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Admissions in 2023

Schools and academies in Central Bedfordshire

- Starting School 2023
- Transfer to Secondary 2023
- Transfer to Middle 2023
- Transfer to Upper 2023

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www.centralbedfordshire.gov.uk/admissions

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Message from the Executive Member for Families, Education and Children

Welcome to Central Bedfordshire Council's admissions information booklet. This booklet is for parents/carers of children who, **in September 2023**, are:

- Due to start school in the Reception year
- Transferring from a Lower to a Middle School
- Transferring from a Middle to an Upper School
- Transferring from a Primary to a Secondary School

As the Executive Member for Families, Education and Children in Central Bedfordshire, I want to make sure that you have the necessary information to enable you to make an informed decision regarding your child's education.

This booklet provides you with important information to help you through the process of applying for a place at an academy or school. It provides information about the schools in the Central Bedfordshire area and explains how and when places are allocated.

I should like to invite and encourage you to apply for a school place using the online application system. Applying online is a quick, safe and efficient way of making your application, although you may, if you prefer, complete a paper application form available from the School Admissions Team.

I hope that you will find the information in this booklet helpful. If you require any further guidance, support or advice, please contact the School Admissions Team:

Email: admissions@centralbedfordshire.gov.uk
Telephone: School Admissions Helpline 0300 300 8037.

May I take this opportunity to wish your child every success in their education.

Cllr Sue Clark
Executive Member for Families, Education and Children

Introduction

This booklet is for parents and carers of children living in Central Bedfordshire applying for a school place for September 2023. There are two ways you can make an application; either by applying online using our online facility at www.centralbedfordshire.gov.uk/admissions or by completing a paper application form.

The national closing dates for applications to be received by the School Admissions Team are:

31 October 2022- Transfer to Secondary 2023
- Transfer to Upper 2023

15 January 2023 - Starting School 2023
- Transfer to Middle 2023

If you live outside Central Bedfordshire and wish to apply for a place at a Central Bedfordshire school, you must apply to your own local authority. They will work with us to process your application and then let you know the decision of your application on the national offer day.

Even if your local authority accepts more than three preferences, please note that Central Bedfordshire Council only accepts a maximum of three schools.

Contact us

If you have any questions regarding School Admissions please contact us:

☎ Call our helpline on **0300 300 8037**

@ Email us **admissions@centralbedfordshire.gov.uk**

All the information is available on our website
www.centralbedfordshire.gov.uk/admissions

Data protection policy

Your data and that of your child is very important to us, please take a moment to read our data protection policy:

The School Admissions Team will communicate with the parties named on the application form. This should be one or both of the parents or a carer who is legally responsible for the child. If only one parent is named on the application form then we will expect only to speak to this person. If both parents are named on the application form, then we are able to speak to both parents. We will ask a series of questions to confirm that we are speaking to the parent of the child in question.
If a third party who is not named on the application form contacts the School Admissions Team, we will not disclose any information about the application and will neither confirm nor deny that an application relating to the child has been received but will contact the parent(s) or carer(s) named on the application form. The person requesting information should expect to be asked to provide:

- proof of identity,
- proof of Parental Responsibility (see below) and
- any relevant Court Orders.

The third party requesting information should expect that the details of their request will be disclosed to the parent(s)/carer(s) named on the application form and other relevant organisations/other third parties, such as the school. The third party requesting the information should expect a delay of up to four weeks before receiving a response to their request.
The School Admissions Team will contact the parent(s)/carer on the application form. If the third party not named on the application form has Parental Responsibility for the child, the Schools Admission Team will be under a duty to disclose the information about the child unless there are strong reasons for non-disclosure.
If a parent/carer named on the application form requests the School Admissions Team to withhold information about the application from the third party, we will ask them to provide evidence of their reasons for this. The reasons we will consider include:

- Fear of violence or intimidation. This may be evidenced by Court Order but other evidence will be considered.
- A Court Order limiting the exercise of Parental Responsibility such as a Prohibited Steps Order.
- The third party is not a parent. Evidence refuting Parental Responsibility such as a Court Order will be required.

The School Admissions Team may agree to provide the third party with information about the school only and to withhold information about the child's address. Alternatively, the School Admissions Team may agree to withhold all information about the child from the third-party enquirer and the response from the Schools Admissions Team will neither confirm nor deny that it holds an application in relation to the child.
If one parent does not wish for the other parent to know the details of the child's admission application, despite both parties being named on the application form, we will ask the parent wishing to withhold the information to provide evidence to support their objections. The following would be examples of appropriate evidence:

- A Court Order (for example a Prohibited Steps Order) Evidence to support fear of violence or intimidation.

- Evidence to support a claim that the other parent does not have Parental Responsibility.

Unless there is a Court Order in place, the School Admissions Team will not refuse to speak to a parent who is named on the admissions form and who has provided appropriate evidence of Parental Responsibility.

Please note the following with regards to your application**:**
We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information with other relevant teams within the Council and other Local Authority Admissions Teams where necessary. We will safeguard your personal details and these will not be divulged to any individuals or organisations for any other purposes.

The local authority is not in a position to intervene in disputes between parents over a school application and will request that these are resolved privately.

Applying for schools outside of Central Bedfordshire

Legislation requires parents/carers to apply to the local authority in which they live, even if the schools are outside of that area. Therefore, if you live in Central Bedfordshire but want to apply for a school in another local authority, you must apply to us either using our online facility or paper application forms. We will contact the relevant school admissions team on your behalf, and we will write to you at the appropriate time to let you know the outcome of your application.

For information regarding out of area schools please contact the relevant local authority for an information booklet which will give details on their schools and admissions processes, or alternatively visit their website.

You will also need to check with the relevant local authority if you are required to complete any supplementary forms or if your child is required to register for an entrance test if the school is a selective (grammar) school.

For information regarding supplementary information, entrance exams (for grammar schools), appeals and waiting list arrangements please contact the relevant School Admissions team:

How to apply if you live outside Central Bedfordshire and want Central Bedfordshire Schools

If you **live outside of Central Bedfordshire** you need to make an application through your home Local Authority (where you pay your council tax). If you are applying for schools in Central Bedfordshire they will forward your application onto us. They will write to you on the offer day with the outcome of your application.
You also need to check with them about school transport as you will not be eligible for free transport from Central Bedfordshire Council and cannot assume you will be offered a concessionary bus pass.

For families living in our neighbouring authorities we have included below the web address for their School Admissions webpages, which should include details about how to make your application:

Bedford Borough Council
www.bedford.gov.uk/admissions

Buckinghamshire County Council
www.buckscc.gov.uk/apply-for-a-school-place/

Cambridgeshire County Council
www.cambridgeshire.gov.uk/admissions

Hertfordshire County Council
www.hertsdirect.org/admissions

Luton Borough Council
www.luton.gov.uk/admissions
Milton Keynes Council
www.milton-keynes.gov.uk/schooladmissions

Which schools can I apply for?

Catchment areas

Many areas have a catchment school. You can find out which school is your catchment school by visiting our website

http://my.centralbedfordshire.gov.uk/mycentralbeds.aspx

If you do not have internet access, you can go to your local library to apply online or request a paper application by emailing admissions@centralbedfordshire.gov.uk or from any Central Bedfordshire school.

Some academies have defined their own catchment area which may be different from the local authority's original catchment listing.

Some schools do not serve a local catchment area, these are:

Area	School
Dunstable	Ashton St. Peter's CofE VA Primary School Hadrian Academy Lark Rise Academy Priory Academy Queensbury Academy
Caddington	St. Mary's Catholic Primary
Houghton Regis	St. Vincent's Catholic Primary Thomas Whitehead CE Academy Houstone School
Hockliffe	Hockliffe Lower
Leighton Buzzard	Beaudesert Lower Cedars Upper Clipstone Brook Lower Dovery Down Lower Greenleas School, Derwent Road Greenleas School, Kestrel Way Heathwood Lower Leedon Lower Linslade Lower Linslade School Pulford CofE VA Lower School Southcott Lower The Mary Bassett Lower School The Rushmere Park Academy
Stanbridge	Stanbridge Lower

Please note your catchment school may not be the nearest school to your home address.

Do I have to apply for my catchment or nearest school?

No. You have the right to express a preference for up to 3 schools/academies which provide education suitable for your child's age. You may wish to apply for your catchment school as this will usually mean that if a place is not available at your preferred school, you may still

have priority for a place at your catchment school. If you do not ask for a place at your catchment school or nearest school, it could result in your child attending a school some distance from your home. You may be responsible for transporting your child to that school.

Can my child attend our catchment or nearest school?

You need to make your application on-time in order to be considered for your preferred school(s). Your child does not have an automatic right to a place at your catchment or nearest school, however we will ensure your child is offered a place at a suitable school in the local area.
Living in the catchment area may give your child priority however if there are more applications than places available then a place cannot be guaranteed.

Do I have to apply for three schools?

No, you can apply for up to three schools. Naming more than one school will not weaken your chance of gaining a place at your first preference school. Similarly naming the same school more than once will not increase your chance of gaining a place at that school, so therefore it is worth considering other local schools too in case a place cannot be offered at your preferred school.

You should consider carefully the practical arrangements of transporting your child to and from school**.** You should read the Home to School Travel Policy which will advise whether your child would be eligible to free or concessionary home to school transport. You can also contact them to discuss your personal circumstances. The Home to School Travel Policy can be found at www.centralbedfordshire.gov.uk/schooltransport

Even if another local authority accepts more than three preferences, Central Bedfordshire Council will only accept a maximum of three.

What to consider when expressing a preference for a school?

On our **website** we have included information regarding each school's contact details, their Published Admission Number and oversubscription criteria, and the allocation information for admissions in September 2023. We have also included the designated measuring point for each school, which is used in the event of the school being oversubscribed to calculate the straight-line distance between the school and each child's home address.

A link to school's **OFSTED** report is included on the schools information page on Central Bedfordshire website. For curriculum details and assessment results you will need to contact the school directly, request a school prospectus from the school office or visit their website (where applicable). Directory of schools in Central Bedfordshire | Central Bedfordshire Council

You should consider your **preferences carefully** as the number of applicants choosing a particular school varies from year to year; a school may be oversubscribed one year but have places available the next. Likewise, just because a school has places available in September 2022 does not mean that you will definitely get a place in September 2023. For more information on the level of oversubscription in September 2022, check the individual

school's information sheet on our webpage. Directory of schools in Central Bedfordshire | Central Bedfordshire Council

Middle, Secondary and Upper schools hold open days/evenings during the Autumn term for parents and children to attend. Going along to these will give you an opportunity to meet the staff, see the facilities and ask any questions about the school which you may have. The details of these are published on our website and the link is provided further in this booklet. For lower and primary schools please contact the school/academy directly for more information and possible open events as these follow a different format to those of middle, secondary and upper schools.

On your application form, you should list your preferences in the order that you would most prefer them, not in the order you think you might get them.

Websites you may find useful when considering a school:

- OFSTED **www.gov.uk/government/organisations/ofsted**
- School Admissions catchment area information **www.centralbedfordshire.gov.uk/admissions**
- School Transport **www.centralbedfordshire.gov.uk/schooltransport**

Children with an Education, Health and Care Plan

The arrangements for admitting a child or young person with an Education, Health and Care Plan (EHC) are different to those for children/young people who do not. Admissions to school for children and young people with an EHC Plan are dealt with by the SEND Team, and **not** by School Admissions. During the summer term of the penultimate year at the current school, the school will invite you to a review meeting called a 'Transfer Review'. This will be held during the second half of the Autumn Term of the final year if in an Early Years setting. At this meeting, the school that you would like your child to transfer to will be discussed and the request will be processed by the SEND Team. You will be notified by the SEND Team of your child's confirmed school by 15 February for pre-16 placements. Further information relating to this process can be found online within Central Bedfordshire's Local Offer: http://www.centralbedfordshire.gov.uk/children/sen-disability/education/annual-reviews.aspx

Your child's current school will also be able to provide you with an information booklet regarding this process.

If you have any further queries or concerns about this process, please contact the SEND Team on 0300 300 8356. If you prefer to email you can do so at Statass@centralbedfordshire.gov.uk

Children with special educational needs but do not have an Education Health and Care Plan

If your child's special educational needs are supported at SEND Support Stage 1 or 2, your preferences for their school place will be treated in the same way as all other applications and you will need to make a standard application to the School Admissions Team. If you have concerns about your child's special educational needs or any aspect of their education, you can talk in confidence with Special Educational Needs & Disability Information, Advice & Support Service (SENDIASS) telephone 0300 300 8088. If you prefer to email you can do so at **sendiass@centralbedfordshire.gov.uk**

‘Looked after’ and previously ‘looked after children’

The School Admissions Code states that the highest priority for admission to all maintained schools and academies must be to children who are ‘looked after’ or who were previously ‘looked after ’including those children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted.

The Children Act 1989 defines a child who is ‘looked after’ as a child or young person who is accommodated by the local authority (Section 20), or a child or young person who is the subject of a full care order (Section 31) or an interim Care Order (Section 38)

A previously ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, residence, or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘residence 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. 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).

If your child is ‘looked after’ please include the details on your application so that we can ensure the application is processed under this criterion. Please include the local authority that is responsible for the child, the child’s social worker and their contact details for us to verify.

If your child is previously ‘looked after’ **please include the details (the Local Authority who was responsible for your child)** on your application and provide as evidence either a copy of:

- Adoption birth certificate
- Residence order
- Special guardianship order

Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted

The definition for this criterion is:

“A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.”

If you wish to make your application under this criterion please make this clear on your application, including details of the country in which your child was in state care and the organisation that was responsible for your child during this time.

Making your application

How to make your application

By law you must apply to your home local authority i.e. the authority you pay your council tax to. Therefore, if you do not live in Central Bedfordshire you must contact your home local authority and apply to them.

You can apply online as it is quick, simple and safe. In the transfer to school rounds for September 2022, 96.8% of parents/carers applied online. Alternatively, you can make a paper application; the forms can be downloaded from our website, School admissions applications | Central Bedfordshire Council click on the school tier you wish to apply for and that will take you to the application form, for all Central Bedfordshire schools or we can email one out to you (just email us to request one at admissions@centrlabedfordshire.gov.uk).

Do not make both a paper and online application, if you do only your latest application (submitted before the closing date) will be processed and your first application will be disregarded.

All applications received by the School Admissions Team after the national closing dates will be classed as late and not processed until the late allocation round. Late applications are not dealt with until after all the on-time applications have been considered.

Which address to use on your application?

Applications are processed based on your child's address as of the closing date.

We verify addresses as part of the allocation process. If we find that you have moved address prior to the closing date and have not notified us of the move, then we will amend your application accordingly and your application will be processed on your new address.

Below are some situations that may be applicable to you but if you have any other type of house move, please contact us for specific advice.

If you move house after submitting your application, it is your responsibility to inform us in writing of your new address and the exact date you moved address.

Child living between two addresses (such as due to parents being separated/divorced or joint care arrangements)

An application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives for the majority of the time (where child sleeps for most of the school week (Sunday - Thursday). If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

If a child's permanent residence is disputed, parents/carers should provide one of the following:

- Court documentation to evidence the address that should be used for admission allocation purposes.
- Child Benefit or Child Tax Credit if applicable

- The address being used for GP registration purposes

If two applications are received, with different addresses and/or different preferences, neither will be processed until the address issue is reconciled.

Please note

- We can only process one application per child, therefore it is important that agreement is reach between parents as to which school is being applied for.
- the address provided on the application submitted by separated parents will be subject to the same address verification checks as all other applications.
- In addition, we will consider information such as the principal address held by the current school, and the address previously used to apply for any school places for your child or any siblings under the same care arrangements. This to ensure there is consistency in the address being used to apply for school places, and that separated parents do not gain an advantage for admission to a preferred school based on distance by using different addresses.

If your child is subject to a court order or Specific Issue Order which states, the school and or
address your child lives the majority of the school week, please submit details and relevant documentation with your application form.

Moving within Central Bedfordshire or from within the United Kingdom

If you want us to consider a new address in the on-time allocation, you must provide evidence that you have exchanged contracts or have a signed tenancy agreement and provided us with a copy by the closing date.

<u>It is not sufficient to put details of pending moves in the additional details section on your application form/online account.</u>

If you have not yet exchanged contracts or have a signed tenancy agreement by the closing date for a property within Central Bedfordshire, then you need to apply to the local authority (where you pay council tax) by the closing date. If you have listed Central Bedfordshire schools on your application they will send your application to us for consideration in our allocation.

Changes of address which take place after the closing date will be processed using the original address however, it will not be updated on our system until the late allocation round.

Currently living abroad, but moving back to a Central Bedfordshire property

If you own a property in Central Bedfordshire but you live abroad (for example, you're working abroad), we won't use your Central Bedfordshire address if it is being occupied (either being rented to tenants or other family members are staying in the property). In these instances, your application will be processed using the address at which you and your child are living as at the closing date. We will only consider this address to be your home address at the point in which you and your child are living in the property.

If you own a property in Central Bedfordshire but you live abroad, and the property is empty then your application will be processed using this address at which you and your child are living as at the closing date.

Owning a number of properties within the United Kingdom
If you own a number of properties within the United Kingdom, you must apply using the address at which you and your child reside. It cannot be a property which is being rented out to tenants, being lived in by other family members or an empty property.

Renovating an address that you have purchased/own
If you own a property in Central Bedfordshire but are not living in it because of renovation work at the property, we will consider this address, not the temporary address of the property you are living at during the work, providing that the property being renovated is not being occupied. We will require proof that you own the property being renovated.

Moving into a property owned by a partner or family member
We will only process the application using this address once you and your child have moved into the property. We will need a letter from the property owner confirming that you and your child are living at the address (mentioning you all by full name) and proof that they own the property. Applications are processed based on your child's address as of the closing date.

Moving into a property to live with a partner or family member
We will only process the application using this address once you and your child have moved into the property. We will need a copy of recent documentation e.g. bank statement, driving licence or GP Registration Letter showing that you reside at the property, dated within three months of the closing date. Applications are processed based on your child's address as of the closing date.

Conflicting Applications

We will only accept one application per child. Anyone with parental responsibility can make an application. If you share parental responsibility, all those who share responsibility must be in agreement about the preferences and information submitted. We expect separated parents to agree on school places before an application is made. The local authority is not in a position to intervene in disputes between parents over a school application and will request that these are resolved privately.

Where different applications are received or we are made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until

- **one joint application is made, signed by all parties; or**
- **written agreement is provided from both parents; or**
- **a court order is obtained confirming which parents' application carries precedence**

Whilst we appreciate differences between parents can be a difficult time for all involved, including possible court action, without a court order, the School Admissions Team must remain neutral and treat both parties equally.

Proof of address and fraudulent information

We verify addresses as part of the allocation process. We consider every school place obtained through deception denies another child their legitimate place. We will withdraw the offer of a place if we find that you have given fraudulent or misleading information in connection with the address that you have provided, for example if you claim to live in the catchment area when you don't.

We will not accept a temporary address if you still have a property that was previously used as a home address, nor will we accept a temporary address used solely or mainly to obtain a

school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

If there is a query on the home address we may request further information.

Central Bedfordshire Council takes very seriously any attempt to obtain a school place by fraud. All fraud allegations are investigated.

If you know someone who intends to or has used a false address to get a school place, you can report this confidentially to our Fraud Investigation Team by emailing benefitfraud@centralbedfordshire.gov.uk or calling 0300 300 5476.

You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

Children of UK service personnel

If you are a UK service personnel family and are moving into Central Bedfordshire in time for September 2023 you can apply directly to us if you provide an official letter from the Ministry of Defence declaring your relocation date and a unit postal or quartering address. We will then use this address in the allocation process. Applications must be submitted before the national closing dates to be processed in the on-time allocation, any applications received after the closing date will be processed under the late allocations process.

Applying on 'very exceptional' medical grounds

Some own admission schools and academies include, as part of their admissions criteria, a higher priority for children who have a medical condition. Please see their admission policy for further details; you can usually access this on their website.
If you are applying under this criterion then please provide supporting evidence.

Please note that community and voluntary controlled schools do not have a specific criterion for children with medical needs within their admission policies.

Siblings

In some cases, your child may have a greater chance of being offered a place at a school if an older child already goes to that school, however this is not a guarantee of a place. If you do not live within the school's catchment area and have an older child at the school it is possible that they will not be offered a place at the same school.

If, at the time of application, you will have another child who will still be attending one of the schools you have nominated in September 2023, please put their name, date of birth and the school they attend, in the relevant section of your application.

We will check this information with the school(s) concerned.

Definition of a Sibling

A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. In the scenario where

one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised

Twins or children from multiple birth children

If you have twins or children from a multiple birth you must make a separate application for each child. If one of your children is offered the last place available at a school and you have applied for the same school for the other child(ren), we will also offer them a place at that school if it is a community or voluntary controlled school. If it is for an academy or own admission authority school we will ask if they are willing to admit over their admission number. An own admission authority is responsible for making the decision and Central Bedfordshire Council will communicate this to you on their behalf.

Feeder schools

Some schools give a higher priority to children from outside the catchment area who go to one of the feeder schools however this does not guarantee a place. If any of the schools you nominate have feeder schools as part of their admissions criteria you must provide these details on your application, in order for us to consider this when we process your application. Please note some schools impose a time limit for attendance at a feeder school.

Nurseries/pre-schools on the school site

Please note some schools have a nursery or pre-school on their site however attendance at this does not form part of their admissions criteria. Therefore, even if your child attends the nursery/pre-school it will not have any bearing on your application. **The only acceptation to this is the following schools; Toddington St George (Nursery), The Firs Lower School (preschool), Laburnum Primary School (nursery), Eaton Bray Academy (pre-school), Everton Heath Primary School (pre-school).**

Even if your child attends a nursery on the school site, you must still make a Starting School 2023 application to the school Admissions Team as there is no automatic transfer to the Reception Year.

Early Years Pupil Premium, Pupil Premium or Service Premium

Some own admission authority schools and academies include, as part of their admissions criteria, a higher priority for children who are eligible for Early Years Pupil Premium, Pupil Premium or Service Premium. Please see their admission policy for further details; you can usually access this on their website. This criterion is not included within Community and VC Schools oversubscription criteria.

Early Years Pupil Premium - Pupils may be eligible for Early Year Pupil Premium if their parent receives one of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Pupil Premium – Pupils who have been registered for free school meals (FSM) at any point in the last 6 years.

Service Premium - Pupils are eligible for Service Premium if they meet any of the following:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

Change of circumstances

Applications are processed in the on-time allocation as they are at the closing date specified for the Transfer Round. A change in your circumstances could have an effect on the criterion your application is processed under and therefore whether you are successful in being offered a place at your preferred school. Changes in circumstances which may affect the criterion your application is processed under can include; moving to another address, no longer receiving Child Benefit, an older sibling starting at your preferred school, your child starting at a named feeder school etc. If your circumstances change it is your responsibility to inform us in writing of the change and when this took place. If we are not notified of the change then your application may be processed inaccurately.

If the change of circumstances takes place before the closing date and we are notified by this date then we will add the information to your application and it will be considered in the on-time allocation.

If the change of circumstances takes place after the closing date, or we are notified after this date, then the information will not be added to your application until after the on-time allocation.

If you notify us of a change in your circumstances and it will not have an impact on the criterion your application is processed under we will let you know.

We will also amend an address if circumstances have changed but we have not been notified by yourself.

Changing your Application

If you would like to change the school preferences on your application, or the order you have listed them, you need to complete a change of preference form. This is available on our website www.centralbedfordshire.gov.uk/admissions or we can email on request admissions@centralbedfordshire.gov.uk

We will not accept an email/or letter as a change of preference request, you must complete a change of preference form for your application to be amended.

Making a change of preference means:

- any previous preferences (this does not include the offer of a school place) will be discarded on submission of the form
- The original offer will only be withdrawn if a place can be offered at any of the new preference schools

- if a place can be offered at any of the new preference schools, the original offer will be automatically withdrawn
- if you want your child to stay on the waiting list(s) for school(s) at which you have been declined for, you need to include this as higher preferences on the form

Changes made before the national application closing date (see below) will be processed as on time, your application will be amended to reflect the changes and these will be considered in the allocation.

If you make a change to your application after the closing date (for dates see below), these changes will not be processed until the late allocation round. Your original application will be processed in the on-time allocation as normal, we will write to you with the results of the original allocation on offer day, and the application will not be amended until after this time. The late changes of preference will be processed in the late allocation rounds.

Transfer rounds	Change of preference submitted	When will application be amended
Transfer to Secondary/Upper	By 31 October 2022	Treated as on-time and application amended in time for allocation
	From 1 November 2022	Change is late and application will not be amended until the late allocation, original application processed as normal
Starting School/ Transfer to Middle	By 15 January 2023	Treated as on-time and application amended in time for allocation
	From 16 January 2023	Change is late and application will not be amended until the late allocation, original application processed as normal

The national closing dates for applications/change of preference to be received by the School Admissions Team are:

31 October 2022 - Transfer to Secondary 2023
- Transfer to Upper 2023

15 January 2023 - Starting School 2023
- Transfer to Middle 2023

Applying on religious/faith grounds

Some schools give a higher priority to children who are a practicing member of the appropriate faith or who have been baptised into that faith, than those children who have not. Some schools also include children who are a practicing member of another faith as higher priority of admission than children who are not. **However applying on religious or faith grounds is not a guarantee of a place at a school with religious criteria if the school is oversubscribed. You must complete our Religious Forms to be considered under the Religious/ Faith Ground criteria making reference to it on your application is not sufficient and will delay your application whilst we seek further information from you.**

Catholic Schools

The following Catholic schools have religious criteria as part of the oversubscription criteria:

- St. Mary's Catholic Primary (Caddington)
- St. Vincent's Catholic Primary

If you are applying for a place on religious grounds because your child has been baptised or participating in a catechumen programme, you must provide a copy of their baptismal certificate or evidence that they are following a catechumen programme in order to be considered under this criterion. **If you want to apply for any of these schools on religious or faith grounds you need to ask your priest, minister or faith leader to complete the Confirmation of Religious Affiliation form and return it to us.** If you are applying online you will need to download the religious form from our website www.centralbedfordshire.gov.uk/admissions. If you are completing a paper application form, the religious declaration section is attached at the back of the form.

Church of England Schools

The following Church of England schools have religious criteria as part of the oversubscription criteria:

- Ashton St. Peter's CofE VA Primary School
- Clifton All Saints Academy
- Dunton CofE VC Lower School
- Edward Peake CofE VC Middle School
- Henlow Church of England Academy
- Holywell School
- John Donne Church of England Primary School
- Manshead CE Academy
- Meppershall Church of England Academy
- Northill CofE VA Lower School
- Pulford CofE VA Lower School
- St. Andrew's CofE VC Lower School (both East and West)
- St. Leonard's VA Lower School
- St. Mary's Church of England Academy (Stotfold)
- St. Mary's CofE VA Lower School (Clophill)
- Sutton CofE VA Lower School
- Thomas Whitehead CE Academy
- Wrestlingworth Lower

If you want to apply for any of these schools on religious or faith grounds you need to ask your priest, minister or faith leader to complete the Confirmation of Religious Affiliation form and return it to us. If you are applying online you will need to download the religious form from our website Applying for a school on religious / faith grounds | Central Bedfordshire Council. If you are completing a paper application form, the religious declaration section is attached at the back of the form.

Please ensure your religious forms are fully completed

If you are applying for a religious school in another Local Authority you will need to contact that authority to request the relevant form to complete.

How are places allocated?

All our schools operate an equal preference system for allocating places; this is in accordance with legislation. This means that there are two stages in the allocation process.

Stage 1:
All first, second and third preference applications are considered equally against the schools' admissions criteria; at this stage, there is no distinction between first, second and third preference applications. For example, if the school has 30 places and there are 45 first, second and third preference applications, all applications are ranked in the order of the academy/school's criteria it meets.

Stage 2:
If the child qualifies for a place at more than one school, the school ranked higher by the parent (i.e. first preference) will be offered and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

Will I have a better chance of getting my first preference than someone who lists it as a second or lower preference?
Not necessarily. All on-time applications submitted receive equal consideration and are ranked against the schools/academies admission criteria. The preference order will only be used when it is possible for more than one school to offer you a place; this is why it is important that you list the schools in your exact order of preference.

Places can be allocated to second or third preference applicants ahead of first preference applicants. For example, child A may be allocated a place at their catchment school which was a second preference as a place could not be allocated at their first preference as they live outside the catchment area and the school was oversubscribed with applications.

Who allocates places?

Community and Voluntary Controlled Schools

The local authority is the admission authority for community and voluntary controlled schools. This means that we allocate places for admission. The headteachers of these schools **are not** authorised to offer your child a place and if the headteacher of one of these schools indicates that he or she will offer your child a place, you **cannot** assume that this will be so. You must have a letter from us offering your child a place before your child can start at the school. However, if you are applying for a Starting School place and wish to apply for a place in the nursery unit or class, before admission into the reception year, the school will be able to deal with your nursery application and will let you know if a place is available.

Academy, Foundation, Trust and Voluntary Aided schools
The admission authority for an academy, foundation, trust or voluntary aided school is its Governing Body. This means that the school governors determine the school's admissions criteria. We write to parents on the school governors' behalf to offer school places. However, if you are applying for a place in a nursery unit or class, before admission into the reception year, the school will be able to deal with your nursery application.

Admissions criteria

Admission criteria are used by an admission authority to decide in which order places are allocated where the school has more applications than places available (the school's Published Admission Number). A school's/academy's oversubscription criteria are determined by its admission authority. The admission authority is responsible for applying the correct criteria to each application before the allocation to ensure that places are allocated in the correct order.

Who is the admission authority for a school/academy?

Type of school	Who is the admission authority?
Academy	Academy Trust
Community School	Local Authority
Foundation School	School's Governing Body
Voluntary Aided (VA) School	School's Governing Body
Voluntary Controlled (VC) School	Local Authority

There is a standard set of criteria which the majority of Community and Voluntary Controlled schools use. Other schools and academies' criteria may differ to this and where this is the case you will see the school's/academy's criteria in the Individual Information Sheets included on our website: www.centralbedfordshire.gov.uk/school/schools/overview.aspx

Central Bedfordshire Council standard admission policy 2023

1. All 'looked after' children or children who were previously 'looked after' including those children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children of Staff
3. Children living in the catchment area with siblings at the school
4. Children living in the catchment area
5. Children living outside the catchment area with siblings at the school
6. Any other children

The following Community and Voluntary Controlled schools operate a variation to the standard admissions policy above and their admissions criteria is detailed in the school's information sheet included on our website.

Lower Schools	Area	Variation

Beaudesert Lower	Leighton Buzzard	Nearest School
Clipstone Brook Lower	Leighton Buzzard	Nearest School
Dovery Down Lower	Leighton Buzzard	Nearest School
Dunton CofE VC Lower School	Dunton	Religious Criteria
Fairfield Park Lower School	Fairfield Park	Priority Areas to determine allocation at one of the two school sites
Greenleas School, Derwent Road	Leighton Buzzard	Nearest School
Greenleas School, Kestrel Way	Leighton Buzzard	Nearest School
Heathwood Lower	Leighton Buzzard	Nearest School
Hockliffe Lower	Hockliffe	Nearest School
Leedon Lower	Leighton Buzzard	Nearest School
Linslade Lower	Leighton Buzzard	Nearest School
Southcott Lower	Leighton Buzzard	Nearest School
Stanbridge Lower	Stanbridge	Nearest School
St. Andrews CofE VC Lower School) (both East and West)	Biggleswade	Religious Criteria
The Mary Bassett Lower School	Leighton Buzzard	Nearest School
Wrestlingworth Lower	Wrestlingworth	Religious Criteria

Middle Schools	Area	Variation
Edward Peake CofE VC Middle School	Biggleswade	Religious Criteria

Pupils with an Education, Health and Care Plan (EHCP)

In accordance with the Education Act 1996, children who have an Education, Health and Care Plan are required to be admitted to the academy/school named in the Plan and will be allocated a place ahead of those without an Education, Health and Care Plan in the allocation process. Thereafter the admissions criteria for each academy/school will apply to those children without an Education, Health and Care Plan. After allocations have been made, if an application is made late or is received as part of the in-year process, pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the Plan, even if the school is full.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria.

What happens where there is more than one child in the same criterion and there are not enough places available?

The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. The distance the pupil lives from the school which is measured in a straight line, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority. The local authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the

school, the ultimate tie-breaker will be random selection, using the Synergy Admissions database to allocate the place.

Measuring home to school distance

Home to school distances for admission allocation purposes will be measured along a straight line between a child's address and the relevant school/academy. The measurement is taken from the NLPG (National Land and Property Gazetteer) address point of your child's house to the designated measuring point of the school. Address point data is a nationally recognised method of identifying individual residences.

This is an objective method of measuring home to school distances consistently when applying admission criteria. It does not take into account the actual or expected route a child will travel to school.

Definitions:

'Looked after' children
A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children
A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted
A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose if to benefit society.

Catchment area
A geographical area from which children may be given priority for admission to the particular school.
Please see http://my.centralbedfordshire.gov.uk/mycentralbeds.aspx for more information on school catchment areas.

Sibling
A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. In the scenario where one twin or a child from multiple birth has an EHCP, the other twin or children from multiple birth will be considered as a sibling once the school named on the EHCP has been finalised.

Children of staff
Permanent full or part-time staff who have either been employed at the school for two or more years at the time of application or recruited to fill a vacant post where there was a demonstrable skill shortage. The relationship to the child is defined as by blood or adoption or with legal parental responsibility and living with the child in the same house Monday – Friday.

Nearest school
The nearest school will be identified by measuring the distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, which is known as the designated measuring point.
Please see School catchment areas | Central Bedfordshire Council for more information on the nearest lower/primary school (Leighton Buzzard area only).

Pulford VA Lower School will not be considered as a pupil's nearest school for the purposes of this policy as admission to Pulford is predominantly based on faith grounds rather than a pupil's address.

Any other children
Pupils who do not meet any of the higher criteria will be prioritised by the distance with those living closer to the school receiving the higher priority. Using their computerised measuring system, the Local Authority will measure the straight-line distance from the address point of the pupil's home to the designated measuring point for the school, as agreed with the school's governing body.

How will you find out the result of your application?

National offer days for on-time applications

Monday 1 March 2023 - Transfer to Upper School 2023
Transfer to Secondary School 2023

Monday 17 April 2023 - Starting School 2023
Transfer to Middle School 2023

All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them.

Please note, that we will only deal with email queries on National Offer Day. Send your email queries to admissions@centralbedfordshire.gov.uk, providing details of your child's (name and date of birth). We will aim to respond within three school days.

If your application is unsuccessful for any of your preferred schools

Waiting Lists

If we have not been able to offer you a place at your preferred school(s), we will add your child's name on the waiting list for the academic year* (for Community and Voluntary Controlled schools). Waiting lists are prioritised according to the admission criteria for the

individual school, not in date order of when applications are received. Your child's position on the waiting list could change (move up or down) if other children are added or removed.

Following the national offer day – If a place cannot be allocated at your preferred school(s) your child will be automatically added to the waiting list. If a place becomes available at your preferred school during the late allocation it will be allocated to your child and your original offer will be withdrawn and reallocated to another child if necessary. **It is therefore essential that you inform us in writing within two weeks of the national offer day if you do not want to remain on the waiting list so that your original offer is not withdrawn**.

Following the late allocation - If a place cannot be allocated at your preferred school(s) your child will be automatically added to the waiting list. If a place becomes available after the late allocation, we will contact the parent/carer of the child who is at the top of the waiting list and offer it to them.

Accepting a place at a lower preference school will not affect your child's position on the waiting list for a higher preference school.

Appeals

If you have been declined a place at your preferred school(s) you have the right of appeal to an independent Admissions Appeal Panel. Please see the section on Appeals for further details.

Next nearest school

If you have not been offered a place at any of your preferred schools and live in Central Bedfordshire, we have a duty to provide a school place for your child.

This would usually be your catchment school if there are places remaining after the allocation or the next nearest Central Bedfordshire school with places available appropriate to your child's age range, which is closest to your home address.

The next nearest school is identified by the measurement from the child's home address to the school using walking or motorized route which is calculated by the Council's GIS system. If this measurement is over the statutory walking distance for the age of the child or the route is deemed to be unsafe for the pupil (accompanied as necessary) to get to the identified school placement, then the School Transport Team will assess this further and provide transport where this is the case.

Appeals

All parents/carers have the right to appeal if they have not been offered a place at their preferred school(s).

The appeal process is dealt with by the Governance Services Team, Central Bedfordshire Council and is independent from the School Admissions Team. If you decide to appeal you will need to submit the grounds of your appeal by submitting your appeal electronically via the Central Bedfordshire Council website:
School admission appeals | Central Bedfordshire Council

State clearly the reasons why it is best for your child to go to this school.
Your appeal will be heard by an Independent Appeal Panel composed of three members, who are unpaid, independent volunteers, and have been appointed and trained in accordance with the School Admission Appeals Code 2012.

The Members of the Panel are not associated with the council or school.

At the hearing, a representative from the Council or school/academy will present the case for non-admission; outlining the prejudice to the school if another child is admitted. Both you and the Panel will have an opportunity to question the school/academy's case. It will then be your opportunity to present your case for why your child should be admitted to the school. The Panel and the representative from the Council or school/academy will then be able to ask you questions regarding your case before both parties sum up.

The Independent Appeal Panel makes its decision in private with the Education Appeals Clerk present at the end of the appeal hearings that day. Where appeals for the same school are heard over several days, decisions are not made until after the last appeal is heard. The Panel members consider all the evidence presented and the answers given to any questions. The Clerk provides guidance on the requirements of the law and records the decision of the Panel.

The Appeal Clerk will send the decision in writing by email to all parties as soon as possible and by no later than seven days after the hearing. You will not be advised of the decision over the telephone or in person. The Panel's decision is binding on all parties.

Accepting a place at another school will not affect your chances of your appeal being successful.

To make an appeal for a school/academy outside of Central Bedfordshire you need to contact the relevant Local Authority.

Transfer round	Date Offer letters sent out	Appeal to be received by
Transfer to Upper 2022	1 March 2023	**29 March 2023**
Transfer to Secondary 2022		
Transfer to Middle 2022	19 April 2023	**18 May 2023**
Starting School 2022		

Once you have submitted your appeal you will receive confirmation that your appeal has been received. After the appeal deadline, the appeal clerk will write to you to tell you the date, time and venue of your appeal hearing. You will be given at least 2 weeks notice of your appeal hearing. Starting school and transfer appeals have to be heard within 40 school days after the appeal deadline. Late starting school and transfer appeals, as well as in year appeals, will be heard within 30 school days of submission. Appeals are heard during the working day; they are not heard at weekends, in the evening or during school holidays as a representative for the school must be able to take part.

Infant Class Size Appeals

If your application has been declined on infant class size grounds you may still lodge an appeal. However, it is important to know that the panel can only uphold your appeal in the following circumstances:

1) If the admission arrangements had not been applied correctly and this is the only reason the child was not admitted to the school.

2) If no reasonable admission authority could have made the decision not to admit the child (i.e. the decision was perverse in the light of the admission arrangements).

In the 2021/22 academic year 50 ICS appeals were held and 9 were upheld. (These are the figures as of 12th August 2022).

Considering your chance of success at an infant class size appeal

You have been unsuccessful at gaining a place at your preferred school and the decision letter states this is due to infant class size limits.
You are considering appealing because:

Unreasonableness
Can you demonstrate that the decision to refuse admission was one which no 'reasonable' admission authority would have made in the circumstances of your case?

Yes
An independent panel will consider reasonableness and make a judgement accordingly.

No
You are extremely unlikely to be successful at appeal.

Error/maladministration
Can you demonstrate either:
An error occurred when your application was processed and as a result you were not offered a place
Or the admission arrangements do not comply with admissions law resulting in you not getting a place at your preferred school

Yes
I can prove that an error was made or the admission arrangements did not comply with the law

Contact the School Admissions Team who will assess your circumstances and advise accordingly.

No
Error did not occur and/or admission arrangements did comply with law

You are extremely unlikely to be successful at appeal.

For more information ☎
call **0300 300 8029** @education.appeals@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk/appeals

Home to School Transport

Will my child be entitled to school transport?

It is important to consider how your child will travel to school before submitting your application. You should check the Council's Home to School Transport policy to find out whether they will be entitled to free home to school transport to your preferred school(s) when considering which school(s) to apply for. Information is available at www.centralbedfordshire.gov.uk/schooltransport or you can contact the School Transport Team on 0300 300 8339.
Please Note: If you make a parental preference selection of a school that is not your nearest or catchment school, you will not be eligible for travel assistance.

Late applications

All applications we receive after the national closing date will be classed as late and not processed until the late allocation round, which will take place after the national offer day for on-time applications. Late applications are not dealt with until after all the on-time applications have been considered. Places are not reserved at schools in the on-time allocation for late catchment children or any other circumstances.

Submitting a late application significantly reduces your child's chance of an offer of a place at one of your preferred schools.

The national closing dates for applications to be received by the School Admissions Team are:

31 October 2022 - Transfer to Secondary 2023
- Transfer to Upper 2023

15 January 2023 - Starting School 2023
- Transfer to Middle 2023

How to make a late application:

If you live within Central Bedfordshire you can either apply:

- online at www.centralbedfordshire.gov.uk/admissions **or**
- complete a paper application; this can be downloaded from our website, School admissions applications | Central Bedfordshire Council you can get a copy from any Central Bedfordshire school or you can email us at admissions@centralbedfordshire.gov.uk

If your application is late:

1. On receipt of your late application we will write to you to confirm we have received the application (including the date we received it) and to advise when your application will be processed
2. We will write to you with the outcome of your application at the appropriate time (we will advise you of this on receipt of your application).

When will late applications be processed?

Late applications received after the closing date will be processed in the initial late allocation round. This takes place after the on-time allocation and allocates places which have been declined or where a school has places remaining. The table on the below sets out the timetable for processing late applications.

The outcome of late applications are sent via email.

Transfer Round	Application received by School Admissions	Application processed	When will you find out the result?
Transfer to Upper and Secondary	Between 1 November 2022 – 15 March 2023	Late allocation round	21 April 2023
	From 16 March 2023	From 21 April 2023	As soon as application has been processed
Starting School	Between 16 January 2023 – 2 May 2023	Late Allocation round	1 June 2023
	From 3 May 2023	From 2 June 2023	As soon as application has been processed
Transfer to Middle School	Between 16 January 2023 – 2 May 2023	Late Allocation round	23 May 2023
	From 3 May 2023	From 24 May 2023	As soon as application has been processed

Late applications submitted for schools in another local authority

Late applications which are made for schools in another local authority will be sent over to the relevant authority **within a week** after the national offer day for the transfer round applied for. The application will be processed by the relevant authority in accordance with their coordinated scheme, which may not correlate with that of Central Bedfordshire Council.

We will write to you with the outcome once we have received this from the relevant authority. This may not be in line with the dates published above as it will depend on the timetable of the relevant authority.

In Year applications

In year admissions are applications for a school place made during the academic year and applications for admission to age groups other than the normal year of entry. In year applications are for where the place is sought for the child in the required year group within the next 4-6 weeks or by the start of the next term.

If you are applying for a school or academy in Central Bedfordshire, you should make your application to the School Admissions Team. There are a few schools and academies where you need to apply directly to them, please see our website for more information. If you are applying for a school outside of Central Bedfordshire, you should apply directly to the local authority where the school or academy is in.

In year applications are processed from approximately 4 weeks prior to when the place is required. For applications where a place is required within that time frame, we aim to process these within fifteen school days. We cannot process applications during the school holidays.

To make an In-Year application you can:

- make an application online using the online form on our website Applying for a school place during the academic year | Central Bedfordshire Council
- download a paper application form from our website Applying for a school place during the academic year | Central Bedfordshire Council
- collect from Central Bedfordshire schools/academies
- request a form to be sent out to you by contacting by email admissions@centralbedfordshire.gov.uk

You must provide proof of your child's date of birth with your application. The processing of your application will be delayed if you fail to submit the relevant evidence.

Starting School 2023

For children born between 01/09/18 and 31/08/2019

Date	Event
September 2022	Online Starting School 2023 system opens for parents/carers to apply Paper application forms available from our website, schools and by contacting School Admissions
15 January 2023	**National closing date for applications to be received by the School Admissions Team**
16 January 2023 – 2 May 2023	Late applications received during these dates will be processed in the late allocation round
17 April 2023	**National Offer Day for on-time applications** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them .
2 May 2023	Parents/carers who are declining the place offered or wish to change their on-time preferences need to have submitted a change of preference form by this date to be considered in the late allocation round
1 June 2023	Late allocation round offer day. All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them
During June 2023	Late applications received after 2 May 2023 will be processed

There is no automatic transfer from nursery to Reception Year - You must make a Starting School 2023 application to School Admissions!

Apply online at www.centralbedfordshire.gov.uk/admissions

Children attending a nursery at the school

Even if your child attends a nursery on the school site, you must still make a Starting School 2023 application to the School Admissions Team as there is no automatic transfer to Reception Year. There is no guarantee that a child attending the nursery on the school site will be offered a place in the school (Reception Year).

Please note some schools have a nursery or pre-school on their site however attendance at this does not form part of their admissions criteria. Therefore, even if your child attends the nursery/pre-school it will not have any bearing on your application.

When will your child start school?

Children born between 01/09/18 and 31/08/19 should apply for a Reception Year place in the Starting School 2023 round. Schools must offer your child a full-time place in September following your child's fourth birthday if that is your wish. However, your child does not have to attend school full time until he or she is of statutory age.

Deferred entry

Children are normally admitted to school in the September following their fourth birthday, which is at the start of Reception Year. However, they do not have to start school until they reach statutory school age, which is the term after their fifth birthday (see below)

Birthday between	Term in which child is statutory school age (and therefore needs to be attending school full time)
1 September 2018- 31 December 2018	Spring 2024 (January) Reception Year
1 January 2019 - 31 March 2019	Summer 2024 (April) Reception Year
1 April 2019 - 31 August 2019	Autumn 2024 (September) Year 1

Even if you want to defer the school place, you must still apply at the normal time of admission. To defer your child's place until they are of statutory school age please put this in writing to the Headteacher once a place has been offered.

If the place offered to a child born between 1 April and 31 August has not been taken up by the beginning of the summer term, then it will be withdrawn and offered to another child if necessary.

For parents/carers of children who are not statutory school age until the summer term, and choose to start them at school in Autumn 2024 (the start of Year 1) will have to make an in-year application after the May half term 2024 for a Year 1 place for September. Places are not reserved for this situation, and therefore you may find there is not a place available for your child at your preferred school.

Delayed admission for summer born children

Parents/carers of children who are summer born (i.e., 1 April to 31 August) can also request that their child is admitted to Reception Year a year later. A delayed admissions form must be completed and returned to the Local Authority together with your Starting School application before the on-time application deadline of 15 January 2023 This is to enable sufficient time for requests to be processed prior to the National Offer Day (17 April 2023).

However, parents/carers do not have the right to insist that their child is admitted to a particular age group. A decision will be made by the admission authority for the school. If the Admission Authority is the Local Authority then this decision will be made in conjunction with the Headteacher of the school. Please ensure that you have already contacted and discussed the needs of your child with the Headteacher of the school. In making your request please provide as much supporting information as possible to the Admission Authority in order to make an informed decision.

In general, children will normally be educated in their normal age group, with the curriculum differentiated as appropriate, and requests for children to be educated out of their normal age group in certain circumstances will only be agreed.

The Department for Education has issued non-statutory guidance which parents/carers should read if considering requesting their child's admission is delayed. The document is available at www.gov.uk/government/publications/summer-born-children-school-admission

Admission authorities must consider each request based on the individual circumstances of the case however there is no legal requirement for an admission authority to grant the request if they do not believe it is in the child's best interests.

Where a parent has more than one preferred school in their application, the relevant admission authorities will each consider the request and make their decision individually. There is no guarantee that all will come to the same decision.

If the request is granted, the parent will need to make a **paper application** as part of next year's normal admission round and this will be processed within the normal allocation process. A place cannot be guaranteed at a particular school and in the case of oversubscription, places are offered in accordance with the school's oversubscription criteria. Therefore, requesting a delayed admission is to delay a child's application for a year rather than an offer of a school place. If a place cannot be offered at the preferred school which has agreed to the delayed admission as they are oversubscribed the School Admissions Team will advise of the next steps. This could result in your child being offered a place at another school in your child's normal year group.

If you have any queries regarding delayed admission, then contact the Senior Admissions Officer for Starting School in the School Admissions Team on
0300 300 8037 or admissions@centralbedfordshire.gov.uk

Infant Class Size legislation

Government legislation states that no infant class where the majority of children will reach the ages of 5,6 and 7 years old can have more than 30 children to a single teacher. This means where a school has a Published Admission Number of 15, 30,45,60,75 or 90 infant class size limits will usually apply as classes will be organized into groups of 30 children with one teacher either from Year R or Year 1 onwards.

If the school is oversubscribed and Infant Class Size limits apply then it means your application has been unsuccessful on the grounds of infant class size limits and **although you have the right of appeal the Appeal Panel can only uphold your appeal in the following circumstances:**

1) If the admission arrangements had not been applied correctly and this is the only reason the child was not admitted to the school.

2) If no reasonable admission authority could have made the decision not to admit the child (i.e. the decision was perverse in the light of the admission arrangements).

Additional children may be admitted under exceptional circumstances however they must be at the top of the waiting list to be considered for this. If the child is not at the top of the waiting list then this cannot be applied as places must be offered in accordance with the oversubscription of a school.

The excepted children are:

(a) children admitted outside the normal admission round with statements of special educational needs or Education, Health and Care Plans specifying a school;
(b) 'looked after' or previously 'looked after children' admitted outside the normal admissions round;
(c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
(d) children admitted after an independent appeals panel upholds an appeal;
(e) children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
(f) children of UK service personnel admitted outside the normal admission round;
(g) children whose twin or multiple birth is admitted otherwise than as an excepted pupil (e.g. where the first twin is the 30th child)
(h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school who attend some infant classes within the mainstream school.

Children of UK service personnel

There is no specific admissions criterion for children of UK service personnel. Applications must be submitted before the national closing dates to be processed in the on-time allocation, any applications received after the closing date will be processed under the late allocations process The School Admissions Code states that admission authorities must "allocate a place in advance of the family moving into the area provided the application is accompanied by an official offer letter detailing the date of relocation and unit postal address or quartering area".

Transfer to Middle 2023

For children currently in Year 4

Important Dates

Date	Event
September 2022	Online Transfer to Middle 2023 system opens for parents/carers to apply. Paper application forms will also be available on our website, from schools and by contacting the School Admissions Team
October - November 2022	Schools hold their open evenings for prospective parents and children Please click the link below to find out the dates and times for the open events Apply for a middle school place | Central Bedfordshire Council
15 January 2023	**National closing date for applications to be received by the School Admissions Team**
16 January – 2 May 2023	Late applications received during these dates will be processed in the late allocation round in May
17 April 2023	**National Offer Day for on-time applications** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them
2 May 2023	Parents/carers who are declining the place offered or wish to change their on-time preferences need to have completed a change of preference form. This must be received by the School Admission Team by this date to be considered in the late allocation round
23 May 2023	**Late allocation round offer day.** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them .
During June 2023	Late applications received after 2 May 2023 will be processed

Apply online at www.centralbedfordshire.gov.uk/admissions

Transfer to Secondary 2023

For children currently in Year 6

Important Dates

Date	Event
September 2022	Online Transfer to Secondary 2023 system opens for parents/carers to apply. Paper application forms will also be available on our website, from schools and by contacting the School Admissions Team
September - October 2022	Schools hold their open evenings for prospective parents and children Apply for a secondary school place | Central Bedfordshire Council
31 October 2022	**National closing date for applications to be received by the School Admissions Team**
1 November 2022 – 15 March 2023	Late applications received during these dates will be processed in the late allocation round in April
1 March 2023	**National Offer Day for on-time applications** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them
15 March 2023	Parents/carers who are declining the place offered or wish to change their on-time preferences need to have completed a change of preference form. This must be received by the School Admission Team by this date to be considered in the late allocation round.
21 April 2023	**Late allocation round offer day.** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them
During May 2023	Late applications received after 15 March 2023 will be processed

Apply online at www.centralbedfordshire.gov.uk/admissions

Transfer to Upper 2023

For children currently in Year 8

Important Dates

Date	Event
September 2022	Online Transfer to Upper 2023 system opens for parents/carers to apply. Paper application forms will also be available on our website, from schools and by contacting the School Admissions Team
September - October 2022	Schools hold their open evenings for prospective parents and children Apply for an upper school place | Central Bedfordshire Council
31 October 2022	**National closing date for applications to be received by the School Admissions Team**
1 November 2022 – 15 March 2023	Late applications received during these dates will be processed in the late allocation round in April
1 March 2023	**National Offer Day for on-time applications** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them
15 March 2023	Parents/carers who are declining the place offered or wish to change their on-time preferences need to have completed a change of preference form. This must be received by the School Admission Team by this date to be considered in the late allocation round.
21 April 2023	**Late allocation round offer day** All online applicants and those who have supplied an email address with their paper application will receive an email by the close of business on the offer day with the outcome of their application. Parents who have not provided an email address with their paper application form will have their decision letter posted to them
During May 2023	Late applications received after 15 March 2023 will be processed

Apply online at www.centralbedfordshire.gov.uk/admissions

Applying for sixth form

Applications for admission to a school sixth form are dealt with by the school/academy as different admissions criteria may apply and therefore to make an application you will need to contact the school or academy directly.

For information about the sixth form admission arrangements contact the school/academy or visit their website.

All Saints Academy - 01582 619700
www.allsaintsacademydunstable.org

Cedars Upper - 01525 219300
www.cedarsupper.org.uk

Harlington Upper - 01525 755100
www.harlington.org

Manshead CE Academy - 01582 679400
www.mansheadschool.co.uk

Queensbury Academy - 01582 601241
www.queensburyacademy.com

Redborne Upper - 01525 404462
www.redbornecommunitycollege.com

Samuel Whitbread Academy - 01462 629900
www.samuelwhitbread.org.uk

Sandy Secondary - 01767 680598
www.sandysecondaryschool.com

Stratton Upper - 01767 220000
www.stratton.beds.sch.uk

Vandyke Upper - 01525 636700
www.vandyke.beds.sch.uk

University Technical College/ Studio Schools

For Year 10 Pupils

The Department for Education requires each Local Authority to advise parents of other opportunities for education starting in Year 10 available in the local area which they may not be aware of.

University Technical Colleges (UTCs) are one of two educational opportunities and these are schools for 14–19 year olds and are set up by universities and businesses to specialise in one or two technical subjects. These schools have atypical admission ages so take pupils at a different age to typical secondary (11-18years) or upper (13-18years) schools. At GCSE they offer a similar curriculum to a typical secondary or upper school, including the basics of English and Maths, as well as their specialist subject.

The other educational opportunity is at Studio Schools which are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical secondary or upper school.
Below is a list of UTC**/**studio schools, within which the Department for Education considers a reasonable travelling distance that you may wish to consider for your child for September 2022. Schools with an atypical age range find that pupils often travel further than would normally be expected for a secondary or upper school, some pupils travelling up to an hour or even longer. Therefore the listed atypical schools are within a 25 mile radius of the Central Bedfordshire boundary:

If you decide you would like to apply for a place for your child at a studio school or UTC you will need to contact the UTC/studio school directly**.** You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

As with any school place application you should consider how your child would travel to school. In line with Central Bedfordshire Council's home to school policy, transport to any of the schools listed below would **not** be provided by the Council and as such would be the parent/carer's responsibility.

Bucks UTC
Oxford Road, Aylesbury, Buckinghamshire HP21 8PB
Tel: 01296 388688
Website: www.buckinghamshireutc.co.uk

Cambridge Academy for Science & Technology
(formerly UTC Cambridge)
Admits Year 9 and Year 10 Students
Robinson Way
Cambridge CB2 0SZ
Tel: 01223 724300
Website: Home (cambridgeast.org.uk)
Elstree UTC
Studio Way, Borehamwood, Hertfordshire WD6 5NN

Tel: 020 8386 6220
Website: www.elstreeutc.co.uk

Heathrow Aviation Engineering UTC
Potter Road, Northwood, Middlesex HA6 1QG
Tel: 01923 602130
Website: www.heathrow-utc.org

Silverstone UTC
Silverstone Circuit, Towcester, Northamptonshire NN12 8TL
Tel: 01327 855010
Website: www.utc-silverstone.co.uk

Watford UTC
Colonial Way, Watford, Hertfordshire WD24 4PT
Tel: 01923 905240
Website: www.watfordutc.org

To find out about the specialisms each of these UTC's can offer and for more general information about UTC's visit their website at www.utcolleges.org

Useful contact information

School Appeals

☎ 0300 300 8029

🖱 www.centralbedfordshire.gov.uk/appeals

@ education.appeals@centralbedfordshire.gov.uk

SEND Team

(For children with an Education, Health and Care Plan)

☎ 0300 300 8356

@ Statass@centralbedfordshire.gov.uk

School Transport

☎ 0300 300 8339

🖱 www.centralbedfordshire.gov.uk/schooltransport

@ school.transport@centralbedfordshire.gov.uk

Free School Meals

☎ 0300 300 8306

🖱 www.centralbedfordshire.gov.uk

@ customer.accounts@centralbedfordshire.gov.uk

Special Educational Needs & Disability Information, Advice & Support Service (SENDIASS)

☎ 0300 300 8088

🖱 www.centralbedfordshire.gov.uk/children/sen-disability/send-partnership/overview.aspx

@ sendiass@centralbedfordshire.gov.uk:

Family Information Service

(Provides information on childcare, early education, out of school clubs, family support etc)

☎ 0300 300 8585

🖱 www.centralbedfordshire.gov.uk/fyis

@ fyis@centralbedfordshire.gov.uk

Department for Education

- OFSTED

🖱 www.gov.uk/government/organisations/ofsted

- Schools finder directory

🖱 www.gov.uk/find-school-in-england

- School performance tables

🖱 www.compare-school-performance.service.gov.uk

Map of Central Bedfordshire with parish boundary

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Date: 06/05/09

Based Scale: 1:250000
Plot @: 1:215000