



Democratic Services

Location: Phase II

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**To: COUNCILLOR SUSAN O'BRIEN
CABINET MEMBER FOR CHILDREN, FAMILIES &
EDUCATION**

c.c. All Members of the Children, Families and
Education Select Committee

c.c. Julie Kelly – Corporate Director for Children's
Services

c.c. Laura Baldry – Children's Services Directorate

c.c. Richard Webb – Children's Services Directorate

Date: 21 November 2025

Non-Key Decision request

Form D

Hillingdon Council's	Relevant	Area	School	Admission
Arrangements 2027 - 2029				

Dear Cabinet Members,

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Monday 1 December 2025** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Liz Penny
Democratic Services Officer

Title of Report: Hillingdon Council's Relevant Area School Admission Arrangements 2027 – 2029

Decision made:

Reasons for your decision: (e.g. as stated in report)

Alternatives considered and rejected: (e.g. as stated in report)

Signed Date.....

Cabinet Member for Children, Families and Education

Hillingdon Council's Relevant Area School Admission Arrangements 2027 - 2029

Cabinet Member & Portfolio	Cllr Susan O'Brien, Cabinet Member for Children, Families & Education
Responsible Officer	Julie Kelly, Corporate Director Children's Services
Report Author & Directorate	Laura Baldry, School Placement & Admissions Manager, Education & SEND, Children's Services
Papers with report	Appendix A – Hillingdon's Relevant Area

HEADLINES

Summary	To seek approval for the retention of Hillingdon Council's current Relevant Area for school admission arrangements for the academic years 2027/28 and 2028/29.
Putting our Residents First Delivering on the Council Strategy 2022-2026	<p>This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents</p> <p>This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council</p>
Financial Cost	None
Select Committee	Children, Families and Education Select Committee
Ward(s)	All

RECOMMENDATIONS

That the Cabinet Member for Children, Families & Education approve Hillingdon Council's Relevant Area for School Admission Arrangements for 2027–2029

Reasons for recommendation(s)

To seek Cabinet Member approval for the retention of Hillingdon Council's current Relevant Area for school admission arrangements for the academic years 2027/28 and 2028/29, in accordance with statutory requirements.

Alternative options considered / risk management

1. Alternative option: Redefining the Relevant Area to impose a radius approach to determine the relevant area for each school was considered. However, this option was not pursued due to the potential for increased complexity, reduced transparency, and the risk of inconsistent consultation practices across schools.

2. Proposed option: Retaining the borough-wide Relevant Area mitigates risks associated with fragmented consultation processes and ensures that all stakeholders are engaged fairly. It also aligns with best practice and supports the Council's commitment to inclusive and fair access to education.

Democratic compliance / previous authority

This recommendation complies with the statutory requirements set out in the School Standards and Framework Act 1998 and associated regulations.

The current proposal continues the established approach and reflects the outcomes of the recent consultation. The Cabinet Member can approve school organisational proposals. Approval by the Cabinet Member will ensure the Council remains compliant with its legal obligations and maintains a consistent framework for school admission consultations.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

1. Under the School Standards and Framework Act 1998 and the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, local authorities are required to determine and review the Relevant Area for school admission consultations every two years. The Relevant Area defines the geographical scope within which admission authorities must consult on proposed admission arrangements.
2. Hillingdon Council currently defines the Relevant Area as the entire geographical area of the borough of Hillingdon. This approach ensures consistency and inclusivity in consultation processes across all schools, regardless of their admission authority status.
3. It is proposed that the Council retains the existing Relevant Area for the 2027/28 and 2028/29 academic years. This means that all schools within the borough, whether maintained, academies, or faith schools, will continue to consult within the borough-wide framework.

Financial Implications

There are no direct financial implications arising from the determination of the Relevant Area itself. The process is managed within existing staffing and operational resources in the School Placement and Admissions Team.

Any future costs associated with consultation activities or communication with stakeholders will be absorbed within existing budgets. The retention of the current Relevant Area avoids the need for additional administrative or system changes, thereby ensuring cost-efficiency and continuity.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities

The retention of a borough-wide Relevant Area ensures that all Hillingdon residents and service users benefit from a transparent, inclusive, and consistent school admissions consultation process. It promotes clarity across all schools, helping parents and carers to understand and engage with admission arrangements more easily.

This approach supports community cohesion by ensuring that all schools, regardless of governance are accountable to the wider borough community during consultation periods. It also reinforces the Council's commitment to fairness and accessibility in education, contributing positively to outcomes for children and families across Hillingdon.

Consultation & Engagement carried out (or required)

A public consultation was held from 18 September 2025, closing on 27 October 2025. Stakeholders invited to respond included:

- Governing bodies and admission authorities of all schools within Hillingdon
- Neighbouring local authorities (Buckinghamshire, Ealing, Harrow, Hertfordshire, Hounslow, Slough, Surrey, Windsor and Maidenhead)
- Faith representatives for schools with a religious character
- Other interested parties within the borough

The consultation was also added to our website and Hillingdon's social media platforms to allow anybody else interested to respond.

No feedback was received during the consultation period.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance have reviewed this report and concur with the Financial Implications set out above, noting approval is sought for the Hillingdon Council's Relevant Area for School Admission Arrangements for 2027-2029.

Furthermore, it is noted that there are no direct financial implications associated with the recommendation contained within this report. The process associated will be delivered using the existing resources within the School Placement and Admissions Team. Any future expenditure related to consultation or stakeholder engagement will be met from within the existing approved budgets.

Legal

Admission authorities are responsible for determining admission arrangements for a school year in advance pursuant to the section 88C of the School Standards and Framework Act 1998. Section 88F of the School Standards and Framework Act 1998 and regulation 12 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England)

Regulations 2012 (“the 2012 Regulations”) impose consultation and notification requirements for admission arrangements and, in this context, refer to a ‘relevant area’.

Legal Services confirm that pursuant to the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 (“the 1999 Regulations”), the Council, as local education authority, is responsible for determining the relevant area for schools in Hillingdon, and regulation 11 requires the Council to review the defined relevant area at least every 2 years. The 1999 Regulations also set out procedural requirements for determining and reviewing the relevant area, including consultation (regulation 6), listing parties who must be consulted with and imposing a minimum 30-day consultation period. Consultation must also meet the standard set by established common law principles in public law, namely fairness and adequacy.

The relevant area can be defined in various ways, informed by consultation and review. This report recommends retaining the current relevant area: the entire geographical area of the borough of Hillingdon. This report states that the recommendation comes after consideration of the best approach in terms of transparency, inclusivity, and consistency and a formal consultation process in which no objections were received.

Provided all consultation requirements were met, there are no legal implications to the Council following the recommendation of this report. If the recommendation is followed, the Council will need to proceed to comply with the notification requirements stated in regulation 8 of the 1999 Regulations. The Council must then also ensure that when it is time to consult on its own admission arrangements for maintained schools pursuant to the 2012 Regulations it does so in accordance with the defined relevant area.

The Council must also ensure to carry out a formal review of the relevant area in no later than 2 years’ time.

Property

None at this stage.

Comments from other relevant service areas

None at this stage.

BACKGROUND PAPERS

Nil.

TITLE OF ANY APPENDICES

Appendix A – Hillingdon’s Relevant Area

Hillingdon Council's Relevant Area for Consultation on School Admission Arrangements from September 2027

Relevant Area for consultation on school admission arrangements

[The School Standards and Framework Act 1998](#) and [regulations made under it](#) require local education authorities to establish the Relevant Area(s) for consultation on admission arrangements. The Relevant Area denotes the geographical area in which admission authorities must consult regarding their proposed admission arrangements before finalising them.

[The Education \(Relevant Areas for Consultation on Admission Arrangements\) Regulations 1999](#) requires local education authorities to consult on and review their determination of the Relevant Area every 2 years.

Proposal for Relevant Area

Currently, the Relevant Area for all schools within Hillingdon for consultation on their admission arrangements is **the whole geographical area of the borough of Hillingdon**. Hillingdon Council **proposes retaining this as the Relevant Area** so that it continues from the 2027/28 academic year.

Effect of proposal on scope of consultation on school admission arrangements

Pursuant to [regulations](#) (and as set out in paragraph 1.47 of [the School Admissions Code 2021](#)), this proposal for the Relevant Area would entail consultation on admission arrangements as follows:

- 1) For a school where Hillingdon Council is the admission authority, Hillingdon Council will consult on admission arrangements for the school with:
 - the governing body of the school
 - the admission authorities for all other schools within the borough of Hillingdon (except that in the case of a primary school, the Council need only consult with the admission authorities for other primary schools; there is no need to consult with the admission authorities for secondary schools)
 - all 8 neighbouring local authorities (Buckinghamshire County Council, London Borough of Ealing, London Borough of Harrow, Hertfordshire County Council, London Borough of Hounslow, Slough Borough Council, Surrey County Council, and Royal Borough of Windsor and Maidenhead)
 - parents of children aged between the ages of 2 and 18 in the borough of Hillingdon
 - such other persons in the borough of Hillingdon who in the opinion of the Council have an interest in the proposed admission arrangements
 - in the case of a school which is designated as having a religious character, the relevant faith representative
- 2) For a school where the governing body is the admission authority, the governing body will consult on admission arrangements for the school with:
 - Hillingdon Council
 - the admission authorities for all other schools within the borough of Hillingdon (except that in the case of a primary school, the governing body need only

consult with the admission authorities for other primary schools; there is no need to consult with the admission authorities for secondary schools)

- parents of children aged between the ages of 2 and 18 in the borough of Hillingdon
- such other persons in the borough of Hillingdon who in the opinion of the governing body have an interest in the proposed admission arrangements
- in the case of a school which is designated as having a religious character, the relevant faith representative

3) For an Academy school, the proprietor / Academy trust, as admission authority for the school, will consult on admission arrangements for the school with:

- Hillingdon Council
- the admission authorities for all other schools within the borough of Hillingdon (except that in the case of a primary school, the proprietor / Academy trust need only consult with the admission authorities for other primary schools; there is no need to consult with the admission authorities for secondary schools)
- parents of children aged between the ages of 2 and 18 in the borough of Hillingdon
- such other persons in the borough of Hillingdon who in the opinion of the proprietor / Academy trust have an interest in the proposed admission arrangements
- in the case of a school which is designated as having a religious character, the relevant faith representative