

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



**TO ALL MEMBERS OF THE
CENTRAL BEDFORDSHIRE ADMISSIONS FORUM**

22 June 2011

Dear Member

CENTRAL BEDFORDSHIRE ADMISSIONS FORUM – TUESDAY, 28 JUNE 2011

Further to the Agenda and papers for the above meeting, previously circulated, please find attached the following late report:-

**7. Information For Parents For 2012 Admissions
(Information for Parents)**

Should you have any queries regarding the above please contact me.

Yours sincerely

Leslie Manning
Committee Services Officer

email: leslie.manning@centralbedfordshire.gov.uk
telephone: 0300 300 5132

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Meeting: CENTRAL BEDFORDSHIRE ADMISSIONS FORUM
Date: 28 June 2011
Subject: Information for Parents
Report of: Deputy Chief Executive/Director of Children's Services
Summary:

Contact Officer: Lydia Braisher

RECOMMENDATIONS:

- 1. To approve the information to be distributed to parents in respect of the school admissions processes**

Background

1. Admissions Forums have a key role in ensuring a fair admissions system. Part of that role is to review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum.
2. Members of the Forum may recall that the information provided in the transfer and starting school booklets for September 2011 admissions was streamlined in order to reduce printing costs and that the booklets were not automatically issued to all parents / carers. Although hard copies of the booklets were available on request, only a small number were distributed by schools and the local authority. It is, therefore, proposed to reduce further the number of printed copies.
3. The local authority is proposing that for phase transfer in September 2012, parents are not automatically given a paper application, but will receive an information leaflet on how to apply online for a school place with details of the catchment area school and other relevant information e.g. dates and times of open evenings. A small supply of paper applications will be sent to schools for those parents or carers who do not have access to the internet.
4. The local authority is of course still required to produce a composite prospectus and this will be available on the Council's website and in hard copy available on request.

5. The information to be published reflects the three main areas for which applications are received. The first is a booklet, leaflet and application forms in respect of the transfer of children from lower school to middle school and middle school to upper school. The second is a booklet and application in respect of starting school. It has not been necessary to make any changes to the in-year admissions information booklet and application form. These were amended last academic year due to the requirement to co-ordinate in-year admissions.
6. Members of the Forum are invited to comment on and approve the proposed information for parents.

Appendices:

- Appendix A Draft transfer booklet - attached
- Appendix B Draft transfer to upper school application form - attached
- Appendix C Draft transfer to upper school leaflet – will be available at the meeting
- Appendix D Draft transfer to middle school application form - attached
- Appendix E Draft transfer to middle school leaflet – will be available at the meeting
- Appendix F Draft starting school booklet - attached
- Appendix G Draft starting school application form - attached

Children's Services

School Transfer 2012

For children transferring to a middle or an
upper school in September 2012



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Why not apply for a place online?

Apply online at:

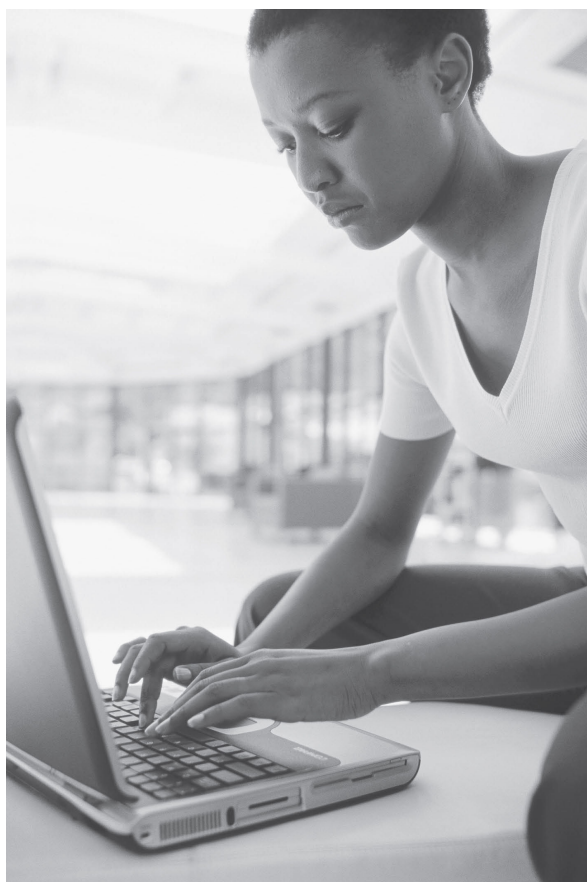
www.centralbedfordshire.gov.uk/onlineadmissions

We strongly recommend that you apply for your child's school place using the online facility.

- It's quick and easy to do
- You will get email confirmation that your application has been received
- There is no risk that your application will get lost in the post
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to see
- You will receive an email on allocation day informing you of the outcome of your application

It is available 24 hours a day 7 days a week up until the closing date.

Don't delay. Log on today!



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A message from the Portfolio Holder for Children's Services

Welcome to the Central Bedfordshire Council's School Transfer Information Booklet. This booklet is for parents/carers of children who are due to transfer to a middle or upper school in September 2012. Transferring from a lower to middle school or from a middle to an upper school is an important time in your child's life and you may have already been thinking about the school that you would like your child to attend. As the Portfolio Holder for Children's Services 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 guide you through the process of applying for a school place. It provides information about the schools in the 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 in accordance with the information in this booklet.

Applying online is a quick, safe and efficient way of making your application and offers many benefits which are outlined in this booklet. Whilst we recommend that you apply online you may, if you prefer, complete a paper application form.

I hope that you will find the information in this booklet helpful. If you require any further guidance, support or advice please contact us on the School Admissions general enquiries line, telephone 01234 718120.

May I take this opportunity to wish your child every success at his or her new school.

Picture to be inserted

Mark Versallion
Portfolio Holder for Children's Services

Introduction

The Central Bedfordshire Council and Bedford Borough Council have agreed to provide a shared School Admissions Service to parents/carers of children living in these local authority areas and whose children are transferring to a middle or upper school in September 2012.

Although the process of applying for school places in the two authorities will be administered, until 31 July 2012, by the same team of staff based at Borough Hall in Bedford, each of the authorities is responsible for making the decisions about admissions to schools in their area. It is important, therefore, that you apply for a school place using the appropriate application form and in accordance with the information contained in this booklet.

Legislation requires you to complete the application form for the local authority in which you live, even though we are sharing the service with Bedford Borough. Therefore, if you live in Central Bedfordshire you must list all of your preferred schools on the Central Bedfordshire form even if the schools are within Bedford Borough.

Don't forget that you can apply for a school place online:

- Residents of Central Bedfordshire- you can apply online at **www.centralbedfordshire.gov.uk/onlineadmissions**
- Residents of other Local Authorities- unfortunately our online system will not accept applications from residents of other local authorities. Please contact your home local authority for details on how to make your application.

Who to contact

The School Admissions Service

We are based at Borough Hall in Bedford. If you have any enquiries about the transfer process, please contact our School Admissions general enquiries line on: **01234 718120**

Fax: 01234 228846 Email: Admissions@centralbedfordshire.gov.uk

If you would like details of schools in other authorities please contact the Local Authority directly.

Contact details for school admission teams in neighbouring authorities

Bedford Tel: 01234 718120 admissions@bedford.gov.uk	Buckinghamshire Tel: 01296 383250 admissions@buckscc.gov.uk	Cambridgeshire Tel: 01223 699200/ 699662 admissions@cambridgeshire.gov.uk
Hertfordshire Tel: 0300 123 4043 (customer service centre) hertsdirect@hertscc.gov.uk	Luton Tel: 01582 548016 admissions@luton.gov.uk	Milton Keynes Tel: 01908 253489/253622 (Secondary school admissions) education@milton-keynes.gov.uk

The transfer process timetable – Upper school

Children normally transfer at age 13+ from a middle to an upper school. The timetable for the transfer process is as follows:

September 2011

We will send information on upper school transfers through your child's middle school.



September/October 2011

Schools will hold their open evenings



31 October 2011*

By this date, you must have applied online or returned your Upper School Transfer form to your child's middle school



1 March 2012

We will post a letter to you to let you know the outcome of your application. If you have applied online you will receive an email.

*It is very important to return your application form by this date. This means we will have the time to deal properly with all applications before we write to notify you of the outcome.

If your child does not attend a Central Bedfordshire middle school, please apply online or return your form to: **School Admissions Service, Children's Services, Borough Hall, Cauldwell Street, Bedford, MK42 9AP.**

If you live outside the area of Central Bedfordshire Council and are applying for a place at a Central Bedfordshire upper school, you must return your application to your own Local Authority.

The transfer process timetable – Middle school

Children normally transfer at age 9+ from a lower to a middle school. The timetable for the transfer process is as follows:

October 2011

We will send information on middle school transfers through your child's school.



November 2011

Schools will hold their open days/evenings



15 January 2012*

By this date, you must have applied online or returned your Middle School Transfer form to your child's lower school



31 March 2012

We will post a letter to you to let you know the outcome of your application. If you have applied online you will receive an email.

*It is very important to return your application form by this date. This means we will have the time to deal properly with all applications before we write to notify you of the outcome.

If your child does not attend a Central Bedfordshire lower school, please apply online or return your form to: **School Admissions Service, Children's Services, Borough Hall, Cauldwell Street, Bedford, MK42 9AP.**

If you live outside the area of Central Bedfordshire Council and are applying for a place at a Central Bedfordshire middle school, you must return your application to your own Local Authority.

Applying to a Central Bedfordshire school

Applying to a Central Bedfordshire school if you live outside Central Bedfordshire

If you live outside the area of Central Bedfordshire Council and you wish to apply for a place in a Central Bedfordshire school, you must complete your own Local Authority's application form. Your own Local Authority will inform us if you have put any Central Bedfordshire schools on their application form. We will not be able to process any applications we receive on the Central Bedfordshire application form from out of area parents.

Even if your Local Authority accepts more than three preferences, please note that we will only accept a maximum of three Central Bedfordshire schools.

What you should consider when expressing a preference for a school

What schools are available?

At the back of this booklet, you will find information about every middle and upper school. The key on page 25 explains the difference between the various types of school. For each school you will find:

- the address
- the name of the headteacher
- the telephone number
- the website address
- the email address (where applicable)
- the category of the school and the age range
- the number on roll for January 2011
- the admissions number (how many pupils the school can admit)
- the designated measuring point used in the event of the school being oversubscribed.

As well as this basic information you will also find:

- the number of applications received and the number of places offered for admission in September 2011
- at which point on the list of admissions criteria the last place was offered for admission in September 2011

The admissions criteria for each school can be found towards the back of the booklet.

Information about individual schools

We ask the headteacher of every middle and upper school to arrange an open evening for parents/carers of children who are due to transfer to their phase of school. The open evenings will help you to decide which school is best for your child. The headteacher and other school staff will be at the open evening and will answer questions about their school. You will find the dates of the open evenings on pages 21-24.

To help you decide, you can also get the following information from individual schools:

- the school prospectus
- the governors' annual report to parents
- inspection reports by the Office for Standards in Education (OFSTED)

These documents will tell you things you need to know about the school, such as:

- what subjects the school curriculum covers
- the aims of the school
- what the school community is like
- public examination results (if appropriate).

You will be able to get a copy of the school prospectus at the open evening.

Performance tables and examination results can also be helpful when choosing a school, but they have limitations. Be careful when comparing the performance of individual schools based only on these results as they don't give you the full picture.

If you would like a copy of Central Bedfordshire's Key Stage 2 results for middle schools or Key Stage 3 results for upper schools, or details of public examination results please contact the Department for Education:

Telephone - **0808 100 8000**.

Website- **www.dfe.gov.uk**

For school inspection reports please log onto:

OFSTED **www.ofsted.gov.uk**

For information about education in Central Bedfordshire please visit:

www.centralbedfordshire.gov.uk

When using the Central Bedfordshire website, the Education and learning section has a range of information about education in Central Bedfordshire

Oversubscription

The number of children choosing a particular school varies from year to year and different schools have different admission numbers. In some cases the number of places offered was more than the admission number. This may be because the number of children living in the catchment area was higher than the admission number. This does not mean that there will be a similar number of places in September 2012. Please refer to the admission limit for each school.

A school may be oversubscribed one year but have places available the next. Likewise, the fact that a school had places available in September 2011 does not mean that you will definitely get a place there in September 2012. Each school has a prospectus which includes details about the level of oversubscription and how places for September 2011 were allocated.

Admissions Criteria

Admissions criteria are the rules we apply when there are more applications for places than places available. They explain the order in which places are allocated. All schools have published admissions criteria. We have standard criteria which many schools use. You will find our standard admissions criteria for community and voluntary controlled schools below.

Some schools have additions to our standard criteria and you will find details towards the back of this booklet. This will help you to judge whether you meet the criteria for admission to a particular school. It will also help you to complete the application form.

Standard Admissions Policy 2012 Community and Voluntary Controlled Schools

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'Looked after' children
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Any other children

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, 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. The Local Authority will not give priority within each criterion to children who meet other criteria.

2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest maintained school which caters for pupils of the same age and has places available.

3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Sometimes we may refuse a place to a pupil who lives within the school's catchment area. If this happens the Local Authority will offer a place at the school nearest to the pupil's home address which caters for pupils of the same age and has places available. This will also apply if you live in the area of Central Bedfordshire Council but you do not express a preference for a school or schools.

Definitions

'Looked after' children

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).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister 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.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parent/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information.

How to complete the application

The law says that every parent must have the opportunity to express a preference for the school or schools they want their child to go to. The application form gives you this opportunity but we would strongly recommend that you apply online at:

- **www.centralbedfordshire.gov.uk/onlineadmissions**
(residents of Central Bedfordshire only).

Although the admissions procedures for children with statements of special educational needs are different from those of other children (see Other Information on page 13), we ask parents to use this form to confirm the school they would like their child to attend. **You should complete only one application** and list the schools you want your child to attend in order of preference. If you apply online please **do not** submit a paper application. **If you do, your latest application will be the one that that we process.**

On the front of the application form we will attach a label on which will be:

- your child's personal details
- the name of the catchment area middle or upper school if you live within Central Bedfordshire. If you live in another local authority area, it will say 'out of area.'

If your child is transferring and attends a Central Bedfordshire school, but you live in the area of another local authority (for example, Luton) you will not receive a form. Instead we will send you a letter which explains how to apply for a school place.

Please check that the name, date of birth and home address are correct. You must contact us as soon as possible if any of these details are incorrect or if you move before September 2012. This is very important because the child's address affects the catchment area and the offer of a place. For information on how to check which school is your catchment area school please see School preferences on page 12. The following notes and the notes on the form are designed to help you complete the form. Please read them carefully and answer all the relevant questions, giving further details where necessary. If you unsure how to complete the application form, please contact us.

Pupil's Details

Please complete your child's personal details in all the boxes in this section of the form. If you move after submitting your application, you should notify us as soon as possible, but please be aware that we cannot guarantee to take account of your new address if the allocation process has begun. Although we are not asking all parent/carers to provide evidence that they have parental responsibility or to provide proof of address, we will be carrying out random checks and you may, therefore, be asked to provide this information with your application.

Please note: We will withdraw the offer of a place if we find that you have given fraudulent or misleading information that has effectively denied a place to a child with a stronger claim – for example if you claim to live in the catchment area when you don't.

School preferences

This section allows you to express a preference for the school or schools you want your child to attend.

This also applies if your child has a statement of special educational needs, but please refer to Other Information. Do **not** include independent schools in this section.

If you are applying for a school place and do not live within the Central Bedfordshire Council area, you must contact your own local authority for an application form.

Most parents will want their child to attend the catchment area school, but you have the right to express a preference for another school or more than one school. We will consider your child for each of the schools you put on the application. If there is a place for your child at more than one of those schools, we will offer you a place at the school you have identified as your highest preference. This may not apply if your child has a statement of special educational needs.

You may wish to put your catchment area school as one of your preferences. This will usually mean that you still have priority for a place at the catchment area school if there isn't a place for your child at your preferred school or schools. If you are not sure which is your catchment area school, please check our website:

www.centralbedfordshire.gov.uk/admissions

If you do not have access to the internet please contact us.

The school information sheets in this booklet will tell you what type of school your catchment area school is and the Key on page 25 also gives definitions of the various types of school. The following school does not serve a local catchment area:

- Ashton Church of England Middle School, Dunstable

Admission to this school is in accordance with the school's own admissions criteria. The other voluntary aided schools – Holywell Middle School and Manshead Upper School serve a local catchment area as well as providing a faith-based education in their local area. Their admission policies reflect this.

The law says that admissions authorities must consider admitting children whose parents have expressed a preference for a school before they consider those whose parents have not expressed any preference.

Because of this, if you do not make a request for your catchment area school according to the published admission arrangements it could result in a place not being available at that school. It could also affect your entitlement to free transport (see the transport section page 18)

Other children

In some cases your child may have a greater chance of being offered a place at a school if an older sibling (See Definition) already goes to that school but this is not a guarantee of a place. **If, in September 2012, you will have another child still going to one of the schools you have nominated, please put their name, date of birth and the school they attend, in the boxes provided.** We will check this information with the school(s) concerned. If you do not provide this information or this

section becomes relevant to you after the allocation process is completed, we cannot guarantee you a place at the school(s) concerned.

Other Information

i) Children with a statement of special educational needs *(to be verified)*

It would be helpful if you could complete this section if your child has a statement of special educational needs or if your child is currently going through the statementing process. The arrangements for admitting a child with a statement of special educational needs are different to those for children who do not have a statement. The 1996 Education Act says that we must consult with the Headteacher and Governing Body of the school before we can name a particular school within a statement.

The local authority must name your nominated school in the statement if:

- the school can meet your child's needs
- the placement constitutes an efficient use of resources
- the placement results in the efficient education of all children with whom your child will be educated

We will let you know as soon as possible the name of the school which we propose to name on your child's statement of special educational needs.

If you have any queries or concerns about the process, please contact the Assessment and Monitoring Team, telephone: 0300 300 8000.

If your child's special educational needs are supported at School Action or School Action Plus, your preferences for their school place will be treated in the same way as all other applications. If you have concerns about your child's special educational needs when they transfer to a new school, you can talk in confidence with the Parent Partnership Service, telephone 0300 300 8088.

ii) 'Looked after' children

'Looked after' children have the highest priority for admission. If your child is 'looked after', you must include the details on the application. We will check this information with the appropriate authority.

iii) 'Very Exceptional' medical grounds

If your child has a genuine and longstanding medical condition this may give him or her a greater chance of a place at your preferred school(s). It is not, however, a guarantee of a place. We will consider your application on medical grounds where there are '**very exceptional**' medical reasons which make it **essential** for your child to attend a particular school and where the preferred school is the **only** school locally that could meet your child's needs. In recent years very few applications have met this criterion.

With the application form, you must submit a medical report from the child's doctor or consultant, setting out valid medical reasons why admission to the school is essential and the difficulties that would be caused if your child had to attend another school. We may seek the comments of our medical officer to determine whether it is essential for your child to be admitted to the preferred school on medical grounds.

We cannot consider admission on medical grounds when those grounds relate to the medical condition of a parent, brother or sister, other relative or childminder.

iv) Nearest school

Queensbury Upper School in Dunstable gives a higher priority to applicants from outside the catchment area if Queensbury Upper School is the nearest school to their home. However this does not guarantee a place.

If you have nominated Queensbury Upper School and you meet this criterion, you must complete this section on your application.

If you do not provide this information or this section becomes relevant to you after we complete the allocation process, there will be no guarantee of a place at the school.

Independent school

If you are applying for a place at an independent school, please provide us with the name of the school. You should also keep us informed about the progress of your application. This will avoid us allocating a place for your child at a Central Bedfordshire school which you will not need.

Religious/Faith Grounds

Voluntary Aided schools provide religious education that follows the teaching of a particular faith. We have Church of England schools and there are Catholic schools in neighbouring Bedford Borough. Being a practising member of the appropriate faith, or having been baptised into that faith, may give your child a greater chance of a place at that school according to the school's admissions criteria. However it does not guarantee you a place. Being a practising member of another faith may also give your child a greater chance of a place at that school but, again, it is not a guarantee.

If you are applying for a place at a school on religious or faith grounds, it is important to provide all the information the application asks for .

If you are applying for a place at Ashton Middle School or Holywell Middle School in Central Bedfordshire or Alban Middle School or St. Gregory's Catholic Middle School in Bedford Borough on religious or faith grounds you must also arrange for your priest, minister or faith leader to complete and sign the 'Declaration by Priest, Minister or Faith Leader' on the relevant page of the application form.

If you are applying for a place at Manshead Upper School in Central Bedfordshire or St. Thomas More Catholic Upper School in Bedford Borough on religious or faith grounds you must also arrange for your priest, minister or faith leader to complete and sign the 'Declaration by Priest, Minister or Faith Leader' on the relevant page of the application form.

Some Voluntary Controlled Schools give a higher priority to applicants who apply on religious grounds. If you are applying for a place at Edward Peake Middle School or Henlow Middle School on religious or faith grounds you must also arrange for your priest, minister or faith leader to complete and sign the "Declaration by Priest, Minister or Faith Leader" on the relevant page of the application form.

If you are applying for a place on religious grounds at St Gregory's Middle School or St Thomas More Upper School in Bedford Borough because your child has been baptised, you must provide a copy of their baptismal certificate.

If you are applying online, please make sure you complete the 'Confirmation of Religious Affiliation' form available from:

www.centralbedfordshire.gov.uk/onlineadmissions

If you live in Central Bedfordshire and your preferred school is in another Local Authority you will need to ask them how to provide this information.

If you live in another Local Authority's area you can obtain the 'Confirmation of Religious Affiliation' form from our website:

www.centralbedfordshire.gov.uk/admissions

Feeder Schools

Some schools give a higher priority to children from outside the catchment area who go to one of the feeder schools. If a school has a feeder school criterion, the individual admissions criteria for that school will identify this (see the school's admission criteria information). **However this does not guarantee a place.** You cannot assume that your child will be offered a place if you do not live in the catchment area, even though out of catchment area children attending feeder schools may have been offered places in the past.

If any of the schools you nominate have feeder schools as part of their admissions criteria and your child attends one of these schools, you must provide the details in Section A so that we can take it into account when we consider your application. Please note that some schools impose a time limit for attendance at a feeder school. If your child is admitted to a feeder school after the allocation process is completed there will be no guarantee of a place at the school(s) concerned.

Declaration

Please complete, this part of the application.

If you are applying for a place at a school on religious/faith grounds, please remember to complete the relevant sections.

Data Protection Act 1998

We will hold the personal details supplied on the application for the purposes of processing your application for a school place. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

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 at these schools. The headteachers of these schools **are not** authorised to offer your child a place. 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 attend one of these schools. If your child has a statement of special educational needs please see Other Information.

Academy, Foundation, Voluntary Aided and Trust schools

The admission authority for an Academy, a Foundation, a Voluntary Aided or Trust school is its Governing Body. This means that the school governors decide who to admit to these schools. However, we write to parents on the school governors' behalf to offer school places. You must have a letter from **us** offering your child a place before your child can start at one of these schools. A letter from the school is not a valid offer. If your child has a statement of special educational needs please see Other Information.

Late applications

The closing date for applications in the normal admissions round is **31 October 2011 for upper schools** and **15 January 2012 for middle schools**. As far as is reasonably practicable we will accept applications for places in the normal admissions round that arrive late for good reason. If we receive applications late with good reason after the allocation procedure has begun we will consider them if it is practical to do so, but we cannot guarantee to do this.

If we receive applications late with good reason after places have been offered we will prioritise the applications and any waiting list according to the admissions criteria of the individual schools and we will offer a place at the highest preference school that has a place available. If all preferred schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for Central Bedfordshire children whose application is late for good reason.

How are places allocated?

All our schools operate an equal preference system for allocating places. 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 school's admissions criteria. At this stage there is no distinction between first, second and third preference applications. For example, if the school has 130 places and there are 145 first, second and third preference applications, all applications are considered equally against the admissions criteria.

Stage 2:

If we are able to offer a place at more than one school, the school ranked higher by the parent (i.e. first or second preference on the application) 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.

Offers

Occasionally the last child we offer a place to at a school is the first child from a family with multiple births. If this happens at a community or voluntary-controlled school, we will offer a place to the subsequent child/children even if it takes the school over their admission number. If this happens at an academy, foundation, trust or voluntary-aided school we would ask the school to admit the subsequent child/children. Pupils living in the area of Central Bedfordshire Council who have not been allocated a place at any of their preferred schools, or whose parents/carers did not express a written preference, will be allocated a place at the nearest Central Bedfordshire school to their home address with vacancies.

Fair Access Protocol

The Local Authority has a Fair Access Protocol which has been agreed with all schools. The protocol applies in exceptional cases where the circumstances of the child mean that the normal admission procedure cannot ensure that the child will be admitted to a suitable school as quickly as possible. In most cases children will be admitted to school in accordance with the arrangements set out in this booklet or in accordance with the in-year admission arrangements (see separate guidance notes for parents). However, for some children without a school place, for example children permanently excluded from a school, the normal admission process may not result in a suitable school placement for the child. Children identified for a school place through the Fair Access Protocol will take precedence over other children on a waiting list for admission and may be admitted to a school even if that school is full.

How you will hear the result of your application

When we have completed the allocation process, we will write to tell you the outcome of your application. You will receive a letter (please see timetable on pages 5 and 6) to tell you where your child has a place. If you have applied online you will also be sent an email. Please note that we will not be able to give you this information over the telephone. If your child has a statement of special educational needs, the Assessment and Monitoring Team will write to you at the appropriate time to tell you the school where your child has a place. If we are not able to offer you a place at your preferred school or schools, you have the formal right of appeal to an independent Admissions Appeals Panel. We will tell you about the procedure to follow if you want to appeal, however appeals are normally held during the summer term. If we are not able to offer a place at any of your preferred schools and you live in the Central Bedfordshire Council area, we will offer your child a place at:

- the catchment area school, if there are still places available; or
- the next nearest Central Bedfordshire Local Authority school to your child's home address which has places available.

We will also tell you which other schools still have places available. You will be able to request a place at one of those schools. However please be aware we will not be able to consider another application for a place at the same school in the same

academic year unless there has been a change of circumstances relevant to the application.

If your child has a statement of special educational needs, the Admissions Appeals Panel cannot deal with your appeal. If you are unhappy about the school which has been named on the statement, you should contact the Assessment and Monitoring Team, telephone: 0300 300 8000.

Waiting lists

If we have not been able to offer you a place at your preferred school(s), we will place your child's name on a waiting list which has been prioritised according to the admissions criteria for individual schools. If a place becomes available we will contact you, even if you have accepted a place at another school. Your child's position on the waiting list could change if other children are added or removed. We will maintain the waiting lists for community and voluntary controlled schools until the end of the Autumn Term 2012. If you wish to remain on the waiting list beyond that time you will need to write to us. If you have been turned down for a place at an academy, foundation, trust or voluntary aided school, their arrangements for maintaining a waiting list may be different.

Home to school transport *(to be verified)*

Generally, as a parent, you are responsible for your child's journey to and from school. However, the local authority provides free transport in certain circumstances. You can get full details of the transport policy from The School Transport Entitlement Team, Children's Services, Central Bedfordshire Council. Telephone 0300 300 8133 or from the Council's website www.centralbedfordshire.gov.uk

Please be aware that from Septemeber 2010 transport on denominational grounds will no longer be provided (unless you are a low income family-please see below).

How we decide who is entitled to free transport

We consider applications for free transport individually, taking into account the legal requirements and the circumstances of each applicant. Our general policy is to provide free transport for children of compulsory school age (5–15 years) who live in the area of Central Bedfordshire Council, if they:

- go to their designated catchment school; or
- go to the appropriate school nearest to their home which is able to offer them a place; and if they:
- live more than 2 miles (under 8 years of age) or 3 miles (8 years of age and over) away from the school.

In addition, primary aged children aged 8 but under 11 years of low income families must have travel arrangements made where they live more than 2 miles from the nearest qualifying school, by the shortest available walking route.

For low income families of children aged 11 and over free transport is provided in one of two ways:

- to a choice of one of the three nearest qualifying schools, provided it is more than 2 miles by the shortest available walking route, but not more than 6 miles by motorised route from the child's home.
- and also to the nearest suitable school preferred by reason of a parent's, or those with legal responsibilities, religion or belief, provided it is more than 2 miles by the

shortest available walking route and not more than 15 miles by motorised route from home.

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of the maximum level of Working Tax Credit.

We measure the distance using the shortest walking route from the child's home to the school. If it is appropriate, we may provide transport on road safety grounds for a child who lives 3 miles or less from the catchment area school or the nearest school.

We provide transport either by using contract vehicles or by giving pupils passes to travel on public service buses. Pupils may have to walk a reasonable distance to and from home to meet the transport.

If you do not make a request for your catchment area school in the way this booklet describes, there may not be a place for your child at that school. If this happens we will not provide transport to an alternative school, even if that school is more than three miles from your child's home, unless you qualify for transport as a low income family.

Help with transport for pupils who do not go to their catchment or nearest school

If you express a preference for a school other than the catchment area or nearest school and your child gains a place at that school, we will not normally provide transport or give financial help towards the transport costs unless you qualify for transport as a low income family. In this case you must accept responsibility for transport arrangements and all costs involved.

If your child travels to school and pays a fare on a normal public service bus, please note that bus companies can alter services or withdraw them and this is outside our control. If this happens we may be able to help by offering a spare seat, at a concessionary rate, on another transport service, if there is one.

Transport assistance if the catchment area school is full

If you express a preference for the catchment area school and it is full we will provide transport to the next nearest Local Authority school with places available, provided you live more than 3 miles from that school by the shortest walking route, unless you qualify for transport as a low income family. The same is true if you express a preference for a foundation or voluntary aided school which is also your catchment area school and the school is full.

Transport for pupils with special needs

Children with Special Educational Needs are entitled to assistance with transport where the normal distance criteria apply. Transport is not automatically provided because a child has a statement of special educational needs. The Council recognises that some children with special educational needs may not be able to walk even relatively short distances to school. However others may, with appropriate support, be able to walk or use alternative ways of getting to school.

Transport needs for a child with special educational needs will be assessed as part of the Statutory Assessment Process. The most appropriate mode of travel will be agreed as part of the Statutory Assessment.

Living outside Central Bedfordshire

I do not live in Central Bedfordshire but my child goes to a school in Central Bedfordshire. Can I get any help with transport?

If you do not live in Central Bedfordshire, you must contact the Local Authority for the area where you live and ask them if they can help.

Applying for Transport

How do I apply for transport for my child?

There is nothing more you need to do when you have completed the application form. The School Admissions Service will pass the information to the School Transport Entitlement Team and they will assess whether your child is entitled to free transport. If you wish to apply for transport because you are a low income family, you should contact the School Transport Entitlement Team for an application form.

If a school admits your child after the start of an academic year you will need to contact the school. They will complete a transport request form and forward it to the School Transport Entitlement Team.

Sustainable Modes of Travel Strategy for Schools

Increased car use and the impact of the 'school run' is a problem everywhere and travel to schools in Central Bedfordshire generates a significant number of car journeys contributing to peak time traffic congestion. In association with this there are increasing concerns around road safety at schools and poor health in young people, both in terms of inactive lifestyles, poor air quality and also climate change.

Central Bedfordshire's Sustainable Modes of Travel Strategy sets out how students who attend schools in Central Bedfordshire can be assisted to travel sustainably and safely to and from school. A full list of schools and the schemes they run, as well as more information on our work to help promote safe and sustainable travel to school, can be found within the main strategy and the summary documents which can be found at: www.centralbedfordshire.gov.uk/transport-and-streets/school-travel

Further information

If you need further help or are not happy with the transport help we offer, you may write to ask us to review the decision. Please give full details to:

The Team Leader
Home to School Transport
Children's Services
Central Bedfordshire Council
Technology House
239 Ampthill Road
Bedford
MK42 9BD

Email: school.transport@centralbedfordshire.gov.uk

For general enquiries about transport, please telephone 0300 300 8133

Location of schools and their open days/evenings Autumn 2011

Central Bedfordshire middle schools

Location	School	Date & Time of Open Evening
Amphill	Alameda Middle School	10 November 6.00pm-8.00pm
Arlesey	Etonbury Middle School	
Barton-le-Clay	Arnold Middle School	9 November "School at work" 10.30am-12.30pm 1.30pm-3.00pm Parents encouraged to visit Session One: 5.45pm Principal Talk One: 7.00pm Session Two: 7.45pm Principal Talk Two: 8.15pm Main Hall
Biggleswade	Edward Peake Middle School	2 November 6.30pm-8.00pm
	Holmemead Middle School	9 November Open Day 9.30am-12.00pm and 1.45pm-3.15pm Open Evening: 6.30-8.30pm
Caddington	Caddington Village School	
	Streetfield Middle School	15 November 7.00pm
Cranfield	Holywell Middle School	
Dunstable	Ashton Middle School	10 November 6.15pm Open Week 14-18 November 9.45-10.45am and 2.15-3.15pm
	Brewers Hill Middle School	23 November 7.00pm
	Mill Vale Middle School	3 November 6.30-8.30pm
	Priory Middle School	2 November 6.30-8.30pm
Flitwick	Woodland Middle School	9 November Flitwick Lower children – 5.30pm Kingsmoor Lower children – 6.15pm

		Templefield Lower children – 7.00pm
Henlow	Henlow Middle School	
Houghton Regis	Kings Houghton Middle School	1 November 6.30pm-8.30pm
Leighton Buzzard	Brooklands Middle School	10 November 7.00pm-8.30pm Open Week 7 November-11 November 9.30am-10.45am and 1.30pm-3.00pm
	Gilbert Inglefield Middle School	
	Leighton Middle School	12 November (Saturday) 9.30am-11.30am
	Linslade Middle School	
Potton	Burgoyne Middle School	16 November 7.00pm-8.30pm
Sandy	Sandye Place Academy	10 November 6.30pm
Shefford	Robert Bloomfield Middle School	
Toddington	Parkfields Middle School	
Woburn Sands	Fulbrook Middle School	

Location of schools and their open days/evenings Autumn 2011

Central Bedfordshire upper schools

Location	School	Date & Time of Open Evening
Amphill	Redborne Upper School	29 September Presentations at 6.30pm, 7.15pm and 8.30pm
Biggleswade	Stratton Upper School	20 October
Caddington	Manshead Upper School	5 October 6.30pm-9.00pm
Clifton	Samuel Whitbread Community College	4 October 6.00pm
Dunstable	All Saints Academy	22 September Talks by Principal at 5.30pm and 6.30pm, including opportunity of Virtual Tour of new building.
	Queensbury Upper School	29 September 6.00pm-8.30pm
Harlington	Harlington Upper School	5 October 6.00pm-8.30pm Headteacher Presentations at 6.30pm and 7.30pm
Leighton Buzzard	The Cedars Upper School	22 September 6.00pm
	Vandyke Upper School	29 September 6.00pm-9.00pm
Sandy	Sandy Upper School	29 September 6.00pm

Bedford Borough schools

Middle and Upper Schools

This information is provided for those parents/carers whose catchment area middle or upper school is within the Bedford Borough Council area, or for those parents/carers who wish to attend the open evenings for the Catholic middle or upper school in Bedford. Please visit the Bedford Borough website, or contact the School Admissions Service, for information about open evenings for other schools in the Bedford Borough area.

Middle Schools

Location	School	Date & Time of Open Evening
Bedford	St. Gregory's Catholic Middle School	
Great Barford	Alban C of E Middle School	
Stewartby	Marston Vale Middle School	

Upper Schools

Location	School	Date of Open Evening
Bedford	St. Thomas More Catholic School	
Wootton	Wootton Upper School	

Middle and upper schools information sheets - Key

The following pages contain detailed information about our schools to help you to consider which school(s) you would like your child to attend.

Column Title	
Academy	Academies are all ability schools established by the Department for Education and sponsors from business, faith and/or voluntary groups working in partnership with local education partners. The Governing Body is responsible for the admission arrangements. The Government has published proposals to increase the number of schools applying to become Academies. As a result the status of a school may subsequently change from that printed in this booklet.
Community	The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the agreed Religious Education Syllabus for the Authority.
Foundation	The Governing Body is responsible for the admission arrangements in a Foundation School. Religious Education in Foundation schools follows the agreed Religious Education Syllabus for the Authority.
Trust	A Trust School is a Foundation school which is supported by a charitable trust. A Trust may include just one school or a group of schools working with external partners to share best practice and to support transition between phases. The Governing Body is responsible for the admission arrangements in a Trust School. Religious Education in Trust schools follows the agreed Religious Education Syllabus for the Authority.
VA	Voluntary Aided. The Governing Body is responsible for the admission arrangements in a VA school. Religious education follows the teaching of the Church of England (if C of E) or the Catholic faith (if Catholic). The Local Authority maintains the school but the governors employ the staff and have wider responsibilities for the upkeep of the building than in a Community or Controlled School.
VC	Voluntary Controlled. The Local Authority is responsible for the admission arrangements. Religious worship usually follows the teaching of the Church of England, under the direction of the school Governors. Religious education follows the agreed Religious Education Syllabus for the Authority. The Governors have greater control over the use of the premises than in a Community School.
Admission Number	This represents the number of pupils the school can admit in each year. Schools are expected to admit up to that limit during the course of the year, if there are requests for places. Where there are more requests for places than the number of places at that school, we allocate places in order of priority according to the school's admissions criteria. The Year 12 admission number represents the minimum number of external candidates likely to be admitted to the sixth form, in addition to the pupils currently attending the school who wish to continue their education at the sixth form (subject to meeting entry requirements for the course they wish to follow). Applications for admission into Year 12 should be made to the school direct.

NOR 2011	Number on Roll. We have included the roll for January 2011 to show you the likely size of the school.
Designated measuring point	If applying the admissions criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, 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. This point is the designated measuring point.
Admissions in September 2011	We have included this information as you may find it helpful when considering whether or not places are likely to be available at your preferred school. You should be aware, however, that numbers vary from year to year and the availability of places in September 2011 will not mean that places will be available in September 2012. Likewise oversubscription in September 2011 will not mean oversubscription in September 2012.
Admissions criteria definitions	Some schools have definitions as part of their admissions criteria to help you understand if you meet a particular criterion, for example an explanation of what is meant by 'regular attendance' at a church. Therefore, if you want your religious leader to sign your form to confirm your religious affiliation you must take this book for them to check the school's criteria. All other definitions are set out on page 10 of the booklet. If the faith school is in another Local Authority please contact that authority for further information. If the faith school is in Bedford Borough please contact the School Admissions Service to obtain a copy of the criteria for the school, telephone 01234 718120 or email: admissions@bedford.gov.uk

Middle school information sheets

Alameda Middle School					
Head: Mrs S Lourenz		Address: Station Road, Ampthill, Bedfordshire, MK45 2QR		Tel: (01525) 750900	
Website: school@alameda.beds.sch.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
Community 9 to 13			Admission Number: 150	Requests Received: 165	Places Offered: 150
			At the time of the initial allocation in March 2011 all applicants were admitted under criteria 1-6 and some were admitted under criterion 7 as described in the transfer booklet for September 2011.		

Arnold Middle School					
Head: Mrs A Payne		Address: Hexton Road, Barton-le-clay, Bedfordshire, MK45 4JZ		Tel: (01582) 616400	
Specialist Status: Science & Mathematics Website: www.arnold.beds.sch.uk Email: admin@arnold.beds.sch.uk			Designated measuring point: Foyer entrance of school		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
Trust 9 to 13			Admission Number: 150	Requests Received: 133	Places Offered: 133
			At the time of the initial allocation in March 2011 all applicants were offered a place.		

Ashton Middle School					
Head: Mr. N Sharpe		Address: High Street North, Dunstable, Bedfordshire, LU6 1NH		Tel: (01582) 663511	
Website: www.ashtonmiddle.ik.org Email: ashtonmiddle@schools.bedfordshire.gov.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
VA (C of E) 9 to 13			Admission Number: 155	Requests Received: 144	Places Offered: 144
			At the time of the initial allocation in March 2011 all applicants were offered a place.		

Upper school information sheets

All Saints Academy					
Head: Mr T Waterworth		Address: Houghton Road, Dunstable, Beds, LU5 5AB		Tel: (01582) 619700	
Specialist Status: Science, Business & Enterprise Website: www.allsaintssacademydunstable.org Email: office@allsaintssacademydunstable.org			Designated measuring point: Main entrance		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
Academy 13 to 18			Admission Number: 180	Requests Received: 109	Places Offered: 109
At the time of the initial allocation in March 2011 all applicants were offered a place.					

Harlington Upper School					
Head: Mr S Fell		Address: Goswell End Road, Harlington, Bedfordshire, LU5 6NX		Tel: (01525) 755100	
Specialist Status: Science Website: www.harlington.org Email: enquiries@harlington.org			Designated measuring point: Entrance to front car park		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
Trust 13 to 18			Admission Number: 363	Requests Received: 340	Places Offered: 340
At the time of the initial allocation in March 2011 all applicants were admitted under criteria 1-6 and some were admitted under criterion 7 as described in the transfer booklet for September 2011.					

Central Bedfordshire schools admissions criteria

Standard Admissions Policy 2012

The Local Authority will apply the following criteria (in the rank order shown below) to decide the order in which places will be allocated when there are more requests from parents/carers than the number of places available.

1. All 'looked after' children
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Any other children

The Standard Admissions Policy 2012 applies to the following Middle Schools:

Brewers Hill Middle School
Brooklands Middle School
Burgoyne Middle School
Caddington Village School
Etonbury Middle School
Gilbert Inglefield Middle School
Holmemead Middle School
Priory Middle School
Robert Bloomfield Middle School
Sandye Place Middle School
Streetfield Middle School

The Standard Admissions Policy 2012 applies to the following Upper Schools:

Sandy Upper School
Stratton Upper School

Listed below are the Central Bedfordshire Middle and Upper Schools that do not follow the Standard Admissions Policy 2012 and the criteria that each of these schools will apply when determining admission.

Middle Schools

Alameda Middle School

1. All 'looked after' children
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Children attending the feeder lower schools i.e. Maulden, Russell and The Firs
7. Any other children

Upper Schools

All Saints Academy

Places will be allocated in the following order of priority*

1. Looked after children
2. Children living in the catchment area with siblings at the school
3. Other children living in the catchment area
4. Children for whom, in the opinion of professional experts, there are exceptionally strong medical reasons for admission associated with the child and/or family which are directly relevant to the All Saints Academy
5. Other siblings
6. Any other children

* Subject to Secretary of State approval

Harlington Upper School

1. All 'looked after' children
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Students attending feeder middle schools (Arnold, Parkfields, Robert Bloomfield)
7. Any other children

Manshead Upper School

1. Looked after children
2. Children with siblings at the school whose home address is within the designated catchment area at the time of application
3. Other children whose home address is within the designated catchment area at the time of application
4. Other children who are siblings of present students at Manshead school
5. The children of a parent/guardian, who at the time of application is a practising member of the Church of England*
6. The children of a parent/guardian, who at the time of application is a practising member of another Christian Demonination*
7. Children attending Ashton Middle School
8. The children of a parent/guardian, who at the time of application is a practising member of another faith or religion*
9. Children attending either Streetfield or Caddington Village School
10. Children with very exceptional medical reasons
11. Any other children

* A practising member is defined as one who, for a period of six months, prior to the time of application, has attended public worship at the church or religious meeting place at least once in each calendar month. Applicants in these categories are required to provide confirmation of practice from the relevant religious leader in writing, on the application form, in the space provided.

Find out more...

Get in touch if you would like further copies, a large-print edition or more information about this publication

More information

Për Informacion

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برای اطلاع

Per Informazione

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Please recycle me!

When you have finished, please put me in your recycling bin or bag

Contact us

on the telephone...

01234 718120

by email...

admissions@bedford.gov.uk

on the web...

www.centralbedfordshire.gov.uk

Alternatively, you can write to:

School Admissions Service,

Borough Hall, Cauldwell Street Bedford, MK42 9AP

**Central
Bedfordshire**

School Admissions Service

For official use only

Transfer to Upper School Application Form 2012

APPLY ONLINE
[www.centralbedfordshire.gov.uk/
onlineadmissions](http://www.centralbedfordshire.gov.uk/onlineadmissions)

- It's quick, safe and secure and you will receive confirmation of receipt
- You will receive an email on allocation day informing you of the outcome.

If you are a parent or carer with parental responsibility, live within the area covered by Central Bedfordshire Council and you would like to apply for a place at any upper school, you must apply online or complete this application form. Please apply online or, if you use this form, return it to the middle school your child is at now or to the School Admissions Service.

You may wish to put your catchment area school as one of your preferences. This will usually mean that you still have priority for a place at the catchment area school if there isn't a place for your child at your preferred school(s).

Before you apply, please read carefully the School Transfer booklet 2012, which is available at www.centralbedfordshire.gov.uk/admissions

If your child is not currently attending a middle school, please send this form directly to the address on page x of this form.

If you live in another Local Authority do not complete this form. You must complete your home Local Authority's application form and return it to them.

Please complete and return your application by 31 October 2011. If you do not apply by this date, we cannot guarantee to consider your request.

If you need help in understanding or completing this form, or you need this information in another format, please contact the School Admissions Service (see page x for contact details).

The Upper School Admissions Timetable

Children normally transfer at age 9+ from a lower to a middle school and at 13+ from a middle to an upper school. The timetable for the transfer process is as follows:

Transfer to Upper School



September 2011

We will send you information on upper school transfers through your child's middle school.



September/October 2011

Schools will hold their open evenings.



31 October 2011

By this date, you must have applied online or returned your Upper School Transfer Form to your child's middle school.



1 March 2012

We will post a letter to you to let you know the outcome of your application. If you have applied online you will receive an email.

Schedule of Upper School Open Days/Evenings autumn 2011

Location	School	Date & Time of Open Evening
Amphill	Redborne Upper School	29 September Presentations at 6.30pm, 7.15pm and 8.30pm
Biggleswade	Stratton Upper School	20 October
Caddington	Manshead Upper School	5 October 6.30pm-9.00pm
Clifton	Samuel Whitbread Community College	4 October 6.00pm
Dunstable	All Saints Academy	22 September Talks by Principal at 5.30pm and 6.30pm, including opportunity of Virtual Tour of new building.
	Queensbury Upper School	29 September 6.00pm-8.30pm
Harlington	Harlington Upper School	5 October 6.00pm-8.30pm Headteacher Presentations at 6.30pm and 7.30pm
Leighton Buzzard	The Cedars Upper School	22 September 6.00pm
	Vandyke Upper School	29 September 6.00pm-9.00pm
Sandy	Sandy Upper School	29 September 6.00pm

This information is provided for those parents/carers whose catchment area middle or upper school is within the Bedford Borough Council area, or for those parents/carers who wish to attend the open evenings for the Catholic middle or upper school in Bedford. Please visit the Bedford Borough website, or contact the School Admissions Service, for information about open evenings for other schools in the Bedford Borough area.

Location	School	Date of Open Evening
Bedford	St. Thomas More Catholic School	5 October 6pm – 8.30pm
Wootton	Wootton Upper School	29 September 6.30pm – 8.45pm

Mythbusters and tips

Listing only one preference does not increase your chance of getting into that school.

Applying for more than one school does not weaken your chances of getting a place at your preferred school.

You are advised to **include your catchment** school as one of your three preferences. However, please note that you are not guaranteed a place at your catchment school.

Have at least one school as a “safety net” where you are likely to be offered a place.

Please fill in this form in **BLOCK LETTERS**, using **BLACK INK**.

Section A

Pupil's Details

Pupil's surname: First name(s):

Pupil's address at time of application:

Postcode:

Date of birth:

Sex (please tick): Male Female

Name of current school and date admitted:

Name of parent or carer with parental responsibility:

Title (Mr/Mrs etc): Forename: Surname:

Relationship to child:

Home tel number: Mobile tel no:

Please note that any offer made will be withdrawn if we find that the parent(s)/carer(s) have given false information.

Section B

School Preferences

This part of the form relates only to upper schools (if you are applying for your child to attend an independent school please see Section E). You may nominate up to three preferred upper schools. One of these would normally be your catchment school.

Places will be allocated strictly in accordance with each school's admissions criteria – you need to take this into consideration when nominating your preferred schools. If your child has a Statement of Special Educational Needs please see Other Information on page x of the School Transfer 2012 booklet. Please read the admissions criteria for the schools you are interested in and read the 'How are places allocated?' section in the booklet.

Order of preference: **Name of School:**

1	Preference:	<input type="text"/>
2	Preference:	<input type="text"/>
3	Preference:	<input type="text"/>

* If a place cannot be offered for my child at any of the schools I have listed above, I wish my child to be considered for a place at my catchment area school.

* If you do not want your child to be considered for a place at the catchment area school, please delete the sentence above. However, if you do this, a place may not be available at either your catchment area school or a school close to your home.

Section C

Other children

If you have an older child who will still be attending one of the schools you have nominated, please give details below:

Name:

Date of birth:

School attending:

Address of sibling if different from Section A:

Section D

Other Information

**Other information about your child
(see booklet, Other Information on page x)**

Please tick

- | | Yes | No |
|---|--------------------------|--------------------------|
| i) Does your child have a statement of Special Educational Needs? | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Is your child a "looked after" child? (See booklet page x) | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Does your child have a very exceptional medical reason why she/he should be given priority of admission to one of the schools in Section B? (See booklet page x) | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Queensbury applicants only:
Is Queensbury the nearest upper school to your child's home address? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "yes" to i) ii) or iii) above, please give details in the "Additional Information" box on the next page.

Section E

Independent School

If you are applying separately for your child to attend an independent school please give details below.
Do not include the school in Section B.

Additional Information

Please use this box for the information required in Section E plus any additional information to support your application.

Declaration

I confirm that the information given on this form is correct and that I have read the admission arrangements and understood the way in which places are allocated. I agree to provide the School Admissions Service with information regarding my child's address, upon request, as part of the verification process. (See page x of the School Transfer 2011 booklet).

Name of parent or carer with parental

Signature of parent or carer with parental

Date:

Contact Us

If you have any questions about the admission arrangements, please contact:

School Admissions Service
Borough Hall
Cauldwell Street
Bedford
MK42 9AP

Telephone General Enquiries Line
01234 718120

Fax number
01234 228846

Email: admissions@centralbedfordshire.gov.uk

Data Protection Act 1998

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 internally within the Council with relevant officers and schools and may also be shared with other relevant Local Authorities. We will safeguard your personal details and these will not be divulged to any other individuals or organisations for any other purposes.

SCHOOL ADMISSIONS SERVICE



Bedford Borough Council and
Central Bedfordshire Council

working together

APPLICATION FOR CHURCH OF ENGLAND SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application is for a place at the following **Church of England** Upper School or you are applying for a Bedford Borough Upper School on **religious or faith grounds** you **must** make sure that your priest, minister or faith leader confirms, by signing the declaration below, that you meet the criteria for admission to the school. You should take the relevant page of the booklet with you so that he/she can confirm that you meet any attendance requirements. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email admissions@centralbedfordshire.gov.uk

Manshead Upper

School (see above)	
Pupil's Surname	
Pupil's First name	
Date of Birth	
Address	

Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

Is/are a member/practising member of the above congregation/place of worship and meets the criteria for admission to the following school(s):

Name of School(s):	
Name and address of priest, minister or faith leader:	
Name of congregation/place of worship:	
Christian denomination or religious faith:	
Signature of priest/minister/faith leader:	
Date:	

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:
31 October 2011**

SCHOOL ADMISSIONS SERVICE



Bedford Borough Council and
Central Bedfordshire Council
working together

FOR CATHOLIC SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application for a place at the following **Catholic** Upper School in Bedford Borough, is on religious grounds because your child has been baptised or enrolled in a catechumenate programme, you **must** provide a copy of their Baptismal Certificate or your priest **must** confirm enrolment in the programme. In addition if you are a practising Catholic family, your priest **must** confirm this, by signing the declaration below.

If you are a member of another denomination or faith and you would like your child to attend a Catholic School on religious or faith grounds, your priest, minister or faith leader **must** sign the declaration below to support your application.

You may wish to refer to the relevant page of the booklet for the admissions criteria. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email admissions@centralbedfordshire.gov.uk

St. Thomas More Upper

School (see above)			
Pupil's Surname			
Pupil's First name			
Date of Birth			
Address			
I have attached a copy of my child's baptismal certification (Please tick)	Yes	No	

Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):		
		Please tick
The family of this child is a practising Catholic family		<input type="checkbox"/>
This child is not baptised but is enrolled in a catechumenate programme		<input type="checkbox"/>
I support this application		<input type="checkbox"/>
Name and address of priest, minister or faith leader:		
Name of congregation/place of worship:		
Christian denomination or religious faith:		
Signature of priest/minister/ faith leader:		
Date:		

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:
31 October 2011**

For official use only

Transfer to Middle School Application Form 2012

APPLY ONLINE

www.centralbedfordshire.gov.uk/onlineadmissions

- It's quick, safe and secure and will receive confirmation of receipt
- You will receive an email on allocation day informing you of the outcome.

If you are a parent or carer with parental responsibility, live within the area covered by Central Bedfordshire Council and you would like to apply for a place at any middle school, you must apply online or complete this application form. Please apply online or, if you use this form, return it to the lower school your child is at now or to the School Admissions Service.

You may wish to put your catchment area school as one of your preferences. This will usually mean that you still have priority for a place at the catchment area school if there isn't a place for your child at your preferred school(s).

Before you apply, please read carefully the School Transfer 2012 booklet, available at www.centralbedfordshire.gov.uk/admissions

If your child is not currently attending a lower school, please send this form directly to the address on this form.

If you live in another Local Authority do not complete this form. You must complete your home Local Authority's application form and return it to them.

Please complete and send your application by **15 January 2012**. If you do not apply by this date, we cannot guarantee to consider your request.

If you need help in understanding or completing this form, or you need this information in another format, please contact the School Admissions Service.

Transfer process timetable – Middle school

Children normally transfer at age 9+ from a lower to a middle school. The timetable for the transfer process is as follows:

Transfer to Middle School



October 2011

We will send you information on the middle school transfer through your child's lower school.



November 2011

Schools will hold their open days/evenings.



15 January 2012

By this date, you must have applied online or returned your Middle School Transfer Form to your child's lower school.



30 March 2012

We will post a letter to you to let you know the outcome of your application. If you have applied online you will also be sent an email.

If you require a hard copy of the School Transfer 2012 booklet, please contact the School Admissions Service on 01234 718120 or email admissions@centralbedfordshire.gov.uk

Mythbusters and tips to help you complete your application

Listing only one preference does not increase your chance of getting into that school.

Applying for more than one school does not weaken your chances of getting a place at your preferred school.

You are advised to **include your catchment** school as one of your three preferences. However, please note that you are not guaranteed a place at your catchment school.

Have at least one school as a "safety net" where you are likely to be offered a place.

You should list the schools in the order that you would **most prefer them**, not the order you think you might get them.

Many schools have more applications than there are places available. To decide which children to offer places to, a set of admission criteria is used. Different schools have different criteria so it is important that you check the admission arrangements for all the schools you are interested in. You can do this at: www.centralbedfordshire.gov.uk/admissions

Schedule of Middle School Open Days/Evenings autumn 2011

Location	School	Date & Time of Open Evening
Ampthill	Alameda Middle School	10 November 6.00pm-8.00pm
Arlesey	Etonbury Middle School	TBC
Barton-le-Clay	Arnold Middle School	9 November "School at work" 10.30am-12.30pm and 1.30pm-3.00pm Evening Session One: 5.45pm Talk One: 7.00pm Evening Session Two: 7.45pm Talk Two: 8.15pm
Biggleswade	Edward Peake Middle School	2 November 6.30pm-8.00pm
	Holmemead Middle School	9 November Open Day 9.30am-12.00pm and 1.45pm-3.15pm Open Evening: 6.30-8.30pm
Caddington	Caddington Village School	TBC
	Streetfield Middle School	15 November 7.00pm
Cranfield	Holywell Middle School	
Dunstable	Ashton Middle School	10 November 6.15pm Open Week 14-18 November 9.45-10.45am and 2.15-3.15pm
	Brewers Hill Middle School	23 November 7.00pm
	Mill Vale Middle School	3 November 6.30-8.30pm
	Priory Middle School	2 November 6.30-8.30pm
Flitwick	Woodland Middle School	9 November Flitwick Lower children – 5.30pm Kingsmoor Lower children – 6.15pm Templefield Lower children – 7.00pm
Henlow	Henlow Middle School	TBC
Houghton Regis	Kings Houghton Middle School	1 November 6.30pm-8.30pm
Leighton Buzzard	Brooklands Middle School	10 November 7.00pm-8.30pm Open Week 7 November-11 November 9.30am-10.45am and 1.30pm-3.00pm
	Gilbert Inglefield Middle School	TBC
	Leighton Middle School	12 November (Saturday) 9.30am-11.30am
	Linslade Middle School	TBC
Potton	Burgoyne Middle School	16 November 7.00pm-8.30pm
Sandy	Sandye Place Academy	10 November 6.30pm
Shefford	Robert Bloomfield Middle School	TBC
Toddington	Parkfields Middle School	TBC
Woburn Sands	Fulbrook Middle School	TBC

Bedford Borough Middle schools

This information is provided for those parents/carers whose catchment area middle or upper school is within the Bedford Borough Council area, or for those parents/carers who wish to attend the open evenings for the Catholic middle or upper school in Bedford. Please visit the Bedford Borough website, or contact the School Admissions Service, for information about open evenings for other schools in the Bedford Borough area.

Location	School	Date & Time of Open Evening
Bedford	St. Gregory's Catholic Middle School	10 November – 6.30pm – 8pm
Great Barford	Alban C of E Academy	17 November – 7.00pm – 8.30pm
Stewartby	Marston Vale Middle School	TBC

Please complete this form in **BLOCK LETTERS**, using **BLACK INK**.

Section A

Pupil's Details

Pupil's surname:	First name(s):	
Pupil's address at time of application:	Date of birth: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	
Postcode:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Name of parent or carer with parental responsibility:	Name of current school and date admitted:	
Title (Mr/Mrs etc):	Forename:	Surname:
Relationship to child:		
Home tel number:	Mobile tel no:	

Please note that any offer made will be withdrawn if we find that the parent(s)/carer(s) have given false information.

Section B

School Preferences

This part of the form relates only to middle schools (if you are applying for your child to attend an independent school please see Section E). You may nominate up to three preferred middle schools. One of these would normally be your catchment school.

Places will be allocated strictly in accordance with each school's admissions criteria – you need to take this into consideration when nominating your preferred schools. If your child has a Statement of Special Educational Needs please see the 'How to complete the application' section in the School Transfer 2012 booklet. Please read the admissions criteria for the schools you are interested in and read the 'How are places allocated?' section in the booklet.

Order of preference:	Name of School:	
1	Preference:	
2	Preference:	
3	Preference:	

*** If a place cannot be offered for my child at any of the schools I have listed above, I wish my child to be considered for a place at my catchment area school.**

** If you do not want your child to be considered for a place at the catchment area school, please delete the sentence above. However, if you do this, a place may not be available at either your catchment area school or a school close to your home.*

Section C

Other children

If you have an older child who will still be attending one of the schools you have nominated, please give details below:

Name:

Date of birth:

School attending:

Address of sibling if different from Section A:

Section D

Other Information

Other information about your child
(Please see the 'How to complete the application' section in the School Transfer 2012 booklet)

Please tick

Yes

No

- i) Does your child have a statement of Special Educational Needs? Yes No
- ii) Is your child a 'looked after' child? (See definition in the School Transfer 2012 booklet) Yes No
- iii) Does your child have a 'very exceptional' medical reason why he/she should be given priority of admission to one of the schools in Section B? (See definition in the School Transfer 2012 booklet). Yes No

If you answered "yes" to i) ii) or iii) above, please give details in the "Additional Information" box below.

Section E

Independent School

If you are applying separately for your child to attend an independent school please give details below. Do not include the school in Section B.

Additional Information

Please use this box for the information required in Section D plus any additional information to support your application. If necessary, please continue on a separate sheet.

Declaration

I confirm that the information given on this form is correct and that I have read the admission arrangements and understood the way in which places are allocated. I agree to provide the School Admissions Service with information regarding my child's address, upon request, as part of the verification process. (See the School Transfer 2012 booklet for further information).

Name of parent or carer with parental responsibility

Signature of parent or carer with parental responsibility:

Date

If you are applying for a place at a school on religious or faith grounds, please complete the appropriate Confirmation of Religious Affiliation form.

Data Protection

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 internally within the Council with relevant officers and schools and may also be shared with other relevant Local Authorities. We will safeguard your personal details and these will not be divulged to any other individuals or organisations for any other purposes.

Contact Us

If you have any questions about the admission arrangements, please contact:

**School Admissions Service
Borough Hall
Cauldwell Street
Bedford
MK42 9AP**

**Telephone General Enquiries Line
01234 718120**

**Fax number
01234 228846**

Email: admissions@centralbedfordshire.gov.uk

SCHOOL ADMISSIONS SERVICE



Bedford Borough Council and
Central Bedfordshire Council
working together

APPLICATION FOR CHURCH OF ENGLAND SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application is for a place at the following **Church of England** Middle Schools or you are applying for a Bedford Borough Middle School on **religious or faith grounds** you **must** make sure that your priest, minister or faith leader confirms, by signing the declaration below, that you meet the criteria for admission to the school. You should take the relevant page of the booklet with you so that he/she can confirm that you meet any attendance requirements. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email admissions@centralbedfordshire.gov.uk

**Ashton Middle
Edward Peake Middle
Henlow Middle
Holywell Middle**

School (see above)

Pupil's Surname

Pupil's First name

Date of Birth

Address

Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

Is/are a member/practising member of the above congregation/place of worship and meets the criteria for admission to the following school(s):

Name of School(s):

Name and address of priest,
minister or faith leader:

Name of congregation/place
of worship:

Christian denomination or
religious faith:

Signature of priest/minister/
faith leader:

Date:

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:
15 January 2012**

SCHOOL ADMISSIONS SERVICE



Bedford Borough Council and
Central Bedfordshire Council
working together

APPLICATION FOR CATHOLIC SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application for a place at the following **Catholic** Middle School in Bedford Borough is on religious grounds because your child has been baptised or enrolled in a catechumenate programme, you **must** provide a copy of their Baptismal Certificate or your priest **must** confirm enrolment in the programme. In addition if you are a practising Catholic family, your priest **must** confirm this, by signing the declaration below.

If you are a member of another denomination or faith and you would like your child to attend a Catholic School on religious or faith grounds, your priest, minister or faith leader **must** sign the declaration below to support your application.

You may wish to refer to the relevant page of the booklet for the admissions criteria. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email admissions@centralbedfordshire.gov.uk

St. Gregory's Middle

School (see above)	
Pupil's Surname	
Pupil's First name	
Date of Birth	
Address	

I have attached a copy of my child's baptismal certification (Please tick)	Yes		No	
--	-----	--	----	--

Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

	Please tick
The family of this child is a practising Catholic family	
This child is not baptised but is enrolled in a catechumenate programme	
I support this application	

Name and address of priest, minister or faith leader:	
Name of congregation/place of worship:	
Christian denomination or religious faith:	
Signature of priest/minister/ faith leader:	
Date:	

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:
15 January 2012**

Children's Services

Starting School

A guide for parents/carers of children born
between 1/9/07 and 31/8/08



Copyright Central Bedfordshire Council 2011



Why not apply for a place online?

Apply online at

www.centralbedfordshire.gov.uk/onlineadmissions

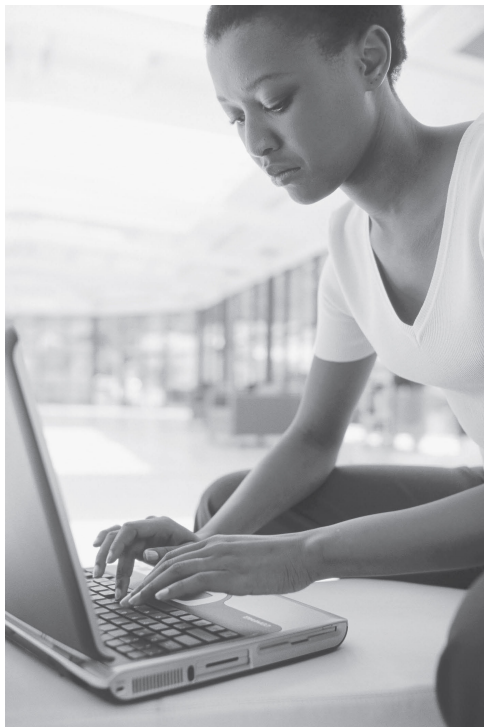
We strongly recommend that you apply for your child's lower school place using the online facility

- It's quick and easy to do
- You will get email confirmation that your application has been received
- There is no risk that your application will get lost in the post
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to see
- You will receive an email on allocation day informing you of the outcome of your application

It is available 24 hours a day 7 days a week up until the closing date of 15 January 2012.

Don't delay. Log on today!

www.centralbedfordshire.gov.uk/onlineadmissions



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Message from the Portfolio Holder for Children's Services

Welcome to the Central Bedfordshire Council's Starting School Information Booklet. This booklet is for parents/carers of children who are due to start school in September 2012 or later during that academic year.

Starting school is a huge milestone in your child's life and you may have already been thinking about the school that you would like your child to attend.

As the Portfolio Holder for Children's Services 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 school place. It provides information about the schools in the 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 and offers many benefits which are outlined in this booklet. Whilst we recommend that you apply online you may, if you prefer, complete a paper application form.

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 general enquiries line, telephone 01234 718120.

May I take this opportunity to wish your child every success as they start their education.

Picture to be inserted

Mark Versallion
Portfolio Holder for Children's Services

Introduction

Central Bedfordshire Council and Bedford Borough Council have agreed to provide a shared School Admissions Service to parents/carers of children living in these local authority areas and whose children are eligible to start school during the 2012/13 academic year.

Although the process of applying for school places in the two authorities will be administered, until 31 July 2012, by the team of staff based at Borough Hall in Bedford, each of the authorities is responsible for making the decisions about admissions to schools in their area. It is important, therefore, that you apply for a school place using the appropriate application form and in accordance with the information contained in this booklet.

Legislation requires you to complete the application form for the local authority in which you live, even though we are sharing the service with Bedford Borough Council. Therefore, if your child was born between 1 September 2007 and 31 August 2008 and you live in Central Bedfordshire you must list all of your preferred schools on the application form, even if the schools are outside of the Central Bedfordshire Council area.

Don't forget that you can apply for a school place online:

- Residents of Central Bedfordshire- you can apply online at: **www.centralbedfordshire.gov.uk/onlineadmissions** (Residents of Central Bedfordshire only)
- Residents of other Local Authorities – unfortunately our online system will not accept applications from residents of other local authorities, please contact your home local authority for details on how to make your application.

Please make the time to visit the schools before you apply so that you have all the information you need.

Who to contact

The School Admissions Service

We are based at Borough Hall in Bedford. If you have any enquiries about how to apply for your child's school place, please contact our School Admissions general enquiries line on: **01234 718120** Email: **admissions@centralbedfordshire.gov.uk**

If you would like details of schools in other authorities please contact the Local Authority directly.

Contact details for school admission teams in neighbouring authorities

Bedford Tel: 01234 718120 admissions@bedford.gov.uk	Buckinghamshire Tel: 01296 383250 admissions@buckscc.gov.uk	Cambridgeshire Tel: 01223 699200/ 699662 admissions@cambridgeshire.gov.uk
Hertfordshire Tel: 0300 123 4043 (customer service centre) hertsdirect@hertscc.gov.uk	Luton Tel: 01582 548016 admissions@luton.gov.uk	Milton Keynes Tel: 01908 253450/ 253085 education@milton-keynes.gov.uk

The lower school admissions timetable

October 2011

We will publish our booklet on lower school admissions.
Available online at www.centralbedfordshire.gov.uk/admissions



October 2011 to 15 January 2012

You can apply online at www.centralbedfordshire.gov.uk/onlineadmissions or you can complete and return a paper application form to your home local authority



15 January 2012*

By this date, you must have applied online or returned your home local authority



27 April 2012

A letter will be posted to you to let you know the outcome of your application. If you have applied online you will be sent an email

*It is very important to submit your application by this date. This means we will have the time to deal properly with all applications before we write to notify you of the outcome.

Which schools can I apply to?

We operate a catchment area policy. This means that there will be a lower school which serves the area where you live. You can find out which school serves your local area by logging onto the Central Bedfordshire Council website:

- www.centralbedfordshire.gov.uk/admissions

If you do not have access to the internet, please contact us.

Most parents will want their child to attend the catchment area school but you have the right to express a preference for another school or schools, if your preferred school is not your catchment area school. You may wish to apply for your catchment school, as well. This will usually mean that, if a place is not available at your preferred school, you will still have priority for a place at your catchment area school. If you do not ask for a place at your catchment school, it could result in your child attending a school some distance from your home. You would be responsible for transporting your child to that school.

When will my child start school?

Many schools admit children into a nursery unit or class at 3 or 4 years of age. **If your child has been admitted to a nursery unit or class or been offered a place in one this does not automatically mean that a place will be available in the reception year.** You must formally apply for a reception year place in accordance with the arrangements set out in this booklet. You must not complete the application to apply for a place in a nursery unit or class. Individual schools will deal with applications for nursery places.

Children are normally admitted to school in the September following their fourth birthday, which is at the start of the reception year.

Children do not have to start school until they reach statutory school age. The dates when children reach statutory school age are as follows:

Birthday between	Term in which statutory school age
1 September 2007 – 31 December 2007	Spring 2013 (January)
1 January 2008 – 31 March 2008	Summer 2013 (April)
1 April 2008 – 31 August 2008	Autumn 2013 (September)

You should apply for a place at the normal time of admission, although your child does not have to start school until they are statutory school age. If you wish, you can then ask for the place to be deferred until your child is of statutory school age, but you **must** take up that place by April 2013. This means that, if your child is of statutory school age in September 2013, you **cannot** defer admission until the September, your child will need to take up the place in the summer term (April). If the place isn't taken up by the summer term you will have to re-apply for a place because the admission would be into a different year group. You may then find that there is no place available.

Your child can attend full time from the start of the academic year if that is your wish. However, your child does not have to attend school full time until he or she is of statutory school age. You should discuss your child's individual needs with the school.

Applying to a Central Bedfordshire school if you live outside Central Bedfordshire

If you live outside the Central Bedfordshire area and you wish to apply for a place in a Central Bedfordshire school, you must complete your own Local Authority's application form. Your own Local Authority will inform us if you have put any Central Bedfordshire schools on their application form. We will not be able to process any applications we receive on a Central Bedfordshire application from out of area parents.

Even if your Local Authority accepts more than three preferences, please note that we will only accept a maximum of three schools.

What you should consider when expressing a preference for a school

At the back of this booklet you will find information about every Central Bedfordshire school. The 'key' on page 22 explains the difference between an academy, a community school, a foundation school, a trust school, a voluntary-aided school and a voluntary-controlled school. Some voluntary aided schools do not serve a catchment area. Those schools are listed on page 11.

For each school you will find:

- the address
- the name of the headteacher
- the telephone number
- the email address (where applicable)
- the website address (where applicable)
- the category of the school and the age range
- the number on roll for January 2010
- the admission number (how many pupils the school can admit)

As well as this basic information you will also find:

- the designated measuring point used in the event of the school being oversubscribed
- the number of applications received and the number of places offered for admissions in September 2011
- at which point on the list of admissions criteria the last place was offered for September 2011 admissions

The admissions criteria for each school can be found towards the back of the booklet.

You can also get the following information from individual schools:

- the school prospectus
- the governors' annual report to parents
- inspection reports by the Office for Standards in Education (OFSTED)

These documents will tell you what you need to know about the school, for example:

- the school's aims and objectives
- details of the curriculum offered
- National Curriculum Assessment results

You may also find the following websites helpful:

- Department for Education: www.dfe.gov.uk
- OFSTED: www.ofsted.gov.uk

For information about education in Central Bedfordshire please visit:

• www.centralbedfordshire.gov.uk

When using the Central Bedfordshire website, the Education and Learning section has a range of information about education in Central Bedfordshire.

Oversubscription

The number of children choosing a particular school varies from year to year and different schools have different admission numbers.

In some cases the number of places offered was more than the admission number. This may be because the number of children living in the catchment area was higher than the admission number. This does not mean that there will be a similar number of places in September 2012. Please refer to the admission limit for each school.

A school may be oversubscribed one year but have places available the next year. Likewise, the fact that a school had places available in September 2011 does not mean that you will definitely get a place there in September 2011.

Each school has a prospectus which includes details about the level of oversubscription and how places for September 2011 were allocated.

Admissions criteria

Admissions criteria are the rules we apply when there are more applications for places than places available. They explain the order in which places are allocated. All schools have published admissions criteria.

We have standard criteria which many schools use. Some schools have additions to our standard criteria and you will find details of these towards the back of this booklet. This will help you to judge whether you meet the criteria for admission to a particular school. It will also help you to complete the application form.

Standard Admissions Policy 2012 Community and Voluntary Controlled Schools

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents/carers than the number of places available:

1. All 'Looked after' children
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Any other children

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, 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. The Local Authority will not give priority within each criterion to children who meet other criteria.

2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest maintained school which caters for pupils of the same age and has places available.

3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Definitions

'Looked after' children

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 interim care order (Section 38).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister 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.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

How to complete the application

The law says that every parent must have the opportunity to express a preference for the school or schools they want their child to go to. The application form gives you this opportunity, but we would strongly recommend that you apply online at: **www.centralbedfordshire.gov.uk/onlineadmissions** (residents of Central Bedfordshire only).

Although the admissions procedures for children with statements of special educational needs are different from those of other children (see 'Other Information'), we ask parents to use this form to confirm the school they would like their child to attend. You should complete only one application form and list the schools you want your child to attend in order of preference. If you apply online, please do not submit a paper application. **If you do, your latest application will be the one that we process.** The following notes and the notes on the application form are designed to help you complete the application. Please read them carefully and answer all the relevant questions, giving further details where the application asks for them. If you are not sure how to complete the application, please contact us.

Pupil Details

Please complete your child's personal details in all the boxes in this section.

If you move after submitting your application, you should notify us as soon as possible, but please be aware that we cannot guarantee to take account of your new address if the allocation process has begun. Although we are not asking parents/carers to provide evidence that they have parental responsibility or to provide proof of address, we will be carrying out random checks and you may therefore, be asked to provide this information at a later date.

Please note: We will withdraw the offer of a place if we find that you have given fraudulent or misleading information that has effectively denied a place to a child with a stronger claim – for example if you claim to live in the catchment area when you don't.

School Preferences

This section allows you to express a preference for the school or schools you want your child to go to, even if the school is in another local authority area, This form also applies if your child has a statement of special educational needs, but please refer to the section 'Other Information'. Do not include in this section any independent schools. Most parents will want their child to attend the catchment area school, but you have the right to express a preference for another school or more than one school. We will consider your child for each of the schools you put on the application. If there is a place for your child at more than one of those schools, we will offer you a place at the school you have identified as your highest preference. This may not apply if your child has a statement of special educational needs.

You may wish to put your catchment area school as one of your preferences. This will usually mean that you still have priority for a place at the catchment area school if there isn't a place for your child at your preferred school or schools.

If you are not sure what is your catchment area school, please check our website: **www.centralbedfordshire.gov.uk/admissions**

The school information at the back of this booklet will tell you what type of school your catchment area school is and the 'key' on page 22 gives the definitions of the various types of school. Some schools do not serve a local catchment area, these are:

- Ashton St Peters VA (C of E) Lower School
- Pulford VA (C of E) Lower School
- St Marys (Caddington) VA (Catholic) Lower School
- St Vincents VA (Catholic) Primary School
- Thomas Whitehead VA (C of E) Lower School

Admission to these schools is in accordance with the school's own admissions criteria. The other voluntary aided schools serve a local catchment area as well as providing a faith-based education in their local area. Their admission policies reflect this.

The law says that admissions authorities must consider admitting children whose parents have expressed a preference for a school before they consider those whose parents have not expressed any preference. Therefore, if you do not make a request for your catchment area school according to the published admission arrangements it could result in a place not being available at that school. It could also affect your entitlement to free transport (see the section on home to school transport on page 17).

Other Children

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 but this is not a guarantee of a place. **If, at the time of admission, you will have another child still going to one of the schools you have nominated, please put their name, date of birth and the school they attend, in the relevant section on your application form.**

We will check this information with the school(s) concerned. If you do not provide this information or this section becomes relevant to you after the allocation process is completed, we cannot guarantee you a place at the school(s) concerned.

Other Information

i) Children with a statement of special educational needs *(to be verified)*

It would be helpful if you could complete this section if your child has a statement of special educational needs or if your child is currently going through the statementing process. The arrangements for admitting a child with a statement of special educational needs are different to those for children who do not have a statement. The 1996 Education Act says that we must consult with the Headteacher and Governing Body of the school before we can name a particular school within a statement.

The Local Authority must name your nominated school in the statement if:

- the school can meet your child's needs
- the placement constitutes an efficient use of resources
- the placement results in the efficient education of all children with whom your child will be educated.

We will let you know as soon as possible the name of the school which we propose to name on your child's statement of special educational needs.

If you have any queries or concerns about this process, please contact the Assessment and Monitoring Team, telephone: 0300 300 8000.

If your child's special educational needs are supported at School Action or School Action Plus, your preferences for their school place will be treated in the same way as all other applications. If you have concerns about your child's special educational needs when they start school, you can talk in confidence with the Parent Partnership Service, telephone 0300 300 8088.

ii) 'Looked After' Children

'Looked after' children have the highest priority for admission. You will find the definition of a 'looked after' child on page 9. If your child is 'looked after', you must include the details on the application form. We will check this information with the appropriate authority.

iii) 'Very Exceptional' Medical Grounds

If your child has a genuine and longstanding medical condition this may give him or her a greater chance of a place at your preferred school(s). It is not, however, a guarantee of a place. We will consider your application on medical grounds where there are '**very exceptional**' medical reasons which make it **essential** for your child to attend a particular school and where the preferred school is the **only** school locally that could meet your child's needs. In recent years very few applications have met this criterion. With the application form, you must submit a medical report from your child's doctor or consultant, setting out valid medical reasons why admission to the school is essential and the difficulties that would be caused if your child had to attend another school.

We may seek the comments of our medical officer to determine whether it is essential for your child to be admitted to the preferred school on medical grounds. We cannot consider admission on medical grounds when those grounds relate to the medical condition of a parent, brother or sister, other relative or childminder.

Independent school

If you are also applying for a place at an independent school, please provide us with the name of the school in the box provided. You should keep us informed about the progress of your application. This will avoid us allocating a place for your child at a school which you do not need.

Additional information

Nursery/Pre-School

Some schools give priority to children from outside the catchment area who attend the nursery/pre-school. However, this does not guarantee a place. If any of the schools you nominate have this as part of their admissions criteria and your child attends one of these schools you must provide the details in Section A so that we can take it into account when we consider your application. If your child is admitted to a nursery/pre-school after the allocation process is completed there will be no guarantee of a place at the school(s) concerned.

Declaration:

Please complete this part of the application. If you are applying for a place at a school on religious/faith grounds, please remember to complete the relevant sections.

Religious/Faith Grounds

Voluntary Aided schools provide religious education that follows the teaching of a particular faith. We have Church of England schools and Catholic schools. Being a practising member of the appropriate faith, or having been baptised into that faith, may give your child a greater chance of a place at that school according to the school's admissions criteria. However it does not guarantee you a place. Being a practising member of another faith may also give your child a greater chance of a place at that school, however it is not a guarantee.

If you are applying for a place at a school on religious or faith grounds, it is important to provide all the information requested on the application.

If you are applying for a place at the following schools on religious or faith grounds you **must** also arrange for your priest, minister or faith leader to complete and sign the 'Declaration by Priest, Minister or Faith Leader' on the application form, or if you are applying online please complete the appropriate supplementary form available on the website **www.centralbedfordshire.gov.uk/onlineadmissions**

- All Saints Lower School
- Ashton St Peter's Lower School
- John Donne Lower School
- Meppershall Lower School
- Northill Lower School
- Pulford Lower School
- St Leonards Lower School
- St Mary's (Clophill) Lower School
- Sutton Lower School
- Thomas Whitehead Lower School

Some Voluntary Controlled Schools give a higher priority to applicants who apply on religious grounds. If you are applying for a place at the following schools on religious or faith grounds you must also arrange for your priest, minister or faith leader to complete and sign the "Declaration by Priest, Minister or Faith Leader" on the application form or the supplementary form if you apply online.

- Dunton Lower School
- St Andrews Lower School
- St Marys (Stotfold) Lower School

If you are applying for a place on religious grounds at the following schools because your child has been baptised, you must provide a copy of their baptismal certificate. In addition, if you are a practising member of a religion or faith you must make sure that your priest, minister or faith leader completes the 'Declaration by Priest, Minister or Faith Leader' on the application form or if you are applying online please complete the appropriate supplementary form available on the website:

www.centralbedfordshire.gov.uk/onlineadmissions

- St Mary's (Caddington) Lower School
- St Vincent's Primary School

If you are applying online, please make sure you complete the 'Confirmation of Religious Affiliation' form available from:

www.centralbedfordshire.gov.uk/onlineadmissions

If you live in Central Bedfordshire and your preferred school is in another Local Authority you will need to ask them how to provide this information.

If you live in another Local Authority's area you can obtain the 'Confirmation of Religious Affiliation' form from our website:
www.centralbedfordshire.gov.uk/admissions

Data Protection Act 1998

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 internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

How are places allocated?

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 into the reception year. The headteachers of these schools **are not** authorised to offer your child a place in the reception year. 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 in the reception year at one of these schools. However, if you are applying for a place in a nursery unit or class, before admission into the reception year, the school **will** be authorised to deal with your nursery application and will let you know if a place is available. If your child has a statement of special educational needs please see Other Information.

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 applications according to the school's admission criteria. However, we write to parents on the school governors' behalf to offer school places in the reception year. You must have a letter from us offering your child a place before your child can start in the reception year at one of these schools. A letter from the school is not a valid offer. However, if you are applying for a place in a nursery unit or class, before admission into the reception year, the school will be authorised to deal with your nursery application. If your child has a statement of special educational needs please see Other Information.

Equal preference - how does it work?

All our schools operate an equal preference system for allocating places. 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 considered equally against the admissions criteria.

Stage 2:

If we are able to offer a place at more than one school, the school ranked higher by the parent (i.e. first or second preference on the application form or online application) 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.

Offers

Occasionally the last child we offer a place to at a school is the first child from a family with multiple births, determined by alphabetical order of first name. If this happens at a school where children are taught in classes of 30 we cannot offer a place at the school to the other child/children in the family as it is against the law for Key Stage 1 classes to have over 30 children.

If the first child is offered a place at a community or voluntary controlled school which has fewer than 30 children in a class then it may be possible to offer a place to the subsequent child/children even if it takes the school over their agreed number. If this happens at a foundation, trust or voluntary-aided school we would ask the school to admit the subsequent child/children so long as this would not take the class over 30.

Pupils living within the area of Central Bedfordshire Council who have not been allocated a place at any of their preferred schools, will be allocated a place at the nearest Central Bedfordshire school to their home address with places available.

Fair Access Protocol

The Local Authority has a Fair Access Protocol which has been agreed with all schools. The protocol applies in exceptional cases where the circumstances of the child mean that the normal admission procedure cannot ensure that the child will be admitted to a suitable school as quickly as possible.

In most cases children will be admitted to school in accordance with the arrangements set out in this booklet or in accordance with the in year admission arrangements (In-Year Admission Notes of Guidance are available from the School Admissions Service). However, for some children without a school place, for example children permanently excluded from a school, the normal admission process may not result in a suitable school placement for the child. Children identified for a school place through the Fair Access Protocol will take precedence over other children on a waiting list for admission and may be admitted to a school even if that school is full.

Late applications

The closing date for applications in the normal admissions round is 15 January 2012.

As far as is reasonably practicable we will accept applications for places in the normal admissions round that are received late for good reason. If we receive applications late with good reason after the allocation procedure has begun we will consider them if it is practicable to do so, however we cannot guarantee to do this. If we receive applications late with good reason after places have been offered we will prioritise the applications and any waiting list according to the admissions criteria of the individual schools and we will offer a place at the highest preference school that has a place available. If all preferred schools are full and the pupil lives within the area of Central Bedfordshire Council, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement for children whose application is late for good reason.

How you will hear the result of your application

When we have completed the allocation process, we will write to tell you the outcome of your application. A letter will be posted to you at the end of April 2011 to tell you where your child has a place. If you have applied online you will also receive an email.

Please note that we will not be able to give you this information over the telephone. If your child has a statement of special educational needs, the Assessment and Monitoring Team will write to you at the appropriate time to tell you the school where your child has a place. If we are not able to offer you a place at your preferred school or schools, you have the formal right of appeal to an independent Admissions Appeals Panel. Information will be sent to you about the Appeals Procedure. Appeals are normally heard during the summer term. If we are not able to offer a place at any of your preferred schools and you live in the area of Central Bedfordshire Council we will offer your child a place at:

- **the catchment area school, if there are still places available; or**
- **the next nearest Central Bedfordshire Local Authority school to your child's home address which has places available.**

We will also tell you which other schools still have places available. You will be able to request a place at one of those schools. However please be aware we will not be able to consider another application for a place at the same school in the same academic year unless there has been a change of circumstances relevant to the application.

If your child has a statement of special educational needs, the Admissions Appeals Panel cannot deal with your appeal. If you are unhappy about the school which has been named on the statement, you should contact the Assessment and Monitoring Team, telephone: 0300 300 8000.

Waiting Lists

If we have not been able to offer you a place at your preferred school(s), we will place your child's name on the waiting list which will be prioritised according to the admission criteria for individual schools. If a place becomes available we will contact you, even if you have accepted a place at another school. Your child's position on the waiting list could change if other children are added or removed. For the majority of

schools the waiting lists will be maintained until **the end of Autumn term 2012**. Please contact us for further information. Academy, foundation, trust and voluntary aided schools may have different arrangements for maintaining their waiting lists and you should contact those schools for further information.

Home to school transport *(to be verified)*

Generally, as a parent, you are responsible for your child's journey to and from school. However, the local authority provides free transport in certain circumstances. You can get full details of the transport policy from The School Transport Entitlement Team, Children's Services, Central Bedfordshire Council. Telephone 0300 300 8133 or from the Council's website www.centralbedfordshire.gov.uk

Please be aware that from September 2010 transport on denominational grounds will no longer be provided (unless you are a low income family-please see below)

How we decide who is entitled to free transport

We consider applications for free transport individually, taking into account the legal requirements and the circumstances of each applicant. Our general policy is to provide free transport for children of compulsory school age (5–15 years) who live in the area of Central Bedfordshire Council, if they:

- go to their designated catchment school; or
- go to the appropriate school nearest to their home which is able to offer them a place; and if they:
- live more than 2 miles (under 8 years of age) or 3 miles (8 years of age and over) away from the school.

Children under eight years of age will continue to receive free transport until the end of the academic year in which they reach the age of eight.

In addition, primary aged children aged 8 but under 11 years of low income families must have travel arrangements made where they live more than 2 miles from their nearest qualifying school by the shortest available walking route.

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of the maximum level of Working Tax Credit.

We measure the distance using the shortest walking route from the child's home to the school. If it is appropriate, we may provide transport on road safety grounds for a child who lives less than 2 or 3 miles from the catchment area school or the nearest school.

We provide transport either by using contract vehicles or by giving pupils passes to travel on public service buses. Pupils may have to walk a reasonable distance to and from home to meet the transport.

If you do not make a request for your catchment area school in the way this booklet describes, there may not be a place for your child at that school. If this happens we will not provide transport to an alternative school, even if that school is more than 2 miles (under 8 years of age) or 3 miles (8 years of age or over unless you qualify for transport as a low income family) from your child's home.

Children under statutory school age

Children under statutory school age are not entitled to free transport. If your child is entitled to transport it will be provided from the start of the term following their 5th birthday. You may wish to refer to the table on page 6 which tells you when your child is of statutory school age. Transport may be provided for pupils of pre-statutory school age at concessionary rates if spaces are available on existing routes and following full consultation with the headteacher and parents concerned.

Help with transport for pupils who do not go to their catchment or nearest school

If you express a preference for a school other than the catchment area or nearest school and your child gains a place at that school, we will not normally provide transport or give financial help towards the transport costs unless you qualify for transport as a low income family (children aged 8 - 11 years only). In this case you must accept responsibility for transport arrangements and all costs involved.

If your child travels to school and pays a fare on a normal public service bus, please note that bus companies can alter services or withdraw them and this is outside our control. If this happens we may be able to help by offering a spare seat, at a concessionary rate, on another transport service, if there is one.

Transport assistance if the catchment area school is full

If you express a preference for the catchment area school and it is full we will provide transport to the next nearest Local Authority school with places available, provided you live more than 2 miles (under 8 years of age) or 3 miles (8 years of age or over unless you qualify for transport as a low income family) from that school by the shortest walking route. The same is true if you express a preference for a foundation or voluntary aided school which is also your catchment area school and the school is full.

Transport for pupils with special needs

Children with Special Educational Needs are entitled to assistance with transport where the normal distance criteria apply. Transport is not automatically provided because a child has a statement of special educational needs. The Council recognises that some children with special educational needs may not be able to walk even relatively short distances to school. However others may, with appropriate support, be able to walk or use alternative ways of getting to school.

Transport needs for a child with special educational needs will be assessed as part of the Statutory Assessment Process. The most appropriate mode of travel will be agreed as part of the Statutory Assessment.

Living outside Central Bedfordshire

I do not live in Central Bedfordshire but my child goes to a school in Central Bedfordshire. Can I get any help with transport?

If you do not live in Central Bedfordshire, you must contact the Local Authority for the area where you live and ask them if they can help.

Applying for Transport

How do I apply for transport for my child?

There is nothing more you need to do when you have submitted the application form. The School Admissions Service will pass the information to the School Transport Entitlement Team and they will assess whether your child is entitled to free transport.

If, when your child reaches the age of 8 years, you wish to apply for transport because you are a low income family, you should contact the School Transport Entitlement Team for an application form.

If a school admits your child after the start of an academic year you will need to contact the school. They will complete a transport request form and forward it to the School Transport Entitlement Team.

Sustainable Modes of Travel Strategy for Schools

Increased car use and the impact of the 'school run' is a problem everywhere and travel to nurseries and schools in Central Bedfordshire generates a significant number of car journeys contributing to peak time traffic congestion. In association with this there are increasing concerns around road safety at schools and poor health in young people, both in terms of inactive lifestyles, poor air quality and also climate change.

Central Bedfordshire's Sustainable Modes of Travel Strategy sets out how students who attend schools in Central Bedfordshire can be assisted to travel sustainably and safely to and from school. A full list of schools and the schemes they run, as well as more information on our work to help promote safe and sustainable travel to school, can be found within the main strategy and the summary documents which can be found at: www.centralbedfordshire.gov.uk/transport-and-streets/school-travel

Further information

If you need further help or are not happy with the transport help we offer, you may write to ask us to review the decision. Please give full details to:

The Team Leader
Home to School Transport
Children's Services
Central Bedfordshire Council
Technology House
239 Ampthill Road
Bedford
MK42 9BD

Email: school.transport@centralbedfordshire.gov.uk

For general enquiries about transport, please telephone **0300 300 8133**.

Directory of Schools

This list will help you to find the schools in your local area. Detailed information about the schools can be found on the individual school information sheets.

Location	School Name	Category	Page
Amphill	Russell Lower	Community	44
Amphill	The Firs Lower	Community	52
Arlesey	Gothic Mede Lower	Trust	31
Aspley Guise	Aspley Guise Lower	Community	25
Barton-le-Clay	Ramsey Manor Lower	Community	42
Biggleswade	Lawnside Lower	Community	38
Biggleswade	Southlands Lower	Community	46
Biggleswade	St Andrew's Lower	VC	47
Blunham	John Donne Lower	VA (C of E)	36
Caddington	Caddington Village School	Community	26
Caddington	St Mary's (Caddington) Lower	VA (Catholic)	48
Campton	Campton Lower	Community	26
Chalton	Chalton Lower	Community	27
Clifton	All Saints Lower	VA (C of E)	24
Clophill	St Mary's (Clophill) Lower	VA (C of E)	48
Cranfield	Cranfield Lower	VC	28
Dunstable	Ardley Hill Lower	Community	24
Dunstable	Ashton St. Peters	VA (C of E)	24
Dunstable	Beecroft Lower	Community	25
Dunstable	Downside Lower	Community	29
Dunstable	Dunstable Icknield Lower	Community	29
Dunstable	Hadrian Lower	Community	33
Dunstable	Lancot Lower	Community	37
Dunstable	Lark Rise Lower	Academy	38
Dunstable	St Christopher's Lower	Community	47
Dunstable	Watling Lower	Community	54
Dunton	Dunton Lower	VC	29
Eaton Bray	Eaton Bray Lower	Community	30
Eversholt	Eversholt Lower	Community	30
Everton	Everton Lower	Community	30
Flitwick	Flitwick Lower	Community	31
Flitwick	Kingsmoor Lower	Community	36
Flitwick	Templefield Lower	Community	52
Gravenhurst	Gravenhurst Lower	Community	32
Greenfield	Greenfield Lower	VC	32
Harlington	Harlington Lower	Community	33
Haynes	Haynes Lower	Community	34
Heath and Reach	St Leonard's Lower	VA (C of E)	48
Henlow	Derwent Lower	Trust	28
Henlow	Raynsford Lower	VC	42
Hockliffe	Hockliffe Lower	Community	34
Houghton Conquest	Houghton Conquest Lower	Community	35
Houghton Regis	Hawthorn Park Lower	Community	33
Houghton Regis	Houghton Regis Lower	Community	35
Houghton Regis	St. Vincent's Primary	VA (Catholic)	49
Houghton Regis	Thomas Whitehead Lower	VA (C of E)	53
Houghton Regis	Thornhill Lower	Community	53

Houghton Regis	Tithe Farm Lower	Community	53
Husborne Crawley	Husborne Crawley Lower	Community	35
Kensworth	Kensworth Lower	VC	36
Langford	Langford Lower	Trust	37
Leighton Buzzard	Beaudesert Lower	Community	25
Leighton Buzzard	Clipstone Brook Lower	Community	27
Leighton Buzzard	Doverly Down Lower	Community	28
Leighton Buzzard	Greenleas Lower	Community	32
Leighton Buzzard	Heathwood Lower	Community	34
Leighton Buzzard	Leedon Lower	Community	38
Leighton Buzzard	Linslade Lower	Community	39
Leighton Buzzard	Mary Bassett Lower	Community	39
Leighton Buzzard	Pulford Lower	VA (C of E)	41
Leighton Buzzard	Southcott Lower	Community	46
Leighton Buzzard	St George's Lower	Community	47
Lidlington	Thomas Johnson Lower	Community	52
Marston Moretaine	Church End Lower	Trust	27
Marston Moretaine	Shelton Lower	Trust	44
Maulden	Maulden Lower	Community	40
Meppershall	Meppershall Lower	VA (C of E)	40
Moggerhanger	Moggerhanger Lower	Foundation	40
Northhill	Northhill Lower	VA (C of E)	41
Potton	Potton Lower	Community	41
Pulloxhill	Pulloxhill Lower	Community	42
Ridgmont	Ridgmont Lower	Community	43
Sandy	Laburnum Lower	Community	37
Sandy	Maple Tree Lower	Community	39
Sandy	Robert Peel Lower	Community	43
Sandy	St Swithun's Lower	VC	49
Shefford	Shefford Lower	Community	44
Shillington	Shillington Lower	Community	45
Silsoe	Silsoe Lower	VC	45
Slip End	Slip End Lower	Community	45
Southill	Southill Lower	Community	46
Stanbridge	Stanbridge Lower	Community	50
Stotfold	Fairfield Park Lower	Community	31
Stotfold	Roecroft Lower	Community	43
Stotfold	St Mary's (Stotfold) Lower	VC	49
Studham	Studham Lower	VC	50
Sundon	Sundon Lower	Trust	51
Sutton	Sutton Lower	VA (C of E)	51
Toddington	Toddington St George Lower	VC	54
Totternhoe	Totternhoe Lower	Community	54
Upper Caldecote	Caldecote Lower	VC	26
Upper Stondon	Stondon Lower	Community	50
Westoning	Westoning Lower	Foundation	55
Woburn	Woburn Lower	Community	55
Woburn Sands	Swallowfield Lower	Community	51
Wrestlingworth	Wrestlingworth Lower	VC	55

Lower schools information sheets - Key

The following pages contain detailed information about our schools to help you to consider which school(s) you would like your child to attend.

Key	
Academy	Academies are all ability schools established by the Department for Education and sponsors from business, faith and/or voluntary groups working in partnership with local education partners. The Governing Body is responsible for the admission arrangements. The Government has published proposals to increase the number of schools applying to become Academies. As a result the status of a school may subsequently change from that printed in this booklet.
Community	The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the agreed Religious Education Syllabus for the Local Authority.
Foundation	The Governing Body is responsible for the admission arrangements in a Foundation school. Religious Education in Foundation Schools follows the agreed Religious Education Syllabus for the Local Authority.
Trust	A Trust school is a Foundation school which is supported by a charitable trust. A Trust may include just one school or a group of schools working with external partners to share best practice and to support transition between phases. The Governing Body is responsible for the admission arrangements in a Trust School. Religious Education in Trust Schools follows the agreed Religious Education Syllabus for the Local Authority.
VA	Voluntary Aided. The Governing Body is responsible for the admission arrangements in a VA school. Religious education follows the teaching of the Church of England (if C of E) or the Catholic faith (if Catholic). The Council maintains the school but the governors employ the staff and have wider responsibilities for the upkeep of the building than in a Community or Controlled School.
VC	Voluntary Controlled. The Local Authority is responsible for the admission arrangements. Religious worship usually follows the teaching of the Church of England, under the direction of the school Governors. Religious education follows the agreed Religious Education Syllabus for the Local Authority. The Governors have greater control over the use of the premises than in a Community School.
Admission Number	This represents the number of pupils the school can admit in each year. Schools are expected to admit up to that limit during the course of the year, if there are requests for places. Where there are more requests for places than the number of places at that school, we allocate places in order of priority according to the school's admissions criteria.

NOR 2011	Number on Roll. We have included the roll for January 2011 to show you the likely size of the school.
Designated measuring point	If applying the admissions criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, 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. This point is the designated measuring point.
Admissions in September 2011	We have included this information as you may find it helpful when considering whether or not places are likely to be available at your preferred school. You should be aware, however, that numbers vary from year to year and the availability of places in September 2011 will not mean that places will be available in September 2012. Likewise oversubscription in September 2011 might not mean oversubscription in September 2012.
Admissions criteria definitions	Some schools have definitions as part of their admissions criteria to help you understand if you meet a particular criterion, for example an explanation of what is meant by 'regular attendance' at a church. Therefore, if you want your religious leader to sign your form to confirm your religious affiliation you must take this book for them to check the school's criteria.

Lower school information sheets

All Saints Lower School					
Head: Mrs D Gower- Acting Headteacher		Address: Church Street, Clifton, Shefford, Bedfordshire, SG17 5ES		Tel: (01462) 628444	
Website: www.allsaints.beds.sch.uk Email: allsaintslower@schools.bedfordshire.gov.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
VA (C of E) Up to 9 Years			Admission Number: 30	Requests Received: 38	Places Offered: 30
At the time of the initial allocation in April 2011 all applicants were admitted under criteria 1-2 and some were admitted under criterion 3 as described in the 'Starting School' booklet for September 2011.					

Ardley Hill Lower School					
Head: Mr. J Smith- Acting Headteacher		Address: Lowther Road, Dunstable, Bedfordshire, LU6 3NZ		Tel: (01582) 667955	
Website: www.ardleyhill.org.uk Email: ardleyhilllower@schools.bedfordshire.gov.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
Community Up to 9 years			Admission Number: 60	Requests Received: 28	Places Offered: 28
At the time of the initial allocation in April 2011 all applicants were offered a place.					

Ashton St. Peter's Lower School					
Head: Mrs S McGinty		Address: Leighton Court, Dunstable, LU6 1EW		Tel: (01582) 663400	
Website: www.ashtonstpeters.ik.org Email: ashtonstpt@deal.bedfordshire.gov.uk			Designated measuring point: Front door of school		
Category Age Range	NOR 2011	Admission Number 2012	Admissions in Sept 2011		
VA (C of E) Up to 9 years			Admission Number: 30	Requests Received: 25	Places Offered: 25
At the time of the initial allocation in April 2011 all applicants were offered a place.					

Central Bedfordshire schools admissions criteria

Standard Admissions Policy 2012

The Local Authority will apply the following criteria (in the rank order shown below) to decide the order in which places will be allocated when there are more requests from parents/carers than the number of places available.

1. All 'looked after' children
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings
6. Any other children

The Standard Admissions Policy 2012 applies to the following Lower Schools:

Ardley Hill Lower School
Beaudesert Lower School
Beecroft Lower School
Caddington Village School
Caldecote Lower School
Campton Lower School
Chalton Lower School
Church End Lower School
Clipstone Brook Lower School
Cranfield Lower School
Derwent Lower School
Doverly Down Lower School
Downside Lower School
Eversholt Lower School
Everton Lower School
Fairfield Park Lower School
Flitwick Lower School
Gothic Mede Lower School
Gravenhurst Lower School
Greenfield Lower School
Hadrian Lower School
Harlington Lower School
Hawthorn Park Lower School
Haynes Lower School
Heathwood Lower School
Houghton Conquest Lower School
Husborne Crawley Lower School
Kensworth Lower School
Kingsmoor Lower School
Langford Lower School
Lawnside Lower School
Leedon Lower School
Mary Bassett Lower School
Maulden Lower School
Moggerhanger Lower School
Potton Lower School
Raynsford Lower School

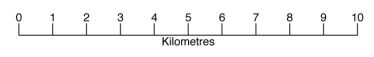
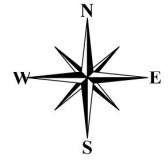
Ridgmont Lower School
Roecroft Lower School
Russell Lower School
Shefford Lower School
Shelton Lower School
Shillington Lower School
Slip End Lower School
Southill Lower School
Southlands Lower School
St George's Lower School
St Swithun's Lower School
Stanbridge Lower School
Stondon Lower School
Swallowfield Lower School
Templefield Lower School
The Firs Lower School
Tithe Farm Lower School
Toddington St George Lower School
Totternhoe Lower School
Watling Lower School
Westoning Lower School
Woburn Lower School
Wrestlingworth Lower School

Listed below are the following Lower Schools that do not follow the Standard Admissions Policy 2012 and the criteria that each of these will apply when determining admission:

All Saints Lower School

1. All 'looked after' children
2. Pupils living in the Clifton catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings of pupils of All Saints
6. Children of parents who have attended All Saints Church, Clifton once per month for a period of six months prior to application. Parents need the signature of the Rector on the application form
7. Children who are cared for on a daily basis by person/persons living in Clifton
8. Any other children

Map of Central Bedfordshire with parish boundary



Find out more...

Get in touch if you would like further copies, a large-print edition or more information about this publication

More information

Për Informacion

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برای اطلاع

Per Informazione

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Za Informacije

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Please recycle me!

When you have finished, please put me in your recycling bin or bag

Contact us

on the telephone...

01234 718120

by email...

admissions@bedford.gov.uk

on the web...

www.centralbedfordshire.gov.uk

Alternatively, you can write to:

School Admissions Service,

Borough Hall, Cauldwell Street Bedford, MK42 9AP

**Central
Bedfordshire**

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Starting School - Application Form 2012

APPLY ONLINE

www.centralbedfordshire.gov.uk/onlineadmissions

- It's quick, safe and secure and you will receive confirmation of receipt
- You will receive an email on allocation day informing you of the outcome.

If you are a parent or carer with parental responsibility, live within the area covered by Central Bedfordshire Council and you would like to apply for a place at any Lower/Primary school, you must apply online or complete this application form.

Please apply online or, if you use this form, return it to the School Admissions Service.

You may wish to put your catchment area school as one of your preferences. This will usually mean that you still have priority for a place at the catchment area school if there isn't a place for your child at your preferred school(s).

Before you apply, please read carefully the **Starting School booklet**, available at www.centralbedfordshire.gov.uk/admissions

If you live in another Local Authority do not complete this form. You must complete your home Local Authority's application form and return it to them.

Please complete and send your application by **15 January 2012**. If you do not apply by this date, we cannot guarantee to consider your request.

If you need help in understanding or completing this form, or you need this information in another format, please contact the School Admissions Service.

Starting School Admissions Timetable

October 2011

We will publish our Starting School booklet.

This will be available online* at www.centralbedfordshire.gov.uk/admissions



October 2011 to 15 January 2012

You can apply online at www.centralbedfordshire.gov.uk/onlineadmissions or you can complete and return a paper application form to the School Admissions Service or your first preference school



15 January 2012*

By this date, you must have applied online or returned your application form to the School Admissions Service or your first preference school



27 April 2012

A letter will be posted to you to let you know the outcome of your application.
If you have applied online you will also be sent an email.

*It is very important to return your application form by this date. This means we will have the time to deal properly with all applications before we write to notify you of the outcome.

*If you require a hard copy of the Starting School booklet, please contact the School Admissions Service - 01234 718120, email admissions@centralbedfordshire.gov.uk

Mythbusters and tips to help you complete your application

Listing only one preference does not increase your chance of getting into that school.

Applying for more than one school does not weaken your chances of getting a place at your preferred school.

You are advised to **include your catchment** school as one of your three preferences. However, please note that you are not guaranteed a place at your catchment school.

Have at least one school as a "safety net" where you are likely to be offered a place.

You should list the schools in the order that you would **most prefer them**, not the order you think you might get them.

Many schools have more applications than there are places available. To decide which children to offer places to, a set of admission criteria is used. Different schools have different criteria so it is important that you check the admission arrangements for all the schools you are interested in. You can do this at: www.centralbedfordshire.gov.uk/admissions

Please make the time to visit schools before you apply so that you have all the information you need

Section A

Pupil's Details

Pupil's surname:	First name(s):
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Pupil's address at time of application:

Postcode:

Date of birth:

Gender: Male Female

Name of current nursery/playgroup and date admitted:

Name of parent or carer with parental responsibility:

Title (Mr/Mrs etc):	Forename:	Surname:
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Relationship to child:

Home tel number: Mobile tel no:

Please note that any offer made will be withdrawn if we find that the parent(s)/carer(s) have given false information.

Section B

School Preferences

This part of the form relates only to maintained schools (if you are applying for your child to attend an independent school please see Section E). You may nominate up to three preferred schools. One of these would normally be your catchment school.

Places will be allocated strictly in accordance with each school's admissions criteria – you need to take this into consideration when nominating your preferred schools. If your child has a Statement of Special Educational Needs please see the 'How to complete the application' section in the Starting School booklet. Please read the admissions criteria for the schools you are interested in and read the 'How are places allocated?' section in the booklet.

Order of preference:	Name of School:
1	Preference: <input type="text"/>
2	Preference: <input type="text"/>
3	Preference: <input type="text"/>

*** If a place cannot be offered for my child at any of the schools I have listed above, I wish my child to be considered for a place at my catchment area school.**

** If you do not want your child to be considered for a place at the catchment area school, please delete the sentence above. However, if you do this, a place may not be available at either your catchment area school or a school close to your home.*

Section C

Other children

If you have an older child who will still be attending one of the schools you have nominated, please give details below:

Name:

Date of birth:

School attending:

Address of sibling if different from Section A:

Section D

Other Information

Other information about your child
(Please see the 'How to complete the application' section in the Starting School booklet)

Please tick

Yes

No

- i) Does your child have a statement of Special Educational Needs? Yes No
- ii) Is your child a 'looked after' child? (See definition in the Starting School booklet) Yes No
- iii) Does your child have a 'very exceptional' medical reason why he/she should be given priority of admission to one of the schools in Section B? (See definition in the Starting School booklet). Yes No

If you answered "yes" to i) ii) or iii) above, please give details in the "Additional Information" box below.

Section E

Independent School

If you are applying separately for your child to attend an independent school please give details below. Do not include the school in Section B.

Additional Information

Please use this box for the information required in Section D plus any additional information to support your application. If necessary, please continue on a separate sheet.

Declaration

I confirm that the information given on this form is correct and that I have read the admissions arrangements and understood the way in which places are allocated. I agree to provide the School Admissions Service with information regarding my child's address, upon request, as part of the verification process. (See the Starting School booklet for further information).

Name of parent or carer with parental responsibility

Signature of parent or carer with parental responsibility:

Date:

If you are applying for a place at a school on religious or faith grounds, please complete the appropriate Confirmation of Religious Affiliation form.

Data Protection

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 internally within the Council with relevant officers and schools and may also be shared with other relevant Local Authorities. We will safeguard your personal details and these will not be divulged to any other individuals or organisations for any other purposes.

Contact Us

If you have any questions about the admission arrangements, please contact:

**School Admissions Service
Borough Hall
Cauldwell Street
Bedford
MK42 9AP**

**Telephone General Enquiries Line
01234 718120**

**Fax number
01234 228846**

Email: admissions@centralbedfordshire.gov.uk

SCHOOL ADMISSIONS SERVICE



Bedford Borough Council and
Central Bedfordshire Council

working together

APPLICATION FOR CHURCH OF ENGLAND SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application is for a place at the following **Church of England** Lower Schools or you are applying for a Bedford Borough Lower School on **religious or faith grounds** you **must** make sure that your priest, minister or faith leader confirms, by signing the declaration below, that you meet the criteria for admission to the school. You should take the relevant page of the booklet with you so that he/she can confirm that you meet any attendance requirements. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email admissions@centralbedfordshire.gov.uk

All Saints Lower, Ashton St. Peter's Lower, Dunton Lower, John Donne Lower, Meppershall Lower, Northill Lower, Pulford Lower, St. Andrew's Lower, St. Leonards Lower, St. Mary's (Clophill) Lower, St. Mary's (Stotfold) Lower, Sutton Lower, Thomas Whitehead Lower

School (see above)	
Pupil's Surname	
Pupil's First name	
Date of Birth	
Address	

Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

Is/are a member/practising member of the above congregation/place of worship and meets the criteria for admission to the following school(s):

Name of School(s):	
Name and address of priest, minister or faith leader:	
Name of congregation/place of worship:	
Christian denomination or religious faith:	
Signature of priest/minister/faith leader:	
Date:	

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:
15 January 2012**

SCHOOL ADMISSIONS SERVICE



Bedford Borough Council and
Central Bedfordshire Council
working together

APPLICATION FOR CATHOLIC SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application is for a place at the following **Catholic** Lower Schools or you are applying for a Bedford Borough Lower School on religious grounds because your child has been baptised or enrolled in a catechumenate programme, you **must** provide a copy of their Baptismal Certificate or your priest **must** confirm enrolment in the programme. In addition if you are a practising Catholic family, your priest **must** confirm this, by signing the declaration below.

If you are a member of another denomination or faith and you would like your child to attend a Catholic School on religious or faith grounds, your priest, minister or faith leader **must** sign the declaration below to support your application.

You may wish to refer to the relevant page of the booklet for the admissions criteria. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email Admissions@centralbedfordshire.gov.uk

St. Mary's (Caddington) Lower, St. Vincents Primary

School (see above)			
Pupil's Surname			
Pupil's First name			
Date of Birth			
Address			
I have attached a copy of my child's baptismal certification (Please tick)	Yes	<input type="checkbox"/>	No

Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

Please tick

The family of this child is a practising Catholic family	<input type="checkbox"/>
This child is not baptised but is enrolled in a catechumenate programme	<input type="checkbox"/>
I support this application	<input type="checkbox"/>
Name and address of priest, minister or faith leader:	
Name of congregation/place of worship:	
Christian denomination or religious faith:	
Signature of priest/minister/ faith leader:	
Date:	

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:
15 January 2012**