



Highfield Primary School

Admissions Policy

Approved by:	Susan Perry on behalf of FGB	Date: 08.10.2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

This document is a statement of the aims, principals and strategies of Admissions at Highfield Primary School.

Aims:

- To give children and parents as much information as possible about Highfield Primary School, and the education we provide.
- To make each child's start at Highfield a happy and successful one.
- To begin a positive and supportive partnership with parents that will be lasting

Procedures:

The Headteacher/Receptionist gives regular tours of the school and prospective parents are encouraged to make a visit before making an application.

The London Borough of Hillingdon's LA are the admission authority to whom application forms are submitted, via the preferred school of the parents. Parents/Guardians preferring a place at Highfield for their child/children will be asked to submit an application on line to the local authority by a specified date. If an application is late, or if the family move into the area, or wish to change from another school, then a different form has to be completed on line. Based on existing waiting lists children are allocated places.

The criteria used by the Borough to grant a place in a school is duplicated in italics:

1. 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 arrangement order, or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family who suffers from a long term medical or psychological condition which makes it necessary for them to attend a particular school.
4. Children who have a sibling* living within the distance priority radius.
5. Children who have a sibling* who was admitted to the full time school prior to 31st August 2026
6. Children living nearest the school within the distance priority radius.
7. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children who have a sibling* living outside of the distance priority radius.
9. Children living nearest the school not within the distance priority radius.

Priority will be given within each criteria for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at

the child's home address and the school using Hillingdon Council's computerised mapping system.

The supporting evidence in Criteria 2 and 3 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant. Please refer to page 17 for full information on the medical criteria.

* For the purposes of criteria 4, 5 and 8, a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for these criteria.

The distance priority radius for each school will be set as follows.

- 1 form entry school = 500 metres
- 2 form entry school = 750 metres
- 3 form entry school = 1000 metres
- 4 form entry school = 1250 metres
- 5 form entry school = 1500 metres - (currently no community schools have a full intake of 5 forms of entry, but this provision is included in the arrangements to future proof against rising demand for primary school places)

Children are admitted in each year group up to a maximum of 60 children in a class in Key Stage 1. Parents will be required to complete the Schools Information Management System forms, provide proof of residence and the school will need sight of the original Birth Certificate. Children will be known by the surname shown on their birth certificate unless a legal change of name document is produced. This is in line with the LA Guidelines.

Parents of children who are already placed in another local school are asked to discuss a possible move to Highfield with their existing Headteacher. If a transfer to Highfield takes place, then our admissions officer will require the parents to complete our SIMS forms and have sight of the original Birth Certificate. Records from the previous school will also be requested.

Families are provided with a copy of the School Brochure, Home/School agreement form, Medical information request, Use of Images permissions letter, Free School Meal letter (if required).

A meeting takes place before entry to the school (usually held in July).

Children are admitted on a staggered intake basis to ensure they are happily settled. Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

AT THE END OF EACH ACADEMIC YEAR

We have one form of entry with 30 children in each year group. At the end of each academic year we shall create two new classes by combining children from both classrooms. This is an excellent opportunity for the children to get to know all the children in their year group. This supports our school ethos to prepare children for a life in which they are independent, resilient and their social development is high.

The decisions about placing the children will be through the professional judgement of the staff and consultation with the children.

ADMISSIONS TO THE NURSERY

The Governing Board is responsible for taking decisions regarding admissions to the nursery classes. Places for the nursery classes are allocated directly by the school and are issued using the same criteria as that used by the Borough for school places – with the additional criteria that it is the intention of the parent to name Highfield Primary School as their preferred school on the 'Application for A School Place Form'.

TO APPLY FOR A SCHOOL PLACE : www.hillingdon.gov.uk/schools