



London Borough of Hounslow

2025-2026 Admission Arrangements

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 us a copy of your latest benefit entitlement notice or your child's medical card. We 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, we 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 we 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.

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Distance Definition

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 software is called Mapx and is produced by MapInfo. 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