on a mutually agreed date at a mutually agreed time. This will allow the school to allocate their places in the appropriate band. Where children have not been able to sit the NVR banding assessment on the date offered in October and have notified the school at least 48 hours prior to the planned NVR test the school will offer one alternative opportunity to take the assessment.

All applicants sitting the assessment will be placed in one of nine bands, based on their NVR score. Within each band students will be ranked on the basis of the oversubscription criteria. The number admitted into each band will be such that the intake is representative of the national ability range. The number of places in each band will reflect the national statistics for the percentage of students in each band (from the most recent data available to the school) and therefore we do not expect the numbers within each band to be equal. If 2 girls are completely equal on the NVR score and there is only one place, it would be allocated on the distance criterion. If they are also equal on distance from the school, random allocation will take place. This will be carried out by a person independent of the school. This does not apply to multiple births. In the case of multiple births, where one sibling is the last child to be admitted, the school will make an exception to admit the other siblings over and above the published admissions criteria unless doing so would prejudice the provision of efficient education or resources.

The outcome of the assessment i.e. which band your child has been allocated will be known by parents/carers before the deadline to express secondary preferences. Girls not sitting the assessment will only be considered for a place when the school is undersubscribed.

The closing date for the return of the Supplementary Application Form (SAF) to the school is **no later than 4pm on Friday 25th September 2026**. The closing date for the Common Application Form (CAF) is **31 October 2026**. Applications may also be made on-line and must be submitted by midnight on **31 October 2026**. Further details can be found at: www.hillingdon.gov.uk/schools.

- a) The LA will subsequently send application data to the school.
- b) The school will send lists of students to be offered places in each of the 9 bands back to the LA.
- c) The LA will inform other LAs of offers to be made to their residents. If, on exchanging information with another LA it transpires that both the home and another LA could make an offer, the home LA will make one offer whichever is the highest offer.
- d) Letters will be posted by the LA on **1 March 2027** to inform all parents/carers of the result of their application and offering one school only. Offers will also be available to view on-line on **1**

March 2027 If no admissions authority has offered a place, the LA will then offer a place at the nearest school to the home address, with places available.

- e) Parents/carers will be expected to accept a place by **15 March 2027**. **Proof of address is checked at the time of application.**

Process for managing oversubscription/under subscription of bands

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

Where there are too few students to fill a particular ability band, students will be admitted alternately from the nearest oversubscribed band below, and then nearest oversubscribed band above, until the band is filled. In allocating these students the school will give priority in the order set from the oversubscription criteria.

a) A looked after child or a child who was previously looked after (as defined above)

b) Students whose siblings currently attend Swakeleys School for Girls or the sixth form at Swakeleys School for Girls, at the time of admission and who will continue to do so on the date of admission; (i.e. a natural brother or sister, or half-brother or sister who share one common parent, or a legally adopted brother or sister or half-brother or sister who will be living with them at the same address at the date of their entry to the school) and partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years. In the case that siblings apply for the same year of admission and they fall into different bands, the situation could arise where one band is full. The school will accept both siblings allocating the one without a place into the nearest band with a space.

c) Children of staff (parental or legal responsibility) in either or both of the following circumstances:

- Where the member of staff (staff member with a contract of employment) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or***
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (where the school has made an appointment due to shortage of high calibre applicants and /or hard to recruit for vacancies).***

d) Students on the basis of proximity to the school, measured in a straight line from the point set by Ordnance Survey at the student's home address, including flats, which is generally to the centre of the home, to the school reception

After places have been allocated in line with the process described above if there are any places left, these will be allocated to applicants who have not sat the NVR assessment in accordance with the oversubscription criteria.

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

Children from overseas

It is the responsibility of parents to check that their children have a right, under visa entry conditions, to

attend school in England before submitting an application.

Acceptance of Places

- a) If admission to the school is offered to your daughter and you intend to accept the place you must follow the acceptance procedure by **15 March 2027**
Please note: Failure to provide adequate proof of address to the LA admissions team may result in the offer being withdrawn by the school. Failure to provide adequate proof of adoption, local authority care or a special guardianship order may result in the offer being withdrawn by the school.
- b) The trustees require that you indicate your acceptance of the place offered by completing the acceptance procedure; they will not consent to any other form of written acceptance or an oral acceptance however communicated.
- c) Failure to complete the acceptance procedure by the time specified will result in the offer of admission being withdrawn and the place vacated will be offered to the next girl on the waiting list. You will receive written confirmation of such a withdrawal of a place.
- d) If you know before **1 March 2027** (when letters offering places will be posted) that you will be unable for any reason to return the acceptance form by **15 March 2027** you should write to the LA admissions team explaining the circumstances and seeking their agreement in writing to a delay in the return of your acceptance should a place be offered to your daughter. This will be in writing by an authorised person.
- e) All the secondary schools in Hillingdon (regardless of their status) are following a common timetable in dealing with admissions for September 2027.
- f) If upon receiving an offer of admission to the school for your daughter, you decide you do not want to accept the place you are asked to inform the LA how you will be educating your daughter in September as soon as possible after you first receive the offer of admission. The place declined will be offered to the next girl on the waiting list.
- g) You are entitled to keep your daughter's name on the waiting list for the year group until you receive an offer of admission from the governors (up to the end of year 11).
- h) In the event of another parent declining an offer of admission to the school for their daughter by **15 March 2027** or subsequently, it may become possible for the trustees to offer admission to your daughter if she were next on the waiting list.
- i) You would be entitled to accept such a "late" offer of admission even if previously you had written accepting a place at another school for your daughter. If you do accept a late offer at our school you must immediately decline the place at the other school.
- j) Such a "late" offer will have its own timetable, within which you will be required to accept or decline the offer of admission.
- k) If a "late" offer of admission is made to your daughter and you intend to accept it, the trustees will require you to indicate your acceptance by completing the acceptance procedure by the date specified in the offer of admission. The trustees will not consent to any other form of written acceptance or an oral acceptance however communicated.

Appeals

If you have applied for, but not been offered, a place for your daughter at the school you have the right to lodge an appeal with the Trustees.

Parents/Carers have to contact the admissions authority for full details. The Trustees are required to establish an Independent Review Panel which is entirely independent of the Local Authority, the Trustees and the school.

It is the intention of the trustees to proceed with appeals hearings with as little delay as possible so as to minimise the continuing uncertainty of parents/carers and children while they await a final decision on their application for a place at the school.

Waiting Lists

If it is not possible to offer you a place for your daughter immediately, her name will be placed on a waiting list within the appropriate band for a place in year 7. Girls will be placed on the waiting list in accordance with the oversubscription criteria within the band that they have been placed in until the end of year 7. On moving into year 8, the bands will be removed and the oversubscription criteria will be applied to the full waiting list. The position of that child on the waiting list can change on a frequent basis subject to further applications received which merit a higher ranking. This may include applicants accepted outside the accepted/normal admissions grounds. The waiting list will remain in operation until the end of year 11. If and when a vacancy arises as the number of students in a year group falls below the standard number for that year (240 per year group) places will be offered to girls whose names are on the waiting list having applied the schools admission criteria. Applications for other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their 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 headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

In Year Admissions

Parents/carers must apply directly to the local authority admissions team

www.hillingdon.gov.uk/schools. The admission authority will make available a suitable form on which an application may be made.

Applications for students to be allocated a place in a year group that admits them outside the normal year group for their age will not normally be considered. In exceptional circumstances if a child would be significantly disadvantaged by being allocated a place in the year group for their age, an application for the year group one year below may be considered.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria

listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these students to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Hillingdon's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

5 Evaluation and Review

The school will consult on its admission arrangements, where changes are proposed, by 1 March each year. Consultation will be for 8 weeks between 1 October and 31 January of the year before the arrangements are to apply. The school may consult with:

- i. Hillingdon LA;
- ii. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- iii. Any other governing body for primary and secondary schools located within the relevant area for consultation;

Where admission arrangements have not changed from the previous year the school will consult at least once every 7 years.

The school will determine admission arrangements by **28 February** every year, even if they have not changed from previous years and a consultation has not been required. This policy will be reviewed annually by Trustees.

APPENDIX 1: Further Information relating to the Admissions Criteria

Age of children applying for admission in September 2027

- i. Parents/Carers of children born between **1 SEPTEMBER 2015** and **31 AUGUST 2016** and who are due to transfer to secondary school in **SEPTEMBER 2027** are entitled to apply for a place in year 7 at Swakeleys School for Girls.
- ii. Applications from the parents/carers of some slightly younger children specially recommended by their primary school Headteacher for exceptional reasons may be considered by the trustees who, nevertheless, reserve the right to decline to accept the recommendations of the primary Headteacher concerned.
- iii. Applications from parents/carers of slightly older children who are still in primary school will also be considered by the trustees.
- iv. Applications from parents/carers seeking a place for their child in another year group in the school may be made when the child reaches the appropriate age. Parents/carers should contact the school or Local Authority to make such an application.

Swakeleys School for Girls Admission Limit

The PAN for year 7 is 240 in September 2026. The Board of Trustees would not currently be prepared to admit more than 240 students into each year group. This would prejudice the efficient provision of education and the efficient use of resources in the school and would impair our ability to deliver parts of the National Curriculum.

The trustees will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in any way whatsoever, then trustees reserve the right to:

- withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school provided that the student has not completed more than one term at Swakeleys School for Girl
- pursue their legal rights against parent(s)/carer(s) making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given

Siblings

If you hope to be allocated a place for your daughter because she has a sister as a student at Swakeleys School for Girls or a brother in the sixth form at Swakeleys School for Girls, **you must firstly ensure that your daughter sits the NVR assessment. You must then claim priority for the banding system by giving the details required on the application form by 31 October 2026.** If you fail to bring the existence of such a relationship to the attention of the trustees **at that time** your child will not be given priority in the allocation of places or in the compilation of the waiting list.

Please note that the qualifying relationship is a sister at Swakeleys School for Girls or a brother in the sixth form at Swakeleys School for Girls at the time of admission, other extended family relationships (e.g. brother-cousin or sister-cousin) do **NOT** qualify.

- i. Parent(s)/Carer(s) are required to provide on the application form sufficient details of the older brother or sister (who forms the basis of the application under this criterion) to enable the trustees to satisfy themselves that a valid qualifying relationship exists. In addition you may be asked to supply supporting evidence in the event of the sibling connection being queried by the trustees. If such evidence is required it must be submitted promptly and will be returned immediately.

- ii. The trustees reserve the right to make any and all enquiries as they consider necessary to verify the existence of a valid qualifying relationship. By applying for admission for your child under this criterion, you are deemed to have given your consent to such enquiries being made.
- iii. The trustees will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in any way whatsoever, the trustees reserve the right to:-
 - withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school provided that the student has not completed more than one term at the school.
 - pursue their legal rights against parent(s)/carer(s) making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

Children living nearest to the school

- i. The governors will offer places to children under this criterion only after they have offered places to children with education and health care plans, LAC/adopted/special guardianship grounds, staff children, or sibling grounds and those who have sat the assessment. The school does not have a fixed catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds, the distance from the school to the homes of the other applicants is considered. Places are then offered to as many children living closest to the school as is needed to make up the total entry of 240 students.
- ii. Please note that the relevant address for this criterion will be the child's permanent home with her parents or legal carers on **31 October 2026**. You should also note that this is the qualifying date for the purpose of establishing residence and also the closing date for the receipt of applications unless it is considered a legitimate late application. Subsequent changes of address will be considered where a late application is made for a good reason. Proof of tenancy or ownership of a property within this Local Authority is required in these cases.
- iii. If an application is made in a home Local Authority and a family moves to another Local Authority after submitting an on time application in their former Local Authority, the new home Local Authority will accept the application as on time on the basis that an on time application exists.
- iv. The trustees reserve the right to make any and all reasonable enquiries to verify the details of an application made under this criterion and if you apply for a place at the school you are deemed to have given your consent to such enquiries being made.

Evidence/Proof of address

- v. A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend). You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

- vi. The trustees will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in any way whatsoever, the trustees reserve the right to:-
- withdraw the offer of admission and any such withdrawal will be effective even after the s has commenced studies at the school, as long as the student has not completed one term at Swakeleys School for Girls;
 - pursue their legal rights against parents/carers making such false claims and this will include seeking compensation for loss or expense incurred by the School in rejecting an application due to false or misleading information having been given.
- vii. Once the results of applications have been posted, the trustees will be prepared to allow parents/carers to see the map showing the area within which successful applicants are resident and to provide an outline of how applications for admission under this criterion have been decided.
- viii. As the law requires, parents/carers of students resident both inside and outside the London Borough of Hillingdon are entitled to apply for admission for their child.
- ix. The trustees reserve the right to withdraw the offer of any place which is subsequently shown to have been made in error, however and for whatever reason that error may have occurred.

There was no consultation period for these admission arrangements (2027-28) because there was no change to the admission arrangements nor the PAN for the school (240)