

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



**Central
Bedfordshire**

please ask for Sandra Hobbs
direct line 0300 300 5257
date

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

Wednesday, 24 June 2009 at 8.30 a.m.

Venue at

**Room 14, Priory House, Monks Walk, Chicksands,
Shefford SG17 5TQ**

Jaki Salisbury
Interim Chief Executive

To: The Chairman and Members of the CENTRAL BEDFORDSHIRE ADMISSIONS FORUM:

Local Education Authority: Councillor Mrs Anita Lewis, Portfolio Holder for Children's Services

Community Schools: Steve Morrow, Headteacher, Flitwick Lower School
Anne Phillips, Headteacher, Streetfield Middle School, Dunstable
(vacancy – upper school headteacher)
(vacancy – lower school headteacher, or can be any lower school)

Voluntary Controlled Schools: (two vacancies – headteachers or governors)

Foundation and Trust Schools: David Brandon-Bravo, Headteacher, Parkfields Middle School, Toddington
Shaun Fell, Headteacher, Harlington Upper School

Voluntary Aided Schools:	Pauline Cotton, St Vincent's Primary School, Houghton Regis (Roman Catholic) Chris Spurgeon, St Mary's Lower School, Clophill (Church of England) Nick Sharpe, Ashton Middle School, Dunstable
Church of England Diocese:	Ray Slade, Diocese of St. Albans
Roman Catholic Diocese:	Frances Image, Catholic Diocese of Northampton
Academy:	(vacancy – All Saints Academy, Dunstable)
Parent Representative:	Ben Sear, CBC Children, Families and Learning Overview and Scrutiny Committee (one vacancy)
Local Community:	Wendy Anderson-Welsh (Ethnic Minorities Groups) Squadron Leader Michelle Ramsden, RAF Henlow (one vacancy – previously Looked after Children)

REVISED AGENDA

No.	Item	Lead Person	Time
1	Welcome, Introductions and Apologies	Rob Mills	8:30
2	Election of Chairman	Rob Mills	8:35
3	Election of Vice-Chairman	Chairman	8:40
4	Minutes of Central Bedfordshire Admissions Forum held on 24 March 2009	Chairman	8:45
5	Matters Arising	Chairman	8:50
6	Update on Membership and Terms of Reference	Rob Mills (Oral Report)	8:55
7	Update on 2009 Admissions and Appeals	Rosa Bonwick/Rob Mills	9:05
8	Annual Report to the Schools Adjudicator	Rosa Bonwick	9:15
9	CHOICE Advice	Jo Maule	9:25
10	In-Year Fair Access Protocol	Patrick Shevlin	9:35

11	. Admissions Arrangements for 2010	Rosa Bonwick	9:45
12	. Parental Feedback on 2009 Admissions	Rosa Bonwick	9:55
13	. Information for Parents for 2010 Admissions	Keith Lakin	10:05
14	. Date and Time of Future Meetings	Chairman	10:15
15	. Close	Chairman	10:20
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CENTRAL BEDFORDSHIRE SHADOW COUNCIL

Minutes of a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held in Room 13, Priory House, Chicksands on Tuesday, 24 March 2009.

Present:

David Brandon-Bravo	Sqn Ldr Michelle Ramsden
Pauline Cotton	Rob Robson
Councillor Mrs Fairbairn (Chairman)	Ben Sear
Shawn Fell	Ray Slade
Steve Morrow	

Also in Attendance: Sigrid Hillman – Community Development Officer

Officers: Mrs Bonwick, Mr Goldsmith, Mrs Hobbs, Mr Mills, Dr Modi and Mr Shevlin

10. APOLOGIES FOR ABSENCE

Apologies were received from Councillor N Costin, Anne Phillips, Chris Spurgeon, Nick Sharpe, Frances Image, Wendy Anderson-Welsh.

11. MINUTES OF THE CENTRAL BEDFORDSHIRE ADMISSIONS FORUM HELD ON 10 DECEMBER 2008

RESOLVED to approve the Minutes of the meeting of the Central Bedfordshire Admissions Forum held on 10 December 2008 as a correct record and to authorise the Chairman to sign them.

12. MEMBERSHIP AND TERMS OF REFERENCE

Members received a report summarising changes arising from the new regulations and School Admissions Code, that came into force on 10 February 2009, in relation to (a) the membership of the Admissions Forums and (b) their roles and responsibilities.

The Forum currently had 15 appointed members and the maximum size remained at 20. To comply with the new regulations the following changes to the membership were suggested:

- the vacancy for one lower school headteacher representing foundation and trust schools be made available to a governor or headteacher of any lower school in Central Bedfordshire

- the place for one upper school headteacher representing the Church of England Diocese should be removed as it exceeded the revised requirement for only one nominee from each religious denomination
- to have two voluntary controlled school representatives (governors or headteachers)
- that there be one representative of a local academy, which would be the All Saints Academy in Dunstable, due to open in September 2009
- to have one additional parent representative (the Forum at present had one parent governor), which was optional under the Forum's terms of reference which allowed between one and three.

The proposed revised membership details were tabled at the meeting. It was noted (a) that Ben Sear, the current parent governor, met the revised criteria for a parent representative; and (b) that a new community and voluntary controlled upper school head teacher would need to be recruited in place of Rob Robson as Samuel Whitbread Upper School was taking trust status on 1 April 2009.

Members were advised that the revised membership would need to be approved by or on behalf of the Central Bedfordshire Executive.

The Forum noted information from the Department for Children, Schools and Families (DCSF) about the power of an Admission Forum to produce a voluntary annual report to the Schools Adjudicator and the format such a report might take. It was expected that Admission Forums be involved in the production of the local authority's own statutory annual report, or at least have had sight of it before it was sent to the Schools Adjudicator.

RESOLVED

1. that the Central Bedfordshire Executive be recommended to amend the Forum's membership as recorded above in order to comply with The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 and the revised School Admissions Code which both came into force on 10 February 2009.
2. that the changes to the role and reporting procedures of Admission Forums included in the revised School Admissions Code and their impact upon the Forum's terms of reference be noted.
3. that the Forum agrees to provide input to the statutory annual report of the local authority on admission arrangements, rather than to produce a separate report of its own.

13. REVISED SCHOOL ADMISSIONS CODE

Members received a report which set out the changes to the revised School Admissions Code provided by the DCSF. The changes relevant to the proposed admission arrangements for 2010 were:

- Applications Forms. Parents must not be required to attend the school in person to collect a form or be required to return their completed application form to the school. The advice from the DCSF was that this must not be the only option open to parents
- Prohibition of oversubscription criteria. Governors have no discretion over the admission of children with statements of special educational needs (SEN). The standard admission policy for community and voluntary (VC) controlled (VC) schools had been amended accordingly and schools which were their own admission authority had been asked to ensure that this was clearly stated in their policies
- 2010-2011 admissions – co-ordination during normal admission round. For upper school and academy admissions parents would continue to apply to their home Local Authority (LA)
- In-year applications from 2010. LAs must co-ordinate all in-year applications for parents in their areas from the 2010-2011 academic year onwards
- Main obligations of Co-ordination Regulations. The regulations would apply to the 2011-2012 admissions round and not to the 2010-2011 admissions round. This would need to be considered when agreeing the arrangements for the co-ordinated schemes for the 2010-2011 academic year as the statutory dates would not apply to that academic year
- Waiting List. From September 2009 each admission authority must maintain a waiting list for at least the first term in the academic year of admission. Schools which were their own admission authority had been advised
- Objections to the Schools Adjudicator. Objections to admission arrangements should be referred to the Schools Adjudicator by 31 July
- Appendix 4. Admission authority must publish their determined admission arrangements on their web site for the whole year. LAs must publish by 1 May the determined admission arrangements of all schools and must publish a notice in local newspapers providing details of where the determined arrangements might be viewed. A composite prospectus must be published by 12 September, including the application form.

NOTED the main changes to the revised School Admissions Code.

14. CONSULTATION PROCESS AND RESPONSES

Members received a report regarding the consultation process and the responses received. The consultation in respect of the arrangements for the September 2010 academic year took place between 2 January and 28 February 2009.

A total of 15 responses had been received, 10 from lower schools, 3 from middle schools, 1 from the combined school and 1 from a parent.

NOTED the outcome of the consultation and the responses received.

15. STANDARD ADMISSIONS POLICY 2010 – COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

The Forum received a report advising Members that no comments to the Standard Admissions Policy for Community and Voluntary Controlled (VC) Schools had been received during the consultation process. The Forum at their meeting on 10 December 2008 had noted the proposed changes for September 2010.

Members were advised that the LA would apply the following criteria, in rank order, to decide the order in which places would be allocated when there were more requests from parents/carers than the number of places available:

- all 'looked after' children
- pupils living in the catchment area
- 'very exceptional' medical grounds
- siblings
- any other children

If there were more children with an equal right to admission to the school than the number of available places, the tie break would be the distance the pupil lives from the school, measured in a straight line, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority.

It was suggested that for admissions in September 2011 the admissions criteria might be amended to enable siblings of pupils living in the catchment area to have a higher priority than other pupils living in the catchment area. As this would be a significant change to the policy, this would need to be consulted upon. Members agreed that this was a sensible option and that it should be considered in relation to the 2011 admissions.

RESOLVED to approve the Standard Admissions Policy for Community and Voluntary Controlled Schools.

16. ADDITIONS TO THE STANDARD ADMISSIONS POLICY - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Members received a report on the additions to the Standard Admissions Policy for Community and Voluntary Controlled Schools. The following four schools had requested additions for September 2010:

- Eaton Bray Lower School
- Alameda Middle School
- Woodland Middle School

- Redborne Upper School

The additions had been agreed with Officers at Central Bedfordshire and had been consulted upon.

Members were advised that discussions were taking place with the Church of England Diocese, in relation to those schools that had a faith criterion and to determine how that faith should be assessed.

RESOLVED to approve subject to advice from the Church of England Diocese, the additions to the Standard Admissions Policy for those schools listed in Appendix A to the report.

17. **ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS – SEPTEMBER 2010**

Members received a report that set out the proposed admission numbers for Community and Voluntary Controlled schools. The following schools had requested a change to their admission number for September 2010:

- Beaudesert Lower School
- Cranfield Lower School
- Kingsmoor Lower School

Caddington Village School had requested an increase from 15 to 25 to their admission number for Year 5, to enable the school to have sufficient financial flexibility to employ a full-time teacher for an additional class and to enable them to admit all catchment area children. The headteacher of Streetfield Middle School had expressed her concerns to Officers that the proposed increase would impact on admissions to her school.

Roecroft Lower School's admission number would be 30 as the building of the replacement school had been delayed due to the economic climate.

It was noted that Vandyke Upper School had not yet confirmed its Year 12 admission number.

RESOLVED

- 1) to approve the proposed admission numbers for those schools listed in Appendix A to the report, subject to the admission number for Roecroft Lower School being amended to 30
- 2) that the request to increase the admission number for Year 5 at Caddington Village School not be supported for the reasons stated in the report.

18. CO-ORDINATED ADMISSION ARRANGEMENTS FOR UPPER SCHOOLS AND ACADEMY 2010-2011

Members received a report on the proposed scheme for co-ordinated admission arrangements. The closing date for applications was based on a proposed national closing date of 31 October. Although this date would not come into effect until the 2011 admissions round, it was suggested that this be applied to the 2010 admission round as it was only a few days earlier than the current closing date.

Members were made aware of the minor changes that had been made to the scheme.

RESOLVED

- 1) to approve that the closing date for application be 31 October
- 2) that parents have the option at phase transfer to return their application form to their child's current school or to the local authority
- 3) that all in-year applications be submitted to the local authority
- 4) to approve the co-ordinated scheme for 2010-2011.

19. CO-ORDINATED ADMISSION ARRANGEMENTS – PRIMARY SCHOOLS 2010-2011

Members received a report on the proposed scheme for co-ordinated admission arrangements. The closing date for middle and lower school applications was based on a proposed national closing date of 15 January. Although this date would not come into effect until the 2011 admissions round, members agreed that the 15 January closing date should be applied to the 2010 admissions round. It was recognised that the change would mean parents taking up a nursery place in January would not know whether their child had a place in the reception year in September. The advantage of setting the 15 January as the closing date would ensure that late applications, e.g. parents moving into the area, were dealt with during the normal allocation process.

Parents applying for a primary school place during the 2010 admissions round would be required to submit their application to the LA in which the school was located. However this could result in parents receiving one offer of a school place from Central Bedfordshire and another from Bedford Borough. Officers suggested that a joint approach between the two councils be agreed to ensure that two school places were not offered. This suggestion would also be put to the Bedford Borough Council Admissions Forum for approval. Members agreed that joint working with Bedford Borough Council was a sensible option.

RESOLVED

- 1) that the closing date for both middle and lower school applications would be 15 January for the 2010 admissions rounds
- 2) that parents have the option at phase transfer to return their application form to their child's current school or to the local authority
- 3) that lower school applications be submitted to the local authority
- 4) that subject to the agreement of the Bedford Borough Admissions Forum, the School Admissions Service adopts a joint approach to the admissions process across Central Bedfordshire and Bedford Borough
- 5) that all in-year applications be submitted to the local authority
- 6) to approve the co-ordinated scheme for 2010-2011.

20. CONSULTATION ON ADMISSIONS ARRANGEMENTS SEPTEMBER 2010 – FOUNDATION, TRUST AND VOLUNTARY AIDED SCHOOLS

Members received a report on the foundation, trust and voluntary aided (FTVA) schools' consultation processes on admissions arrangements for September 2010. St Mary's Catholic Lower School had not consulted on their proposed admission arrangements for September 2010 as there had been staffing issues at the school. Advice would need to be sought from DCSF about this situation.

The admission arrangements for the All Saints Academy would be approved by the Secretary of State as part of the Funding Agreement.

Appendix A to the report set out the various issues that had been raised with 21 schools. There were a number of instances of non-compliance with the Code of Practice and the Governing Bodies of those schools had been asked to review their policies before determining their admission arrangements. These arrangements were due to be determined by 15 April 2009, with notification to consultees of the arrangements within 14 days of that determination. If the policies still did not comply with the Code by then, then the local authority was duty bound to object to the Schools Adjudicator. In particular there was concern that John Donne Voluntary Aided School's criteria gave siblings a higher priority than parish children which was inconsistent with the LA's catchment area policy.

NOTED

- 1) the areas of non-compliance with the School Admissions Code, as set out in Appendix A to the report
- 2) the proposed admission numbers for the schools set out in Appendix B to the report
- 3) to note any actions required in respect of St Mary's Catholic Lower School.

RESOLVED to support the actions of the local authority in clarifying any necessary issues with the DCSF should a referral to the Schools Adjudicator be necessary.

21. ADMISSIONS ABOVE THE PUBLISHED ADMISSION NUMBER

Members received a report advising of the responses from the consultation process on admissions above the published admission number. Only 2 responses were received that specifically related to the exceptions. Members were advised that no changes to the exceptions were proposed.

RESOLVED

- 1) to approve the exceptions, which may result in the admission number being exceeded
- 2) that foundation, trust and voluntary aided schools be invited to adopt the exceptions.

NOTED the comments received from the 2 lower schools.

22. DETERMINATION OF ADMISSIONS ARRANGEMENTS – SEPTEMBER 2010

Members received a report, tabled at the meeting, outlining the requirement on admission authorities to give notice, within 14 days of determining their arrangements, to their local authority, to other bodies consulted and to any parents who had responded to the consultation. A copy of the determined admission arrangements must be published on the admission authority's website, where it had one, for the whole of the offer year, unless the arrangements were amended.

Local authorities must publish by 1 May on their websites the determined admission arrangements for all schools and academies along with a notice in the local newspapers.

NOTED the requirements for determining the admission arrangements.

23. ADMISSIONS IN SEPTEMBER 2009

Members received a report, tabled at the meeting, on the role of the Forum in considering how well admission arrangements serve the interest of children and parents within the local authority's area. This included considering how actual admissions relate to the admission numbers published.

Members noted in particular that Parkfields Middle School was oversubscribed every year. The head teacher expressed concern that over a number of years the number of children turned away could have been avoided had the school been permitted to build new accommodation and expand.

He was advised that this would need to be considered by Central Bedfordshire as the new local authority.

Forum members asked whether a view would be taken on maximum class sizes or on maximum numbers in a year group. Officers responded that, to date, Bedfordshire County Council had aimed to keep class sizes to around 30 but there was always a need for some flexibility; the numbers in a year group would depend on the accommodation in the school. Officers suggested that in future the traditional class size of 30 may change and there could be a variety of teaching methods and class sizes, depending on the activity. There was a need to look at the overall pupil teacher ratio in each school.

Officers at Central Bedfordshire were looking at the Building Schools for the Future project as this would transform learning over the next several years.

NOTED those schools where the published admission number had been exceeded and the reasons for this.

24. UPDATE ON APPEALS ARRANGEMENTS FOR 2009

The Forum received a report updating Members on the appeals arrangements for 2009 admissions. From 1 April 2009 Central Bedfordshire would have a statutory duty to administer admission appeals for the community and voluntary controlled schools in the Central Bedfordshire administrative area, and on behalf of the foundation and voluntary aided schools which chose not to receive delegated funding to administer their own appeals. This service would be a shared arrangement with Bedford Borough Council until 1 September 2009 and it would be hosted by Bedford.

A brief summary of the changes to the current Admission Appeals Code was tabled at the meeting.

An annual report on the appeals received would be submitted to the Forum later in the year. The local authority is required to report to the DCSF on the number of appeals from 1 September 2008 – 31 August 2009 in January 2010.

NOTED

- 1) the arrangements for the School Admission Appeals for the period 1 April to 31 August 2009
- 2) the DCSF summary of changes to the revised School Admissions Appeals Code
- 3) that an annual report would be considered by the Forum later in the year.

25. IN-YEAR FAIR ACCESS PROTOCOL

Members were advised that the In-Year Fair Access Protocol would need to be reviewed as it had been in place for over a year. The current Protocol would continue within Central Bedfordshire after 1 April 2009. This would be reviewed by the Head Teacher Review Group and a report would be considered at the next Admissions Forum meeting including the implications of the new Code for September 2009.

RESOLVED that the current Protocol should continue from 1 April 2009 and that a further report be considered at the next meeting.

26 ANY OTHER BUSINESS

Squadron Leader Michelle Ramsden would resume her role of the Forum, which had been covered by Flight Lieutenant Elizabeth Griffiths, but in her absence Sigrid Hillman, the RAF Henlow Community Development Officer, would substitute.

27. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting would be 24 June 2009 at 8.30 am in Room 14 at Priory House, Chicksands.

As it was the last meeting that Councillor Mrs Fairbairn would be chairing, Members thanked her and wished her well in the future.

Chairman

Agenda Item: 7

Meeting: Admissions Forum

Date: 24 June 2009

Subject: Update on 2009 Admissions and Appeals

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: The purpose of this report is to provide an update on admissions for 2009 and appeals held since 1 September 2008.

Contact Officers: Rosa Bonwick and Rob Mills

RECOMMENDATIONS:

1. To note the school preference and online application data.
 2. To note the appeals information.
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Background

1. The school preference data and online application data in this report relates to Central Bedfordshire and Bedford Borough. The appeals data relates to Central Bedfordshire schools.

School preference data

2. Table 1 shows the number and percentage of 1st, 2nd, 3rd and 4th preferences met for each school phase, at the time of allocation.

Table 1

Phase	Applicants	1 st preferences met	2 nd preferences met	3 rd preferences met	4 th preferences met	Total preferences met
Lower	4,382	94.23%	3.49%	0.59%	0.07%	98.38%
Middle	4,443	93.36%	4.82%	0.50%	0.07%	98.74%
Upper (all) *	4,646	96.99%	2.13%	0.24%	0.09%	99.44%
Upper (home)*	4,454	97.0%	2.2%	0.2%	0.00%	99.5%

* All = all applications received. Home = applications for Central Bedfordshire and Bedford Borough residents only

- Local authorities are required to submit to the Secretary of State secondary (upper) preference data on National Offer Day. The publication of preference data enables local authorities to compare the percentages of secondary preferences met in their local area against national and regional data. The published data relates to applications made by residents in each local authority area. Table 2 shows that the percentage of Bedfordshire parents offered a place for their child at their first preference secondary (upper) school exceeds both national and regional averages, as does the percentage of total preferences met. It should be noted that Bedfordshire achieved the highest percentage of first preferences met in the eastern region.

Table 2

	Applicants living in the area	1 st preferences met	2 nd preferences met	3 rd preferences met	1 of 3 preferences met	Total preferences met
National Average	546,744	83.2%	8.4%	3.1%	94.6%	96.2%
Regional Average	59,135	84.7%	8.1%	3.0%	95.8%	96.4%
Bedfordshire	4,454	97.0%	2.2%	0.2%	99.4%	99.5%

Online Applications

- Table 3 shows the percentage of online applications received for each school phase across Central Bedfordshire and Bedford Borough.

Table 3

Phase	Applicants	Percentage of online applications
Lower	4,382	52.44%
Middle	4,443	31.51%
Upper (home)*	4,454	30.0%

Home = applications for Central Bedfordshire and Bedford Borough residents only

- The secondary preference data submitted to the Secretary of State on National Offer Day includes the percentage of online secondary (upper) applications. Table 4 compares the number of online applications received in Central Bedfordshire and Bedford Borough with national and regional data. It should be noted that although the number of secondary (upper) online applications was below the regional level it was the same as the national level.

Table 4

	Applicants living in the area	Percentage of online secondary applications
National Average	546,744	30.0%
Regional Average	59,135	49.6%
Bedfordshire	4,454	30.0%

Admission Appeals

6. Table 5 shows, for Central Bedfordshire schools, the number of appeals heard and the number upheld for the period 1 September 2008 to 5 June 2009. It also shows the number of appeals still to be heard. All appeals have been processed within the required timescale. Appeals will continue to be received throughout the remainder of the academic year as late applications and in-year applications are processed.

Table 5

Phase	Appeal held	Appeals Upheld	Appeals Pending
Lower	28	2	0
Middle	26	22	10
Upper	8	5	0
Combined	2	2	0
Total	64	31	10

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Agenda Item: 8

Meeting: Admissions Forum

Date: 24 June 2009

Subject: Annual Report to the Schools Adjudicator

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: To consider the Local Authority's Report to the Schools Adjudicator

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

1. To endorse the information provided in the Annual Report.
2. To recommend to the Director that the report be agreed.

Background

1. The School Admissions Code and The School Admissions (Local Authority Reports and Admission Forums ((England) Regulations 2008, require Local Authorities to submit a report to the Schools Adjudicator, by 30 June each year, about the admission arrangements for schools in their area.
2. Members of the Forum noted, at their meeting of 24 March 2009, that Admission Forums had the power to produce their own annual report to the Schools Adjudicator, but that this was not a mandatory requirement. It was resolved at that meeting that the Forum provides input to the Local Authority's statutory report rather than to produce a separate report.

Annual Report

3. The draft annual report is attached at Appendix A.
4. The Office of the Schools Adjudicator has provided a template for the report. The template follows the items that the Code and Regulations require a local authority to include in its report. The wording in the Code is given in italics and has been retained in the draft report for the information of Forum members. The wording will be replaced by appropriate headings in the final version.
5. Members of the Forum are asked to endorse the information in the annual report and are invited, if they wish, to provide any additional input.

6. The Schools Adjudicator requires the report to be cleared, as a minimum, by the Director of Children's Services. The Forum is asked to recommend to the Deputy Chief Executive and Director of Children, Families and Learning that the report be agreed.
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Appendix:

Appendix A - Local Authority Report to the Schools Adjudicator

DRAFT

Appendix A

**LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM**

Central Bedfordshire Council

30 JUNE 2009

**Report Cleared by: Central Bedfordshire Admissions Forum
Edwina Grant, Director of Children, Families and
Learning**

Date submitted: 30 June 2009

By: Rosa Bonwick, Admissions Manager

Contact email address: rosa.bonwick@bedford.gov.uk

Telephone number: 01234 276327

SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2008 - 2009

Please complete using data/information for the period 1 September 2008 to date of report

Code 4.9 a) (i) how well the Fair Access Protocol has worked and how many children have been admitted to each school in the area under the protocol;

The Code at 3.44 requires (1) each local authority to have a Fair Access Protocol and (2) all schools and Academies to participate in their LA area's protocol

- a) Please confirm that the LA has a Fair Access Protocol that has been agreed with all the relevant schools in its area.

The Local Authority has a Fair Access Protocol in place agreed with all relevant schools.

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2008:

- a. in placing children in schools;

The Fair Access Protocol has been successful in placing pupils who meet the criteria for the Protocol, into schools.

- b. the co-operation of schools and Academies in implementing the protocol; and

All schools have ultimately co-operated with the Protocol. In a few cases in Upper schools, there have been requests for decisions to be reconsidered on the basis of local information and exceptional circumstances and this has been agreed.

- c. any issues you have had in implementing the protocol.

There has been an increase in numbers of pupils excluded from year 10 this year, which has placed more pressure on the resources and planning for Key stage 4 staff in schools.

Several schools have requested that risk assessments are undertaken before a pupil is identified under the protocol. The issue of initial assessment, intervention and support in a new placement is being reviewed by the Fair Access Protocol head teachers and Local Authority officers working group.

- c) In Appendix A, please record for each school the number of children directed to (column O) and admitted (column P) to the school under the protocol between 1 September 2008 and date of report.

Appendix A shows the number of children identified for admission to each school (column O) and admitted (column P) under the Fair Access Protocol for the period 1 September 2008 to 9 June 2009. Some pupils identified for admission to a named school have yet to be admitted as their placement has only recently been identified. Planning for their admission is still taking place. This accounts for the differences, in some cases, between column O and column P.

Code 4.9 a) (ii) whether primary schools are complying with infant class size legislation

Please include in your comments the number of schools where qualifying measures are being taken.

The January 2009 Annual School Census identified the following schools that were in breach of infant class size limits:

Derwent Lower School

The school has a mixed nursery and reception class of 35 children. All of the children attend full time and the majority of those children will attain the age of 5 during this school year. The headteacher was unaware that high level teaching assistants and teaching assistants are not permitted to teach an infant class. The headteacher is currently undertaking the additional teaching role to ensure that the school is complying with the legislation, but the school will be appointing an additional teacher.

Thomas Johnson Lower School

The school has a mixed reception and Year 1 class of 37 children. The headteacher was unaware that high level teaching assistants and teaching assistants are not permitted to teach an infant class. The Local Authority is currently working with the school to address the organisational issues and to ensure that the school is not in breach of the infant class size legislation.

Code 4.9 a) (iii) the number of admissions appeals held for each and every school in the area, and the number of appeals that were upheld.

Please insert the data covering the period 1 September 2008 to the date of the report in Appendix A to show for each school:

- column Q - the number of appeals held;
- column R - the number of appeals upheld; and
- column S - the number of appeals pending from the date of the report onwards.

Appendix A has been completed for the period 1 September 2008 to 9 June 2009 to show the number of appeals held (column Q), the number of appeals upheld (column R) and the number of appeals still to be heard. Appeals will continue to be received throughout the remainder of the academic year as late applications and in-year applications are processed.

Code 4.9 a) iv the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, effective communications with parents and any other relevant matter.

Please include in your comments, where there is evidence of non-compliance, what action have you taken.

All appeal panels have complied with the requirements of the School Admission Appeals Code. All appeals have been processed and heard within the required timescale, panels have conducted themselves correctly at all times and parents have been treated fairly in all respects.

4.9 d) iii any other matters which affect the fairness of admission arrangements for schools for schools in the area.

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2009/2010 school year.

Appendix 5 of the Code requires local authorities to provide an independent Choice Advice service that is focused on supporting the families who most need support in navigating the secondary school admissions process (paragraph 5). Choice Advice must be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive (paragraph 8). As a minimum, local authorities must ensure that Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff (paragraph 9).

- a) Please confirm that your local authority has an independent Choice Advice service in place.

Yes an independent Choice Advice Service is in place.

- b) Please explain how you ensure the independence of the Choice Advice provided (for example, the Choice Advice service may be situated in the Parent Partnership service or Family Information Service).

The Choice Advice service is situated in the Parent Partnership Service which operates at arm's length from the Local Authority and is based in a local school.

- c) Please confirm that your Choice Adviser(s) are in not in the same line management chain or reporting lines as staff on the admissions team.

The Parent Partnership Service is responsible for the line management of the Choice Adviser. That service is not in the same line management chain or reporting lines as staff in the admissions team. It is line managed by the Head of Policy and Strategy who reports to the Assistant Director Commissioning who in turn reports to the Director Children, Families and Learning.

Choice Advice must be targeted at those parents who most need support with the secondary school admissions process (paragraph 10). Local authorities and Choice Advisers should market their service to ensure that they reach the families most in need of their support and that other relevant agencies and

professionals are aware of the service they provide (paragraph 11). Choice Advisers should be proactive in reaching 'hard to reach' parents and should develop good links with organisations that may be able to refer parents to them (paragraph 12).

- d) Please explain how you ensure Choice Advice reaches those parents who are most in need of it.
- **Extensive networking with other frontline agencies including MASS, TES, EWOs, Parent Support Advisers, Extended Schools Co-ordinators, Children's Centres and others**
 - **Drop-in sessions at schools and Children's Centres**
 - **Targeted work with families of children at school action and school action plus**
 - **Pro-active work within the Eastern European communities**
 - **Links with the Parent Partnership Service**
- e) Describe how has Choice Advice contributed to the fairness of the admissions process.
- **Wide publicity of support offered by the Choice Adviser**
 - **Production of four guides to support parents:**
 - **Helping your child prepare for their first school**
 - **Applying for places at Lower, Middle and Upper Schools**
 - **Starting school and applying for a school place if your child is at school action or school action plus**
 - **Applying for schools if your child has a statement of educational need**
 - **Collaborative work with the Assessment and Monitoring Team and Admissions Team to raise awareness of the need to start planning a year ahead for phase transfers. Proactive work targeting parents of children with statements in Years 3 and 7**
 - **Meetings with the Head of Admissions to highlight issues and concerns raised by parents**

Local authorities may provide Choice Advice at the primary school admission stage and for in-year applications (paragraph 5).

- f) Choice Advice is offered at the primary admissions stage?

Yes

- g) Choice Advice is offered for in-year applications?

Yes

It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage.

- h) The Choice Adviser provides support during the appeals process?

Yes - limited support is available to explain the process and help with paperwork

- i) We plan to provide support during the appeals process in future?

Yes – limited due to capacity. Protocol agreed with the Local Authority. Support will be offered to those previously in touch with the Choice Adviser at the time of application and/or where there are significant language or other difficulties

SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2009-2010:

Code 4.9 b) (i) the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children.

Note: You may wish to point out if specialist staff from within the Council has contributed to this report.

The existing admission arrangements serve the interests of 'looked after' children, who have the highest priority for admission. The Admissions Forum has extended the exceptions which may result in the published admission number for a school being exceeded to include 'looked after' children.

All schools are aware of the requirement to admit 'looked after' children arriving in-year and it has not been necessary to issue any directions to schools.

All schools are required to make provision for children with statemented and non statemented special needs and to have in place effective accessibility plans. Any school that submits a bid for funding from the 'Access Initiative' is required to forward a copy of their accessibility plan to the local authority before funding can be approved.

The Parent Partnership Service gives impartial advice to parents of children with special educational needs. A common concern for parents whose children are at School Action or School Action Plus and who are due to move to middle or upper school, is how to access information about the support their child will receive when they move school. The Parent Partnership Service, in collaboration with the Choice Adviser, produces leaflets for parents to help them through the process.

Code 4.9 b) (ii) the effectiveness of co-ordination.

Note: You may wish to report on the authority's assessment of the effectiveness of any scheme for co-ordinating:

- a) the admission of pupils to relevant schools in the authority's area in the next academic year to begin after the date of the report, and
- b) the admission of pupils in the authority's area to other relevant schools in that academic year.

The Local Authority has consulted and determined its co-ordinated schemes for admissions in 2010. The schemes were considered and agreed by the Admissions Forum.

The schemes for upper and primary (middle and lower) school admissions in September 2010 are compliant with the statutory requirements of the Co-ordination Regulations. The Local Authority has decided to implement the national closing date for primary admissions a year earlier than required by the regulations.

Although the Local Authority is not required to formulate its scheme for in-year admissions until 1 January 2010, the Local Authority has consulted and agreed its scheme, which is compliant with the regulations. The scheme was considered and agreed by the Admissions Forum.

SECTION 3

FOR ADMISSION ARRANGEMENTS THAT HAVE BEEN DETERMINED IN THE APRIL IMMEDIATELY BEFORE THE DATE OF THE REPORT IS MADE (determined by 15 April 2009 for admission in September 2010):

Code 4.9 c) (i) a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

Yes, the admission arrangements for all maintained schools in the Central Bedfordshire Local Authority area are fully compliant with the Code.

If NO, please specify what action you are taking – please see paragraph “Referring objections to the Schools Adjudicator” on page 10.

Following the compliance exercise in 2008, the Chief Adjudicator wrote to all local authorities with details of where the admission arrangements for schools in their area may not be compliant with the Code. Subsequently, local authorities were asked to report on the action that had been taken to amend the arrangements.

Are you satisfied that all the necessary action that was said to be needed has been taken for the arrangements determined by 15 April 2009?

Yes

If you are not completely satisfied, what further action are you taking?

The Schools Adjudicator and local authority reports

*Code 4.10 local authority reports play an important part in monitoring schools’ compliance with this Code and ensuring an open and fair admissions system. The Schools Adjudicator **must** ensure that admission arrangements which come to his attention via local authority reports, and any Admission Forum reports that he receives comply with this Code and admissions legislation. This will form the basis of an annual report to the Secretary of State which will also include how fair access is being achieved locally. The*

Schools Adjudicator's annual report to the Secretary of State on fair access replaces the biennial report of the Schools Commissioner.

*Code 4.11 where a local authority report, under section 88P of the SSFA 1998, states that admission arrangements for maintained schools do not or may not conform with statutory requirements or the mandatory requirements of this Code, the Schools Adjudicator **must** decide whether the arrangements are compliant. In the case of Academies he may advise the Secretary of State on whether he considers the arrangements are compliant and the Secretary of State will reach a decision on any changes that are necessary.*

Referring objections to the Schools Adjudicator

*Code 4.12 local authorities **must** refer an objection to the Schools Adjudicator if they consider, or are made aware of any admission arrangements proposed by any other admission authority that are unlawful, that do not comply with the mandatory requirements or guidelines in this Code, or that appear to be unfair, unclear and subjective or encouraged social segregation. Local authorities **must** refer the objection as soon as such admission arrangements come to their attention. Local authorities may refer such an objection with their report or separately.*

*Code 4.13 local authorities **must** also consider carefully any representations they receive from parents about the admission arrangements for schools for which they are not the admission authority and whether they will use their power to make an objection to the Authority.*

Using Appendix A, please identify any schools (column U) that you have referred to the OSA, or may be referring to the OSA by the 31 July 2009.

SECTION 4

OTHER MATTERS:

Code 4.9 d) (i) details about the current membership of the Admission Forum for the area

Please list the bodies represented and the number of representatives in each category. Do **NOT** give the names of members.

<u>Group</u>	<u>Number of Representatives</u>
Local Authority:	1 (Portfolio Holder for Children, Families and Learning)
Schools:	
Community	1 Upper School Head Teacher 1 Middle School Head Teacher 1 Lower School Head Teacher
Voluntary Controlled	2 Governors or Head Teachers
Foundation / Trust	1 Upper School Head Teacher 1 Middle School Head Teacher
Voluntary Aided	1 C of E Lower School Head Teacher 1 RC Lower School Head Teacher 1 VA Middle School Head Teacher
Lower Schools (any)	1 Governor or Head Teacher
Religious Denominations:	
Church of England Diocese	1 Diocesan Board Representative
Roman Catholic Diocese	1 Diocesan Board Representative
Academy:	1 All Saints Academy
Parents: (must be a resident in the area and the parent of a child who is of compulsory school age or who is 2+ and receiving primary education)	2 Parent Representatives
Local Community Representatives:	1 Ethnic Minority Groups 1 Looked After Children 1 Armed Forces

Please add any comments on the transition from the previous to the new constitution of the Forum; the effectiveness of the Forum in challenging non-compliant admission arrangements; the contribution of the Forum in promoting fair access.

While the Central Bedfordshire Admissions Forum which was newly constituted in November 2008, as part of the transition to a unitary Central Bedfordshire Council, did to some extent anticipate the membership requirements of the new School Admissions Code, further changes were approved by the Executive in March 2009. In particular, these changes added places for two new voluntary controlled school representatives, a representative of the future All Saints Academy and a second parent governor. Minor changes were also made to the representation by religious denominations to comply with the new Code.

The Forum has met on three occasions since its constitution in November 2008. It has considered the fairness of the Council's admission arrangements in light of any proposed changes and considered a report from the Local Authority on the consultation process which identified some instances of non-compliance among foundation, trust and voluntary aided schools. *A further report following the determination of admission arrangements has assured the Forum that the admission arrangements for all schools in Central Bedfordshire are compliant with the School Admissions Code. (To be confirmed at the meeting on 24 June)*

The Admission Forum may make a report to the Schools Adjudicator. If the Forum wishes to make such a report it would be helpful to include the report with the report from the local authority.

The Admissions Forum does not wish to make a report to the Schools Adjudicator in 2009.

Whether or not the Admission Forum is making/submitting a report, please confirm that the Forum has seen, or will see, this LA report.

This report was considered by the Forum on 24 June 2009. Members of the Forum endorsed the information provided in the report. (To be confirmed at the meeting on 24 June)

Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.

The data provided by the Local Authority to the DCSF in January 2008 has been “cleaned” and is included in Appendix A at the end of this template.

If the data for 2009 is significantly different please state how it differs.

The data in respect of some schools, marked with a hash (#), has been omitted from the DCSF data. The Local Authority has been advised that where the number of children eligible for free school meals is very low the data has been omitted to ensure that individual children cannot be identified.

The percentage of children eligible for free school in January 2009 shows a general increase from January 2008. In terms of significant changes, the percentage of eligible children at the following schools (excluding special schools) has changed from 2008 by 5 percentage points or more (i.e. where the number of pupils eligible for free school meals in 2009 less those eligible for free school meals in 2008 is greater than 5% of the 2009 pupil headcount).

School	Percentage of pupils known to be eligible for free school meals	
	2009	2008
Downside Lower	41.1%	29.56%
Slip End Lower	14.0%	7.69%
Sundon Lower	16.1%	4.16%

Using and interpreting the data, please comment on any features associated with Fair Access to allocation of school places and meeting parental preferences.

The increase in free school meals can be attributed to the current economic climate but there is no suggestion that this may have affected the allocation of school places or the meeting of parental preferences.

Code 4.9 d) (iii) any other matters which affect the fairness of admission arrangements for schools in the area.

Please provide evidence about or any information, that in your view affect the fairness of admission arrangements by improving or reducing the fairness for schools in your area.

The Local Authority is not aware of any issues which might affect the fairness of admission arrangements for schools in the area.

SECTION 5

RANDOM ALLOCATION OF SCHOOL PLACES

1. Was random allocation being used in any way by the local authority in allocating places at community and/or voluntary controlled schools for September 2009:

(a) infant/primary/middle deemed primary schools?

No

If yes, please specify how?

(b) in secondary/middle deemed secondary schools?

No

If yes, please specify how?

2. Do the determined admission arrangements for admission in 2010 use random allocation in the same way as 2009 arrangements?

N/A

If no, please specify the changes that have been made.

3. What are your views on whether the outcomes of random allocation as used by the local authority result in fair outcomes for parents?

N/A

4. What evidence do you have of parental reaction to the use of random allocation and parental understanding of how the system works?

N/A

5. For all foundation and voluntary aided schools in your area, please indicate in Appendix A (column T), those schools that use random allocation in any part of its admission arrangements.

N/A

SECTION 6

ADMISSION OF TWINS TO THE SAME SCHOOL

1a). What is your policy on the admission of twins (and multiple births) to primary schools?

The Local Authority would seek to admit those children to the same school if that is the wish of the parent / carer.

b). What is your policy when the last place of the admission number is allocated to one twin (or fewer than all born in a multiple birth)?

If the last place offered is to the first child from a family with twins or multiple births, a place to the subsequent child or children is offered provided the admission would not breach infant class size limits. If the admission of a subsequent child / children would cause a breach of infant class size limits, the last place is offered in alphabetical order of the first name.

2a). What is your policy on the admission of twins (and multiple births) to secondary school?

The Local Authority would seek to admit those children to the same school if that is the wish of the parent / carer.

b) What is your policy when the last place of the admission number is allocated to one twin (or fewer than all born in a multiple birth)?

If the last place offered is to the first child from a family with twins or multiple births, a place to the subsequent child or children will be offered even if it takes the school above its published admission number.

3) Please indicate below, those Foundation and Voluntary Aided schools within your area, that do not have a policy on admission of twins (and multiple births).

As part of the co-ordinated admission arrangements, the Local Authority would ask the school to admit the subsequent child/ children in accordance with 1b and 2b above.

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URN	LEA Number	Esab Number	LA Esab	Sex of school description	School Name	School Type	Headcount of pupils	FTE Pupils	Number of pupils (used for FSM calculation)	Number of pupils taking free school meals	% of pupils taking free school meals	Number of pupils known to be eligible for free school meals	% of pupils known to be eligible for free school meals	Children directed to school under FAP	Children admitted to school under FAP	No of appeals upheld	No of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to OSA (Y/N)
109427	823	2000	8232000	Mixed	Gothic Meads Lower School	Community	219	219.0	219	16	7.3	19	8.7	1	1			N	N
132236	823	2001	8232001	Mixed	Maple Tree Lower School	Community	245	221.0	245	6	2.4	6	2.4					N	N
109428	823	2002	8232002	Mixed	Aspley Guise Lower School	Community	123	108.5	123	4	3.3	5	4.1					N	N
109429	823	2003	8232003	Mixed	Swallowfield Lower School	Community	205	205.0	205	6	2.9	7	3.4					N	N
109440	823	2032	8232032	Mixed	Slip End Lower School	Community	91	81.5	91	7	7.7	7	7.7					N	N
109441	823	2033	8232033	Mixed	Campton Lower School	Community	130	130.0	130	0	0.0	0	0.0					N	N
109444	823	2038	8232038	Mixed	Dunstable Icknield Lower School	Community	286	288.0	286	21	7.3	29	10.1					N	N
109445	823	2040	8232040	Mixed	Beccroft Lower School	Community	217	213.0	217	49	22.6	57	26.3					N	N
109447	823	2042	8232042	Mixed	Eaton Bray Lower School	Community	100	92.0	100	8	8.0	10	10.0					N	N
109449	823	2046	8232046	Mixed	Eversholt Lower School	Community	79	75.5	79	#	#	#	#					N	N
109450	823	2047	8232047	Mixed	Everton Lower School	Community	43	43.0	43	0	0.0	0	0.0					N	N
109452	823	2049	8232049	Mixed	Filwick Lower School	Community	259	243.0	259	5	1.9	5	1.9			3	0	N	N
109453	823	2051	8232051	Mixed	Gravenhurst Lower School	Community	40	38.0	40	3	7.5	3	7.5					N	N
109456	823	2055	8232055	Mixed	Haynes Lower School	Community	79	79.0	79	#	#	#	#					N	N
109457	823	2056	8232056	Mixed	Derwent Lower School	Community	134	134.0	134	3	2.2	3	2.2					N	N
109458	823	2057	8232057	Mixed	Houghton Conquest Lower School	Community	65	63.0	65	0	0.0	0	0.0					N	N
109459	823	2058	8232058	Mixed	Houghton Regis Lower School	Community	241	216.5	241	21	8.7	52	21.6					N	N
109460	823	2059	8232059	Mixed	Husborne Crawley Lower School	Community	51	49.5	52	4	7.7	5	9.6					N	N
109465	823	2066	8232066	Mixed	Langford Lower School	Community	183	174.0	183	5	2.7	5	2.7			1		N	N
109466	823	2067	8232067	Mixed	Beaudesert Lower School	Community	217	209.5	217	17	7.8	26	12.0					N	N
109467	823	2069	8232069	Mixed	St George's Lower School	Community	88	86.5	88	21	23.9	23	26.1					N	N
109468	823	2070	8232070	Mixed	Thomas Johnson Lower School	Community	100	88.5	100	8	8.0	9	9.0					N	N
109469	823	2072	8232072	Mixed	Standon Lower School	Community	75	75.0	75	8	10.7	8	10.7					N	N
109470	823	2110	8232110	Mixed	Church End Lower School	Community	256	256.0	256	14	5.5	20	7.8			1	1	N	N
109471	823	2111	8232111	Mixed	Shelton Lower School	Community	57	57.0	57	0	0.0	#	#					N	N
109472	823	2112	8232112	Mixed	Maulden Lower School	Community	158	158.0	158	4	2.5	4	2.5					N	N
109475	823	2117	8232117	Mixed	Patton Lower School	Community	228	228.0	228	14	6.1	15	6.6					N	N
109476	823	2118	8232118	Mixed	Ridgmont Lower School	Community	64	59.5	64	4	6.3	6	9.4					N	N
109477	823	2119	8232119	Mixed	Laburnum Lower School	Community	150	136.5	150	9	6.0	18	12.0					N	N
109479	823	2121	8232121	Mixed	Shefford Lower School	Community	307	294.5	309	7	2.3	8	2.6					N	N
109480	823	2122	8232122	Mixed	Shillington Lower School	Community	103	103.0	103	4	3.9	7	6.8					N	N
109481	823	2124	8232124	Mixed	Southill Lower School	Community	64	59.5	64	3	4.7	4	6.3			1		N	N
109482	823	2125	8232125	Mixed	Stanbridge Lower School	Community	89	84.5	89	6	6.7	7	7.9					N	N
109484	823	2129	8232129	Mixed	Rocroft Lower School	Community	138	135.5	138	5	3.6	5	3.6					N	N
109487	823	2136	8232136	Mixed	Chalton Lower School	Community	47	45.5	47	4	8.5	6	12.8					N	N
109488	823	2137	8232137	Mixed	Totterhoe Lower School	Community	91	90.0	91	#	#	#	#			1		N	N

URN	LEA Number	Estab Number	LA Estab	Sex of school description	School Name	School Type	Headcount of pupils	FTE Pupils	Number of pupils (used for FSM calculation)	Number of pupils taking free school meals	% of pupils taking free school meals	Number of pupils known to be eligible for free school meals	% of pupils known to be eligible for free school meals	Children directed to school under FAP	Children admitted to school under FAP	No of appeals upheld	No of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to OSA (Y/N)
109493	823	2143	8232143	Mixed	Woburn Lower School	Community	28	24.5	28	#	#	3	10.7					N	N
109495	823	2146	8232146	Mixed	Russell Lower School	Community	192	192.0	192	6	3.1	6	3.1					N	N
109497	823	2149	8232149	Mixed	St Christopher's Lower School	Community	203	195.0	203	11	5.4	15	7.4	1		0	0	N	N
109499	823	2152	8232152	Mixed	Watling Lower School	Community	212	212.0	212	12	5.7	16	7.5					N	N
109500	823	2153	8232153	Mixed	Lawside Lower School	Community	229	229.0	229	21	9.2	26	11.4					N	N
109501	823	2154	8232154	Mixed	Pulloxhill Lower School	Community	50	50.0	50	5	10.0	7	14.0					N	N
109504	823	2166	8232166	Mixed	Thornhill Lower School	Community	205	181.5	205	26	12.7	38	18.5					N	N
109505	823	2168	8232168	Mixed	Hadrian Lower School	Community	250	240.0	250	17	6.8	21	8.4					N	N
109507	823	2174	8232174	Mixed	Kingsmoor Lower School	Community	215	215.0	215	3	1.4	5	2.3					N	N
109508	823	2176	8232176	Mixed	The Mary Bassett Lower School	Community	108	99.0	108	19	17.6	24	22.2					N	N
109509	823	2177	8232177	Mixed	Leeton Lower School	Community	287	287.5	287	26	9.1	32	11.1	1		0	0	N	N
109511	823	2180	8232180	Mixed	Harlington Lower School	Community	151	151.0	151	3	2.0	3	2.0					N	N
109513	823	2184	8232184	Mixed	Heathwood Lower School	Community	126	125.5	126	#	#	3	2.4					N	N
109515	823	2188	8232188	Mixed	Linslade Lower School	Community	222	208.5	222	9	4.1	11	5.0					N	N
109516	823	2189	8232189	Mixed	Doverly Down Lower School	Community	140	140.0	140	3	2.1	4	2.9					N	N
109517	823	2192	8232192	Mixed	Ardley Hill Lower School	Community	204	204.0	204	14	6.9	17	8.3					N	N
109518	823	2193	8232193	Mixed	Lancot Lower School	Community	304	270.0	304	21	6.9	29	9.5					N	N
109520	823	2195	8232195	Mixed	The Firs Lower School	Community	258	258.0	258	#	#	7	2.7	2		0	0	N	N
109521	823	2201	8232201	Mixed	Clipstone Brook Lower School	Community	185	167.5	187	13	7.0	14	7.5					N	N
109522	823	2202	8232202	Mixed	Robert Peel Lower School	Community	305	280.5	305	38	12.5	40	13.1					N	N
109523	823	2203	8232203	Mixed	Southcott Lower School	Community	292	271.0	292	16	5.5	19	6.5			5	0	N	N
109524	823	2209	8232209	Mixed	Hawthorn Park Lower School	Community	289	281.5	289	38	13.1	56	19.4					N	N
109525	823	2210	8232210	Mixed	Southlands Lower School	Community	292	281.5	292	6	2.1	14	4.8					N	N
109527	823	2213	8232213	Mixed	Templefield Lower School	Community	248	243.5	248	5	2.0	8	3.2					N	N
109528	823	2217	8232217	Mixed	Lark Rise Lower School	Community	277	240.0	277	19	6.9	19	6.9	1		0	0	N	N
109529	823	2218	8232218	Mixed	Hockliffe Lower School	Community	35	33.0	35	4	11.4	5	14.3					N	N
109585	823	2279	8232279	Mixed	Tithe Farm Lower School	Community	193	172.0	194	51	26.3	63	32.5					N	N
109587	823	2282	8232282	Mixed	Ramsay Manor Lower School	Community	276	276.0	276	13	4.7	13	4.7					N	N
109589	823	2285	8232285	Mixed	Downside Lower School	Community	115	109.0	115	34	29.6	34	29.6					N	N
109591	823	2288	8232289	Mixed	Greenleas Lower School	Community	254	221.0	254	7	2.8	7	2.8	3		0	0	N	N
109595	823	3001	8233001	Mixed	St Andrew's CofE VC Lower School	Voluntary controlled	407	375.0	408	23	5.6	29	7.1					N	N
109596	823	3003	8233003	Mixed	Caldecote VC Lower School	Voluntary controlled	61	58.0	61	0	0.0	0	0.0	1				N	N
109598	823	3005	8233005	Mixed	Granfield VC Lower School	Voluntary controlled	280	270.5	280	4	1.4	14	5.0					N	N
109599	823	3006	8233006	Mixed	Dunton VC Lower School	Voluntary controlled	56	56.0	56	0	0.0	0	0.0					N	N
109600	823	3007	8233007	Mixed	Greenfield CofE VC Lower School	Voluntary controlled	122	122.0	122	5	4.1	6	4.9					N	N
109601	823	3008	8233008	Mixed	Raynsford VC Lower School	Voluntary controlled	134	126.0	134	5	3.7	6	4.5	2		0	0	N	N

URN	LEA Number	Estab Number	LA Estab	Sex of school description	School Name	School Type	Headcount of pupils	FTE Pupils	Number of pupils used for FSM calculation)	Number of pupils taking free school meals	% of pupils taking free school meals	Number of pupils known to be eligible for free school meals	% of pupils known to be eligible for free school meals	Children directed to school under FAP	Children admitted to school under FAP	No of appeals upheld	No of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to OSA (Y/N)	
109602	823	3010	8233010	Mixed	Kensworth VC Lower School	Voluntary controlled	53	47.0	53	3	5.7	3	5.7					N	N	
109604	823	3012	8233012	Mixed	St Swithun's VC Lower School	Voluntary controlled	167	147.5	167	10	6.0	10	6.0					N	N	
109605	823	3013	8233013	Mixed	Slisze CofE VC Lower School	Voluntary controlled	105	104.0	105	4	3.8	5	4.8					N	N	
109606	823	3014	8233014	Mixed	St Mary's VC Lower School	Voluntary controlled	231	231.0	231	10	4.3	12	5.2	3	0	0		N	N	
109607	823	3015	8233015	Mixed	Studham CofE VC Lower School	Voluntary controlled	61	61.0	61	3	4.9	3	4.9					N	N	
109608	823	3016	8233016	Mixed	Toddington St George Lower School	Voluntary controlled	319	301.0	319	17	5.3	21	6.6					N	N	
109609	823	3017	8233017	Mixed	Wrestlingworth CofE VC Lower School	Voluntary controlled	44	44.0	44	0	0.0	0	0.0					N	N	
109615	823	3302	8233302	Mixed	John Donne CofE Lower School	Voluntary aided	81	74.5	81	3	3.7	3	3.7					N	N	
109616	823	3306	8233306	Mixed	All Saints VA CofE Lower School	Voluntary aided	158	145.5	158	3	1.9	6	3.8	2	0	0		N	N	
109617	823	3307	8233307	Mixed	St Mary's VA CofE Lower School	Voluntary aided	113	113.0	113	10	8.8	10	8.8					N	N	
109618	823	3310	8233310	Mixed	St Leonards, Heath and Reach, VA Lower School	Voluntary aided	86	86.0	86	7	8.1	7	8.1					N	N	
109619	823	3313	8233313	Mixed	Pulford CofE VA Lower School	Voluntary aided	150	143.5	150	4	2.7	4	2.7	1	0	0		N	N	
109620	823	3320	8233320	Mixed	Meppershall CofE VA Lower School	Voluntary aided	113	113.0	113	6	5.3	6	5.3					N	N	
109621	823	3323	8233323	Mixed	Northill CofE VA Lower School	Voluntary aided	71	67.0	75	#	#	#	#	1	0	0		N	N	
109626	823	3331	8233331	Mixed	Sutton CofE VA Lower School	Voluntary aided	65	65.0	65	0	0.0	0	0.0					N	N	
109630	823	3346	8233346	Mixed	St Mary's RC Lower School	Voluntary aided	142	125.0	142	14	9.9	14	9.9					N	N	
109631	823	3348	8233348	Mixed	St Vincent's Roman Catholic Voluntary Aided Lower School	Voluntary aided	218	198.5	218	14	6.4	15	6.9					N	N	
136021	823	3351	8233351	Mixed	Fairfield Park Lower School	Community	67	49.5	67	3	4.5	3	4.5	1	1	1	0	N	N	
109664	823	3353	8233353	Mixed	Caddington Village School	Community	1,389	1,389.0	1,389	30	2.2	37	2.7	4	2	2	0	N	N	
109643	823	4003	8234003	Mixed	Redborne Upper School and Community College	Community	474	474.0	474	16	3.4	27	5.7					N	N	
109644	823	4004	8234004	Mixed	Etonbury Middle School	Community	1,190	1,190.0	1,190	18	1.5	30	2.5	4	2	5	2	0	N	N
109645	823	4005	8234005	Mixed	Straton Upper School and Community College	Community	513	513.0	513	20	3.9	30	5.8					N	N	
109646	823	4006	8234006	Mixed	Holmead Middle School	Community	490	490.0	490	24	4.9	26	5.3	1	1			N	N	
109647	823	4007	8234007	Mixed	Phory Middle School	Community	689	689.0	689	70	10.1	138	20.0					N	N	
109648	823	4008	8234008	Mixed	The Northfields Technology College	Community	1,287	1,287.0	1,287	26	2.0	38	3.0	1	0			N	N	
109650	823	4011	8234011	Mixed	The Cedars Upper School and Community College	Community	433	433.0	433	47	10.9	48	11.1					N	N	
109651	823	4033	8234033	Mixed	Sandye Place Middle School	Community	800	800.0	800	42	5.3	49	6.1					N	N	
109652	823	4034	8234034	Mixed	Robert Bloomfield Middle School	Community	223	223.0	223	26	11.7	34	15.2	1	1	21	0	N	N	
109655	823	4038	8234038	Mixed	Brooklands Middle School	Community	553	553.0	553	22	4.0	29	5.2					N	N	
109656	823	4040	8234040	Mixed	Arnold Middle School	Community	351	351.0	351	12	3.4	19	5.4					N	N	
109658	823	4043	8234043	Mixed	Fulbrook Middle School	Community	245	245.0	246	28	11.4	49	19.9					N	N	
109659	823	4046	8234046	Mixed	Brewers Hill Middle School	Community	483	483.0	484	17	3.5	17	3.5	1	1			N	N	
109662	823	4054	8234054	Mixed	Parkfields Middle School	Community	502	502.0	506	25	4.9	35	6.9					N	N	
109663	823	4056	8234056	Mixed	Mill Vale School	Community	176	176.0	176	11	6.3	16	9.1	1	1			N	N	
109664	823	4060	8234060	Mixed	Five Oaks Middle School	Community	526	526.0	527	28	5.3	39	7.4	1	0			N	N	
109667	823	4073	8234073	Mixed	Gilbert Inglefield Middle School	Community													N	N

URN	LEA Number	Estab Number	LA Estab	Sex of school description	School Name	School Type	Headcount of pupils	FTE Pupils	Number of pupils (used for FSM calculation)	Number of pupils taking free school meals	% of pupils taking free school meals	Number of pupils known to be eligible for free school meals	% of pupils known to be eligible for free school meals	Children directed to school under FAP	Children admitted to school under FAP	No of appeals upheld	No of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to OSA (Y/N)	
109668	823	4077	8234077	Mixed	Linslade Middle School	Community	590	590.0	591	15	2.5	24	4.1	1	0			N	N	
109669	823	4078	8234078	Mixed	Sandy Upper School and Community College	Community	839	839.0	848	12	1.4	38	4.5	3	3			N	N	
109670	823	4079	8234079	Mixed	Samuel Whitbread Community College	Community	1631	1,631.0	1,631	54	3.3	55	3.4	2	2			N	N	
109671	823	4083	8234083	Mixed	Harrington Upper School	Community	1,303	1,303.0	1,304	29	2.2	46	3.5	2	1			N	N	
109675	823	4088	8234088	Mixed	Kings Houghton Middle School	Community	451	450.5	452	63	13.9	102	22.6	1	1	2	1	0	N	N
109676	823	4092	8234092	Mixed	Burgoyne Middle School	Community	294	294.0	294	7	2.4	9	3.1					N	N	
109677	823	4093	8234093	Mixed	Streetfield Middle School	Community	462	462.0	462	44	9.5	71	15.4	2	1			N	N	
109678	823	4096	8234096	Mixed	Vandyke Upper School and Community College	Community	993	993.0	993	37	3.7	56	5.6	2	0			N	N	
109680	823	4099	8234099	Mixed	Alameda Middle School	Community	508	508.0	508	6	1.2	12	2.4			0	0	1	N	N
109687	823	4117	8234117	Mixed	Woodland Middle School	Community	666	666.0	666	18	2.7	25	3.8					N	N	
109689	823	4120	8234120	Mixed	Leighton Middle School	Community	451	451.0	452	28	6.2	43	9.5	1	1	3	0	3	N	N
109694	823	4502	8234502	Mixed	Edward Peake CofE VC Middle School	Voluntary controlled	403	403.0	403	28	6.9	37	9.2					N	N	
109695	823	4503	8234503	Mixed	Henlow VC Middle School	Voluntary controlled	560	560.0	560	9	1.6	16	2.9					N	N	
109701	823	5200	8235200	Mixed	Thomas Whitehead CofE School	Voluntary aided	245	223.0	245	42	17.1	52	21.2					N	N	
109490	823	5201	8235201	Mixed	Westoning Lower School	Foundation	144	133.5	144	5	3.5	6	4.2					N	N	
109703	823	5202	8235202	Mixed	Ashton St Peter's VA CofE School	Voluntary aided	153	153.0	153	10	6.5	11	7.2			1	0	0	N	N
109485	823	5203	8235203	Mixed	Sundon Lower School	Foundation	72	63.0	72	3	4.2	3	4.2					N	N	
109473	823	5204	8235204	Mixed	Moggerhanger Lower School	Foundation	60	59.0	60	3	5.0	3	5.0					N	N	
109704	823	5400	8235400	Mixed	Queensbury Upper School	Foundation	1,179	1,179.0	1,179	19	1.6	38	3.2	2	0	3	0	0	N	N
109705	823	5401	8235401	Mixed	Manshead CofE VA Upper School	Voluntary aided	1,090	1,090.0	1,090	14	1.3	21	1.9	1	1			N	N	
109712	823	5408	8235408	Mixed	Holywell CofE VA Middle School	Voluntary aided	545	545.0	545	22	4.0	34	6.2	1	1	0	0	2	N	N
109714	823	5410	8235410	Mixed	Ashton CofE VA Middle School	Voluntary aided	614	614.0	614	32	5.2	33	5.4	1	1	0	0	4	N	N
109736	823	7006	8237006	Mixed	Weatherfield School	Community Special	106	106.0	106	25	23.6	31	29.2							
109737	823	7007	8237007	Mixed	Hitchmead School	Community Special	54	54.0	54	11	20.4	12	22.2							
109739	823	7009	8237009	Mixed	Sunnyside School	Community Special	81	80.5	98	12	12.2	13	13.3							
109740	823	7010	8237010	Mixed	Hillcrest School	Community Special	84	83.5	84	19	22.6	26	31.0							
109746	823	7017	8237017	Mixed	Glenwood School	Community Special	70	67.5	70	16	22.9	17	24.3							
109747	823	7018	8237018	Mixed	Oak Bank School	Community Special	48	48.0	48	12	25.0	15	31.3							

Agenda Item: 9

Meeting: Admissions Forum

Date: 24 June 2009

Subject: CHOICE Advice

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: The attached report summarises the work of the county's School Transfer Adviser, Jo Maule, for the period April 2008 – March 2009. The current post holder is providing a service for both new authorities until September 2009 when the post will be duplicated.

Contact Officer: Jo Maule – School Transfer Adviser

Public/Exempt: Public

Wards Affected: All

Function of: Council

Reason for urgency (if appropriate) -

RECOMMENDATIONS:

1. That the

- (a) School Transfer Adviser regularly provides information to the forum as she has regular contact with many parents regarding School Admissions issues and assists numbers of vulnerable families, often as a result of referrals from the School Admissions Service.**

Work undertaken by the CHOICE Adviser (School Transfer Adviser) 2008-2009

1. The Annual Report of Bedfordshire's School Transfer Adviser, Jo Maule, is attached in Appendix A. It details the reactive case work and proactive projects that were undertaken to help vulnerable parents engage with the school admissions process across Bedfordshire.
2. The report details some of the new initiatives that were undertaken during this period such as the joint School Action/Action+ Admissions sessions that were very successful in Leighton Buzzard and the 38 sessions that were delivered in Children's Centres to try to increase the numbers of parents completing Lower School, application forms on time.

3. There appeared to be a 18% reduction in the number of outstanding Lower to Middle school application forms to follow up and a 30% decrease in the number of Middle to Upper school application forms. It is not clear exactly why this might be but it is hoped the proactive work undertaken with schools and parents has contributed to this reduction.

Progress in Central Bedfordshire since April 2009

4. **Appointment of Central Bedfordshire School Transfer Adviser**
It was agreed that the School Transfer post and the Parent Partnership (where the post sits) should remain a shared service until the end of the academic year. It was agreed that the School Transfer Adviser post would be replicated at its current staffing level (ie 0.6 fte) in both new authorities. The Central Bedfordshire School Transfer Adviser post was advertised in April but it was not possible to progress with the interviews due to insufficient numbers of potential candidates. The post has been re advertised and interviews will be undertaken on 16 July. It is hoped that the successful candidate will be able to start on 1 September. A short hand over period will follow before the two posts separate.
5. **Central Bedfordshire Parent Partnership/ Admissions sessions**
Following on from the successful School Action/School Action Plus Admissions sessions last year, four sessions are planned with the Parent Support Advisers in Leighton Buzzard and Dunstable/Houghton Regis to take place on Thursday 11 June and Thursday 2 July. To date the schools in Leighton Buzzard have again been very supportive.
6. The school provided us with contact details of all parents whose children are in Year 3 and who are at School Action or School Action Plus. Parent Partnership has received a number of calls from parents confused as to why their child was being described as having Special Educational Needs. It is apparent that some parents either have not understood that their child is receiving additional help for SEN or that the school have not informed the parents. One parent was most upset that her child was described as having SEN in the invite as Mum had believed her child to "just be a bit behind". Parent Partnership/School Transfer Adviser have provided support to these parents.
7. **Support to vulnerable parents through school admissions appeals**
The Revised School Admissions Appeals Code 2009 suggested that the Choice Adviser should be listed as one of a number of people who could support and attend school appeals with parents.
8. In previous years the School Transfer Adviser in Bedfordshire has helped support vulnerable parents with completing their appeal application form and their preparation for the appeal hearing. The revised Admissions Appeal Code 2009 placed increased emphasis on the supportive role the CHOICE adviser could offer vulnerable parents through the Appeal process.
9. In order to manage the potential demand for such support, an agreement with the school appeals team was reached regarding which parents the detailed level of appeals support would be offered to. Please see Appendix 2.

10. **School Organisation Review**

The School Transfer Adviser is working with Bedford Borough and the Parent Partnership Service to offer sessions to parents of children at School Action Plus or who have a statement, to increase participation in the “School Review Consultation” by vulnerable parents. If the sessions attract sufficient numbers of parents, it could be that if Central Bedfordshire decide, in the future, to undertake a similar consultation, the School Transfer Adviser could help facilitate similar sessions

Appendices:

Appendix A – (Annual Report – School Transfer Advice Bedfordshire April 2008 – March 2009)

Appendix B – (Criteria for providing in depth School Transfer Advice through the School Appeals process)

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School Transfer Advice Bedfordshire

April 2008 – March 2009

Document produced April 2009
Jo Maule
School Transfer Adviser
Parent Partnership Service

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1. General Overview

I. Background

Starting and transferring schools can be very stressful times for families. Finding a school where your child will be happy, will develop and learn in a supportive environment and fit in with the demands of the parents in terms of travel and child care provision, is something many parents take years planning.

Traditionally all children would attend their local lower, middle and then upper school in Bedfordshire, and many parents still choose to send their children to their catchment schools. It is not clear how many of these parents do so out of necessity (i.e. do not have transport to be able to take their children further a field), or because their catchment school is their first choice.

Some parents will change jobs and where they live in order to have the best chance of obtaining a place at their desired schools. For many parents who either cannot afford, or choose not to send their child to private schools, finding the “best” school for their child is a priority.

The majority of families, armed with information about local schools, appear to understand the system and are able to give their parental preference for a school place that meets all their needs. However, there are a number of families who find the system difficult to understand and therefore difficult to operate in the best interests of the child.

There are also a small number of parents who, for one reason or another, are unable or unwilling to engage with the process. Failure to express a choice or return the paperwork can place their child at significant risk by being allocated a school place that is perhaps not ideal or maybe not the catchment school if the catchment school is oversubscribed. Nationally, research shows that around 6% of parents with children transferring to secondary school are not interested in choosing a school. A number of parents have told the School Transfer Adviser that if their child does not get a place at their preferred school, they will either Home Educate their child or “keep them off” sometimes leading to unauthorised absence and truancy problems.

The Government has said it is committed to increasing parental choice regarding schools and said

*“Children **must not** be disadvantaged because their parents have difficulty accessing the school admissions process or do not engage with the process of applying for a school.”* (Revised School Admissions Code (2009), Appendix 5:2).

Section 42 of the Education and Inspections Act 2006 amends Section 81 of the School Standards and Framework Act 1998 to place a duty on local authorities to provide advice and assistance to all parents with children of school age in their area, when they are deciding which schools they want to send their children to.

The 2009 Revised School Admissions Code, Appendix 5: 5 stated

*“Local authorities have the flexibility in deciding how best to deliver their Choice Advice service locally, but they **must** provide an independent service that is focused on supporting the families who most need support in navigating the secondary school Admissions process. They may also provide Choice Advice at the primary school admission stage and for in-year admissions.”*

The government put aside £6.53 million in 2006/07 and £6 million for 2007/8 as a contribution to this aspect of local authorities' work to engage and involve parents. As parents likely to require help in engaging with the Admissions application system tend to live in the most deprived areas, the funding was distributed according to levels of deprivation (free school meals entitlement). Continued funding for 2008 -2011 has recently been announced and it is hoped the School Transfer post will continue within Bedfordshire until 2011. In Bedfordshire the funding has allowed the appointment of a School Transfer Adviser for three days a week.

2. School Transfer Adviser Role

Nationally the role of advising parents regarding school admissions is being referred to as Choice Adviser. Choice Advice is about helping and supporting families to make the best and informed choices of secondary school. All of the government literature (including the School Admissions Code) about the school admissions process refers to parents “choice” of school. However, paragraph 1.30 of the Revised 2009 School Admissions Code says “all parents (should) feel they have the same opportunities to apply for the schools they want for their child”.

Choice is not the same as preference, and this misnomer causes tension nationally as well as locally. When the Choice Adviser post was set up in Bedfordshire in 2006, it was felt that most parents do not have a choice of schools, due to the rurality of where they live, lack of transport or the fact that their first choice of school is oversubscribed, and so the post was called School Transfer Adviser.

The Revised School Admission Code 2009, Appendix 5 stated:

“Choice Advice will enable those parents who find it hardest to navigate the secondary school admissions system to make informed and realistic decisions about which schools to apply for in the best interests of their child. This will place these families on a level playing field with other families who are better able to navigate the admissions process..”.

The Code goes on to say that the School Transfer Adviser (Choice Adviser) should have a thorough understanding of Admissions issues including:

- How the Co-ordinated Admissions system works
- Admission policies for the appropriate schools which might be available for the child to attend
- Ofsted reports
- Performance tables and value-added data
- Over subscription data from previous year
- The number of appeals and how many were successful
- Special needs policy and provision
- Details of the curriculum
- Details of home-school transport and travel details
- Details of school uniform policy and how families can obtain help with the cost.

The 2007 Code implied that the focus of the work should be at the transition to secondary stage of a child’s education. However it was felt that the Bedfordshire School Transfer post should cover entry into school, as well as transition to middle and upper schools, believing that if parents have a good understanding of the system when applying for their child’s first school this may reduce issues at subsequent transition stages. The 2009 revised code also added *“They may also provide Choice Advice at the primary school admission stage and for in-year admissions.”*

As the post was only for 22.5 hours a week, it was agreed that initially the post would cover the most deprived areas of Bedfordshire, what was then known as Learning Communities 1, 2 & 6. This included the Bedford, Houghton Regis, Dunstable, Leighton Buzzard areas. Whilst the majority of proactive work continued to be focused on these areas for 2008 – 2009 as these continued to be the most deprived areas of the county, the School Transfer Adviser began assisting schools and parents from the rest of the county too.

The post is hosted and managed by the Parent Partnership Service, with the support and advice of the Head of the School Admissions Service. Part of the School Transfer Adviser's role is to undertake more generic Parent Partnership work, much of which overlaps with the "Choice Adviser role".

The national guidance stresses that the most vulnerable parents should be prioritised for Choice Adviser support. In planning the proactive work for 2008 – 2009 advice was sort from School Admissions regarding areas where parental engagement with the school admissions system was poor or there are a number of over subscribed schools. Unlike most Choice advisers it was felt very beneficial to also provide advice, support and information to parents of pre school children to assist them with applying for lower school places in the county.

In practice, the School Transfer Adviser's work is a mixture of reactive enquiries predominantly from parents but also referrals from Bedfordshire School Admissions Service, Education Welfare Officers, Schools, Home School Family Workers etc. or proactive work planned with the support of the Head of Admissions Service.

3. Professional Development

The post holder has attended a wide range of training and professional development opportunities to support both the School Transfer and Parent Partnership work. Attendance of the national Choice Adviser days, organised by CENTRA and Admissions and Exclusions training by ACE (Advisory Centre for Education) have proved particularly useful.

4. Reactive Work

In the two and a half years the post has been operational, the number of enquiries from parents who appear very knowledgeable about the school admissions system and school performance has been very few. The majority of parents who have made contact with the service are either referred by a professional or have been “identified” by the School Transfer Adviser or School Admissions as missing an Admissions Application form or needing help with an in-year application. The majority only ask about one or two schools and about the “headline” results of Ofsted reports. Very few have asked for the level of information suggested in the Admissions Code of Practice.

i. Recording of Data

All contacts are recorded on a database to assist with planning and evaluation of the post. The following data relates to contacts with the School Transfer Adviser in the period 1st April 2008 until 31st March 2009.

a) Total Number of contacts

The total number of contacts (to or from the School Transfer Adviser) was 731, some of which were with the same families.

Of these 175 were recorded as cases (i.e. contact amounted to over 20 minutes in total) although a few of the cases involved a numerous home visits and numerous hours of telephone calls for each case.

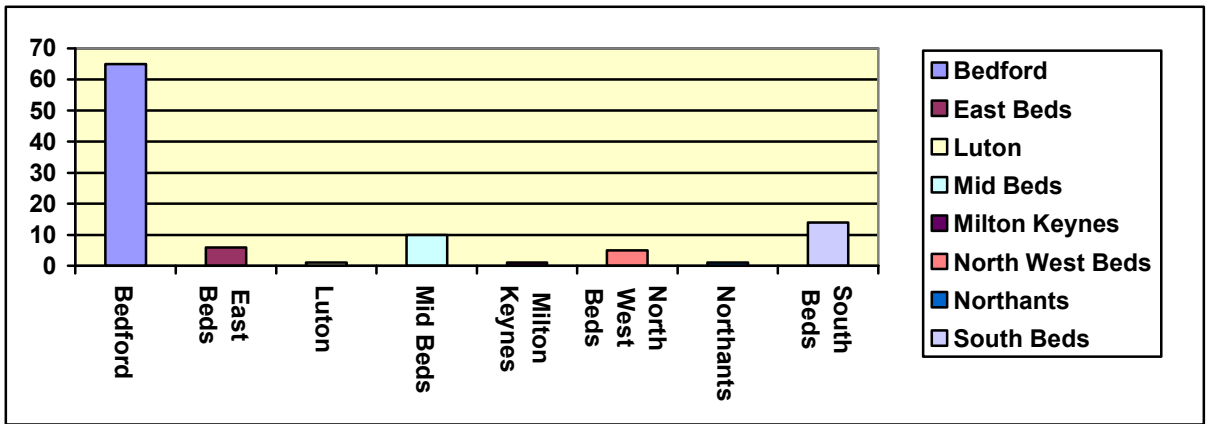
The average time spent on each case was 1 hour and 10 mins, with cases varying from 20 mins to 9 hours.

Of these contacts:

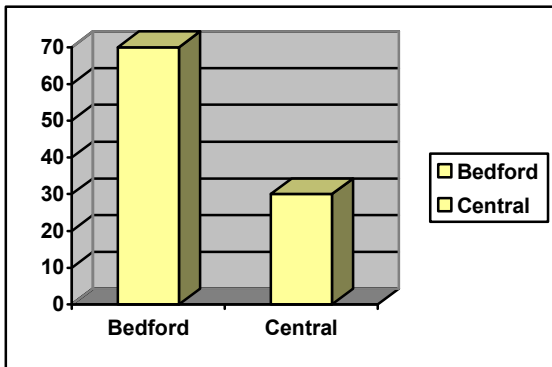
- 73 were from or to an unknown geographical location

Where the geographical location of the family was known:

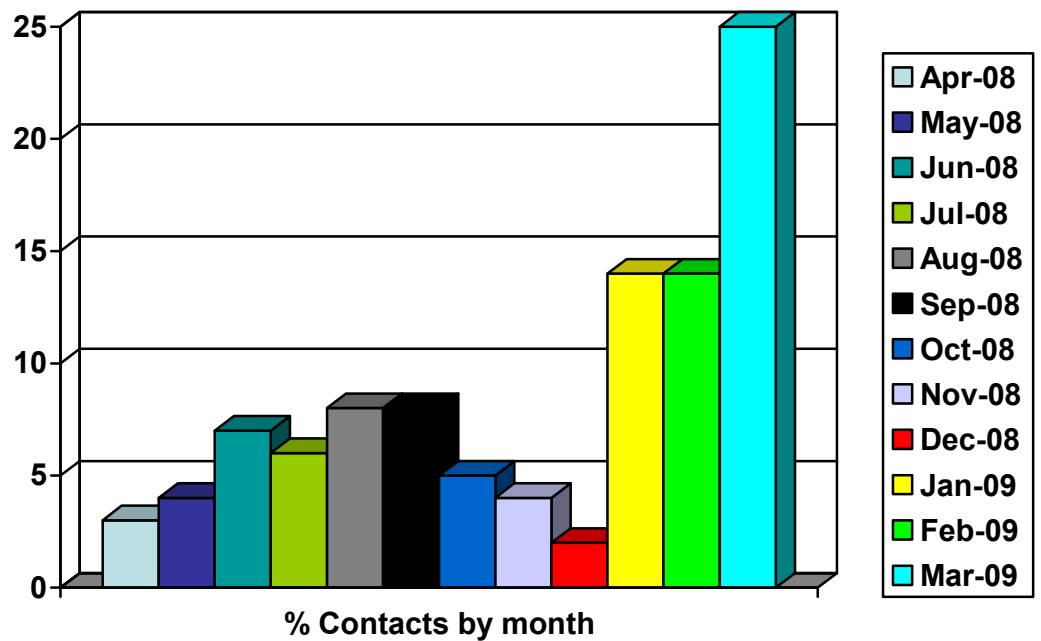
- 65% (425) were from Bedford
- 6% (42) were from East Beds
- >1% (2) were from Luton
- 10% (65) were from Mid Beds
- >1% (2) Milton Keynes
- 5% (31) North West Beds
- >1% (2) Northants
- 14% (89) South Beds



Therefore, where location was recorded 70% originated from Bedford Borough Council's area and 30% from Central Bedfordshire Council's area.

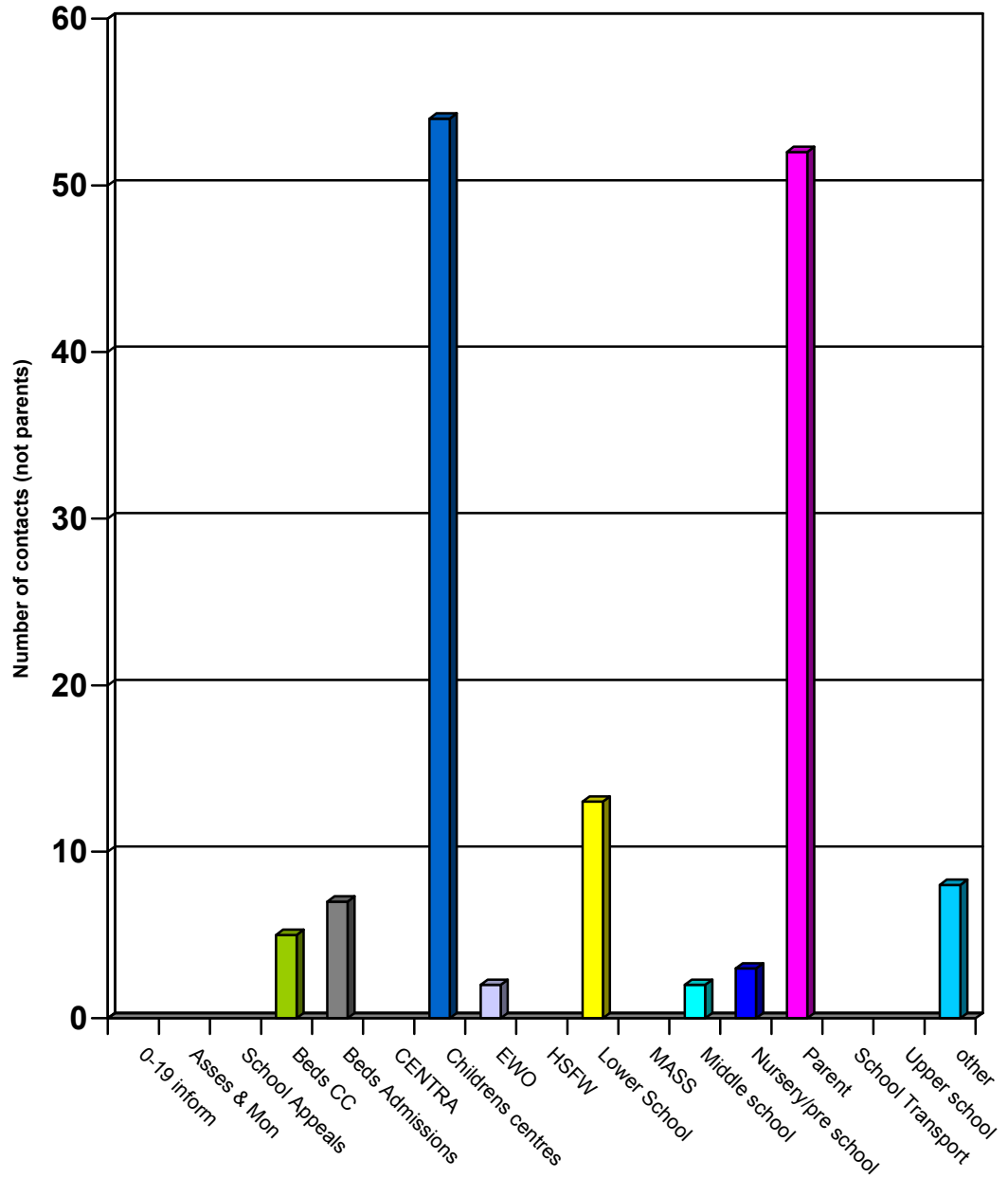


b) % Contacts by month



c) Contacts by source

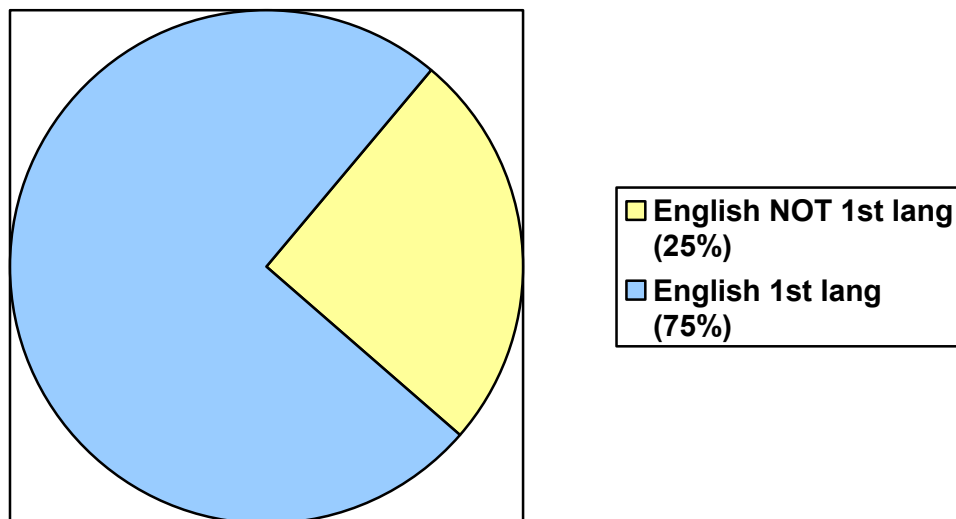
The following chart shows the source of the contact, if recorded:



d) % of contacts where English is known to NOT be the parents' first language

Of all the contacts to the School Transfer Adviser

**English 1st Language of parents
(where known)**



ii. Type of information, advice and support provided

The majority of enquiries fall into one of the following three categories:

- a) Help with the phase transfer process
- b) Help with in-year admissions applications
- c) Help with admission appeals

a) Help with phase transfer process

The majority of enquiries relating to phase transfers have been from families wanting confirmation that their application form has been received. In some other Authorities parents complete a stamped pre-printed postcard with their application which is then sent back to the parents by the Admissions Department to confirm the application has been received.

Some parents experienced difficulties with the online application system and so telephoned for help. Others, despite the widespread publicity, have been unsure of the Admissions timescales (i.e. not sure if they are too early to apply or too late to apply). Very few parents have requested information about individual schools and are directed to publicly available sources of information such as school prospectus, school websites, Ofsted reports etc. It is clear that many do not understand the preference system.

b) Help with in-year admissions applications

An increasing number of enquiries now relate to in – year Admissions applications, often these are from professionals on behalf of parents. A number of these referrals were from the School Admissions team who were unable to make contact with families, who do not speak English but yet had applied for an in year school place. As the School Transfer Adviser I was able to undertake home visits in order to try to make contact.

c) Help with admission appeals

A number of families who contacted the School Transfer Adviser asking for either help or information about the appeals process would not have found a written prompt helpful for the Appeal itself. For example one Mother had severe literacy problems and was unable to read the Appeals information or write her Appeals application. The School Transfer Adviser was able, as a result of two home visits to assist the Mother with the preparation for her appeal. This involved helping Mother draw objects to create a prompt list for her to use in the Appeal itself.

For some parents help has been offered explaining the process and for others the help has extended to helping parents prepare for the appeal and also think about other options in case the appeal was unsuccessful. In some Local Authorities, the Choice Adviser will assist parents through the entire Appeals process including attending the Appeal hearing. To date, it has been felt that School Transfer Adviser does not have enough time to attend hearings with parents and also, as an employee of the County Council, it may cause difficulties if arguing against her employer.

5. Proactive Work

In order to increase vulnerable parents' engagement with, and understanding of, the Admissions system, a number of proactive initiatives have been developed since the start of the role.

i. Development and printing of appropriate publicity materials

In order to promote the post useful materials were developed.

Flier - this was sent out to parents where no Admissions Application form appeared to have been completed. The flier provided parents with information about what help was available and the School Transfer Advisers contact details.

School Year fridge magnet – this proved very successful as it not only ensured parents had the School Transfer Advisers contact details but gave details of the school term dates and key Admissions dates. These were distributed via professionals and schools.

ii. Increasing other professionals' understanding of the Admissions process and the role of the School Transfer Adviser

In order to access as many vulnerable parents as possible, the School Transfer Adviser made contact with as many relevant professionals as possible in the targeted areas. Presentations were given at numerous team meetings including the Education Welfare Officers, Looked After Team, Children's Centre Managers etc.

Articles were written for "Schools First" and the Parent Partnership newsletters

A letter was sent to every Head Teacher of schools in the target area and a visit made to many of these schools

iii. Chase up outstanding Middle and Upper School Admissions forms prior to allocation of schools

The Admissions Service asked for support in chasing up outstanding Middle and Upper school Admissions applications before the school places were allocated.

In February, an attempt was made to contact all families with an outstanding middle or upper school application form. This was following a reminder letter sent out by Bedfordshire County Council's School Admissions service. There appeared to be a dramatic decrease in the number of outstanding forms which required chasing.

	Outstanding forms Feb 2008	Outstanding forms Feb 2009	% decrease
Middle schools	210	173	-18%
Upper Schools	204	144	-30%

The Department for Children, Schools & Family emphasise that the Choice Adviser should be working with the most vulnerable families in the area. The families, where no form had been completed, were obviously at risk of not getting a school place at a school they desire/ or even their catchment school. However it would appear the group were also over represented in terms of children with Special Educational Needs, children who have been recently excluded and those who have Free School Meals.

In terms of Special Educational Needs,

- the number of children who had not completed an Upper School application form but were at School Action was 26% compared to the Year group having 14% of children at School Action
- the number of children who had not completed an Upper School application form but were at School Action Plus was 12% compared to the Year group having 4% of children at School Action Plus

In terms of recent exclusions,

- the number of children who had not completed an Upper School application form but had had a recent exclusion was 12% compared to the Year group having 4% of children recently excluded

In terms of Free School Meals,

→ the number of children who had not completed an Upper School application form and received free school meals was 27% compared to the Year group having 13% of children in receipt of free school meals

iv. Provide support to parents via Children's Centres

Following on from some pilot work with Children's Centres in Bedford in 2008, the School Transfer Adviser sort support from the commissioning lead of Bedfordshire Children's Centres to encourage all the centres to hold at least one session regarding Lower School Admissions prior to the end of September closing date. In order to gain support I gave a presentation to the Children Centre Managers meeting explaining the importance of the work and some of the issues. Dates were then arranged for at least one visit to all children's centres that were up and running at that time. The 38 sessions took place between May and September, some were highly publicised others were tagged onto existing play sessions. In total in depth advice was offered to 307 families, including providing advice and information about schools and help completing forms. Of these 16% did not speak English as their first language.

The closing date for the Lower School Application forms will be changed (from September to the following January) which will mean there is less time and opportunity to undertake this work in the future.

v. Development of fact sheets for parents about the School Admissions system

As a result of case work with families across the county, it was clear that many families do not understand the Admissions process. In particular, parents of children who have statements of Special Educational Needs or are on School Action or School Action Plus are often unaware of how early they should start considering the next school for their child. With the help of the School Admissions Service and the Assessment and Monitoring team, four fact sheets were written.

The fact sheets are:

- **Helping your child prepare for their first school**
- **Applying for places at Lower, Middle and Upper Schools in Bedfordshire**
- **Applying for places at Lower, Middle and Upper Schools in Bedfordshire if your child is supported on Action or Action Plus**
- **Applying for schools in Bedfordshire if your child has a statement of Special Education Needs and practical advice for starting school**

The fact sheets are being distributed primarily through Bedfordshire Schools and are also available in Polish. To date, the Polish versions are particularly popular.

vi. Development of Bedfordshire Parent Partnership website to include information about the help available from the School Transfer Adviser

The School Transfer Adviser also undertakes Parent Partnership duties and has led on the development of an “independent” website. School Transfer advice and information is available on the site and it is hoped to create links to all the relevant Admissions and Education pages on the Bedfordshire County Council site.

vii. Link with the Parent Partnership Service

The post is sited within the Parent Partnership Service and undertakes some Parent Partnership case work including accompanying families on visits to see new schools.

As a result of previous work with the Leighton Buzzard Home School Family worker, it was agreed that both Parent Partnership and the School Transfer Adviser were receiving very few enquiries from the area although the Home School Family worker knew there to be a great deal of need in the area.

It was agreed to pilot some sessions for parents whose children have Special Educational Needs at School Action or School Action Plus and therefore are likely to have needs that are better met by some schools over others. Initially the event was to be

focused on parents from one Lower school but all the other schools in the area began asking for sessions for their school too.

The sessions took place after school drop off time in the morning, before school drop off time in the afternoon and a twilight session and were very well attended. The School Transfer Adviser gave an over view of the Admissions process and timescales, the Parent Partnership Officer explained the help available from their service and mentioned what issues parents may need to consider when choosing which schools to apply for. The Home School Family worker was able to give a great deal of information about the local middle schools and explained that schools offered different things for different children, for example, the height of ceilings in some schools may cause echoes/amplify noise which maybe distracting/unsettling for children on the autistic spectrum.

Plans are underway to offer these sessions again in Central Bedfordshire in July and hopefully offer more of these sessions in both Authorities in 2010.

viii. Link with the National and Regional Choice Adviser forum to develop best practice

a) CENTRA network days

At the inception of the Choice Adviser initiatives nationally, the then Department for Education and Schools contracted out the support and development of the local authority Choice posts to an organisation called CENTRA.

Network days have been held every year in five locations around the country. The School Transfer Adviser has attended these and was asked to present at the second event. The days provide the opportunity to share good practice and network with other areas.

b) CENTRA database

CENTRA created an online database for Choice Advisers to input data about the parents they had contact with and the issues raised. In order to protect parents' personal information, no personal details about the parents or child are recorded on

this database. It is not possible to extract any one areas data by individual Choice Adviser and so was not useable on a day-to-day basis by the School Transfer Adviser to maintain useful case records. It was decided after six months of using the database that Bedfordshire, along with a number of other areas, would no longer input to this database.

The School Transfer Adviser continues to maintain an Access database of contacts to and from parents and others, as well as keeping detailed case notes.

c) Case Studies

The Department for Children, Schools and Families requested that local areas provide case studies as examples of the Choice Adviser's work. They were particularly interested in the case studies undertaken where English had not been the family's first language and an interpreter was used.

Repeat visits were made to the families to ask to evaluate the service they had received from the School Transfer Adviser. All were very happy with the information provided.

These case studies were disseminated amongst Choice Advisers across the country, by CENTRA.

d) Participation in the National review of Choice Advice initiatives, undertaken by Sheffield Hallam University

Bedfordshire was approached by Sheffield Hallam University to participate in the national review of Choice Advice.

Bedfordshire was chosen because the work had been up and running for over twelve months, at that time, and because of the rurality of much of the county.

The School Transfer Adviser was asked to complete

- a) a questionnaire with every parent whose enquiry to the School Transfer Adviser took more than a few minutes to deal with, and
- b) a second questionnaire was to be completed by the School Transfer Adviser about the information she provided the parent.

The “Parent” questionnaire contained personal questions about family income, entitlement to free school meals and occupation. The School Transfer Adviser felt these questions may appear intrusive if a parent was only telephoning to ask about local schools. It was agreed that the Parent questionnaire would be sent to the parent after the enquiry had been dealt with and a pre-paid envelope provided to send back direct to Sheffield Hallam, if the family wanted to participate. Each questionnaire was coded so that the corresponding questionnaire completed by the School Transfer Adviser could be matched up by the researchers.

The results of the research were published and whilst individual areas, that participated in the research are not identified, there was strong support expressed for the way our “Choice” advice is being delivered.

Of the fifteen local Authorities who took part in the research, the research concluded;

“Parents seemed to have been most satisfied where the levels of support were highest. This was particularly associated with many of the Parent Partnership based services”.

It went on to say “of all the models, Parent Partnership based services seemed to have advised the highest volume of parents and pro-actively reached more target group parents – often also delivering more intensive levels of support, which included home visits and accompanying parents on school visits”.

Bedfordshire was one of seven Choice Advisers who were based in a Parent Partnership service who took part in this research.

Contribution to CENTRA newsletters

CENTRA produce termly newsletters for CHOICE advisers, to promote learning and good practice. The Bedfordshire School Transfer Adviser has written two articles for the newsletter about initiatives under taken in Bedfordshire.

6. Future areas of work

The funding for Choice Advice in Bedfordshire was confirmed for the following three years (September 2008 – August 2011) as part of the Standards Fund.

Following the reorganisation of the local authorities in Bedfordshire on 1st April 2009, the School Transfer Adviser post has been agreed for 22.5 hours for both Bedford Borough and Central Bedfordshire, in effect to double up the provision of Choice advice across the county. The existing post holder will be working for Bedford Borough and the process to recruit to the other post is under way.

Much of the proactive and responsive work is likely to be continued in both areas but definite plans are still to be agreed.

7. Appendix 1

The School Admissions Code 2007, Appendix 5

The School Admission Code 2007, Appendix 5 stated:

“All children of all backgrounds, race or religion, must have the same degree of access to good quality schools. Children must not be disadvantaged because their parents have difficulty in accessing the information they need to make a choice of school or because their parents do not, for whatever reason, engage with the process of applying for a school. In order for all children to have the best chance in life, it is essential that their parents and carers have the information they need to make decisions about which schools to apply for and where they need it, support in making the application.”.

The Code goes on to say

“ the role of the Choice Adviser is to help families optimise their choices using all the information to hand, as detailed below, and use local knowledge of what individual schools have to offer to ensure parents are more likely to get the best place for their child. Where appropriate, this will include information about schools which might be in different local authority areas with additional advice covering local authority school admission regimes and individual school’s admission criteria.

Choice Advisers are expected to know about:

- a) How the Co-ordinated Admissions system works in their own, and neighbouring, local authority areas when schools in that area might be available to the child to attend.*
- b) Admission policies for the appropriate community, voluntary aided, foundation, trust, independent and boarding schools and academies which might be available to the child to attend*
- c) Performance tables and value-added data for appropriate schools*
- d) The Ofsted report of the last inspection of the school*
- e) Admissions data from previous years including the number of applications received, number of children admitted and success rate of appeals*
- f) The schools own description of their offer contained in their prospectus and their online School Profile, including their ethos and any special facilities*
- g) Special needs and disability policy and provision, drawing on the knowledge and experience of local parent partnership services*

- h) Details of the curriculum offer including the school's specialism in the case of specialist schools*
- i) Times of the school day and term dates including any knowledge of proposals to change the pattern of education provision*
- j) Transport details including financial assistance to help with the cost of travel to and from school and home-school distances*
- k) Details of school uniform policy and how families can obtain financial assistance to help with the cost.*
- l) E-admissions and on-line applications.*

Appendix 2 – Late Admissions Applications by schools for 2007, 2008 and 2009 in Bedfordshire

I. 2007 - 2009 Late Phase transfer to Middle schools by school

School targeted by School Transfer Adviser April 07 – Nov - 08	Current School Name	2007	2008	2009	% of Year 4 who did not return application on time
	Cotton End Lower School	1	2	0	40%
	Houghton Conquest Lower School	1	3	1	33.33%
	St Marys (caddington) Lower School	1	4	1	26.66%
<input checked="" type="checkbox"/>	Putnoe Lower School	9	14	3	26.41%
	Shelton Lower School	0	3	0	25%
	St Vincents Lower School	2	7	1	24.13%
	Pulloxhill Lower	0	3	0	23.07%
	Dunton Lower School	2	2	1	22.2%
	Heathfield Lower School	1	3	0	21.42%
	Potton Lower School	1	11	2	20%
<input checked="" type="checkbox"/>	Stephenson Lower School	8	13	10	17.80%
	Northill Lower School	0	2	1	16.66%
	Shortstown Lower School	2	5	2	16.66%
	Woburn Lower School	0	1	4	16.66%
	Thornhill Lower School	0	6	0	16.21%
	Greenfield Lower School	1	4	2	16%
	Turvey Lower School	0	3	1	15%
	Slip End Lower School	1	2	2	14.28%
	Livingstone Lower School	0	3	0	13.63%
	Leedon Lower School	0	8	1	13.33%
	Bedford Road Lower School	4	8	1	12.69%
	Kempston Rural Lower School	0	2	2	12.5%
	Sundon Lower School	1	2	1	12.5%
<input checked="" type="checkbox"/>	Tithe Farm Lower School	7	3	1	12.5%
	Willington Lower School	1	1	0	12.5%
<input checked="" type="checkbox"/>	St Josephs Lower School	5	7	6	12.28%
	Dunstable Icknield Lower School	2	6	0	11.76%
<input checked="" type="checkbox"/>	Cauldwell Lower School	3	5	1	11.62%
	Lancot Lower School	3	6	1	11.32%
<input checked="" type="checkbox"/>	Beecroft Lower School	10	5	1	11.11%
	John Donne Lower School	2	1	4	11.11%
	St Marys (clophill) Lower School	0	3	0	11.11%
	Shackleton Lower School	3	6	0	10.52%

School targeted by School Transfer Adviser April 07 – Nov - 08	Current School Name	2007	2008	% of Year 4 who did not return application on time	
				2009	
	Heathwood Lower School	0	3	0	10%
	Sutton Lower School	2	1	1	10%
	Maple Tree Lower School	4	4	2	9.75%
	Chalton Lower School	0	1	0	9.09%
	Moggerhanger Lower School	0	1	0	9.09%
	St Andrews Lower School	2	7	3	9.09%
	Campton Lower School	5	2	2	8.69%
	Downside Lower School	2	2	2	8.33%
	Renhold Lower School	1	1	1	8.33%
	Lawnside Lower School	3	4	2	8%
	Southlands Lower School	0	4	0	7.84%
<input checked="" type="checkbox"/>	Goldington Green Lower School	16	6	4	7.59%
	Christopher Reeves Lower School	0	1	0	7.14%
	Great Barford Lower School	2	2	0	7.14%
	Riseley Lower School		2	1	7.14%
	St James Lower School	2	1	2	7.14%
	The Mary Bassett Lower School	0	2	0	6.89%
	Eaton Bray Lower School	3	1	0	6.66%
	Swallowfield Lower School	1	3	4	6.38%
	Templefield Lower School	5	3	2	6.38%
	Derwent Lower School	2	2	0	6.25%
	Meppershall Lower School	1	1	1	6.25%
	Camestone Lower School	1	4	1	6.15%
	Caldecote Lower School	1	1	0	5.88%
	The Firs Lower School	0	3	2	5.88%
	Elstow Lower School	3	3	2	5.76%
	Balliol Lower School	9	2	5	5.4%
	Queens Park Lower School	11	4	2	5.33%
	Stondon Lower School	1	1	0	5.26%
	Toddington St George Lower School	1	3	0	5%
	Langford Lower School	4	2	0	4.87%
	Laburnum Lower School	3	1	2	4.54%
	Clipstone Brook Lower School	1	2	2	4.44%
	St Marys (stotfold) Lower School	1	2	0	4.34%
	Shefford Lower School	1	2	0	4.25%
	Watling Lower School	1	2	0	4.25%
	Hawthorn Park Lower School	1	2	4	4.08%
	Willowfield Lower School	0	1	0	4%
	Springfield Lower School	0	2	3	3.92%
	John Gibbard Lower School	0	1	1	3.84%
	Russell Lower School	1	1	0	3.84%

School targeted by School Transfer Adviser April 07 – Nov - 08	Current School Name	2007	2008	% of Year 4 who did not return application on time	
				2009	
	Scott Lower School	0	1	1	3.84%
	St Swithuns Lower School	2	1	0	3.84%
	Hazeldene Lower School	0	3	2	3.65%
	Robert Peel Lower School	10	2	4	3.57%
	Maulden Lower School	0	1	0	3.44%
	Thomas Whitehead Lower School	0	1	2	3.44%
	All Saints Lower School	0	1	0	3.33%
	Doverly Down Lower School	0	1	0	3.33%
	Pulford Lower School	1	1	0	3.33%
	The Hills Lower School	2	2	3	3.33%
	Cranfield Lower School	5	2	3	3.17%
	Ashton St Peters (va) Lower School	0	1	0	3.12%
	St Christophers Lower School	1	1	3	2.94%
	Wootton Lower School	1	2	1	2.89%
	Beaudesert Lower School		1	0	2.77%
	St John Rigby Lower School	3	2	2	2.70%
	Lark Rise Lower School	0	1	0	2.27%
	Church End Lower School	0	1	2	2.08%
	Hadrian Lower School	1	1	1	2.08%
	Ursula Taylor Lower School	3	1	0	1.96%
	Brickhill Lower School	3	1	2	1.88%
	Flitwick Lower School	1	1	0	1.88%
	Gothic Mede Lower School	0	1	1	1.85%
	Ramsey Manor Lower School	4	1	2	1.85%
	Bromham Lower School	2	1	0	1.58%
	Southcott Lower School	1	1	1	1.18%
	Ardley Lower school	3	0	3	0%
	Broadmead Lower School	1	0	0	0%
	Castle Lower School	2	0	0	0%
	Edith Carvell Lower School	1	0	1	0%
	Evershot Lower School	1	0	3	0%
	Everton Lower School	2	0	0	0%
	Gravenhurst Lower School	1	0	0	0%
	Houghton Regis Lower School	2	0	0	0%
	Kensworth Lower School	1	0	0	0%
	Kingsmore Lower School	2	0	2	0%
	Linslade Lower School	2	0	1	0%
	Milton Ernest Lower School	1	0	0	0%
	Priory Lower School	3	0	0	0%
	Roxton Lower School	2	0	2	0%
	Silsoe Lower School	1	0	2	0%

School targeted by School Transfer Adviser April 07 – Nov - 08	Current School Name	2007	2008	% of Year 4 who did not return application on time	
				2009	
	Southill Lower School	1	0	0	0%
	St George Lower School	1	0	2	0%
	Studham Lower School	1	0	0	0%
	Thomas Johnson Lower School	1	0	0	0%
	Thurleigh Lower School	1	0	0	0%
	Wilden Lower School	1	0	0	0%
	Greys Education Centre	0	1	0	

II. 2007, 2008 & 2009 Late Phase transfer to Upper schools by school

School targeted by School Transfer Adviser April 07 – Nov - 08	Current School Name	2007	2008	2009	% of Year 8 who did not return their application form on time
	Edward Peake Middle School	7	9	0	0%
	Holywell Middle School	4	3	0	0%
	The King John School		1	0	0%
	Greys Education Centre	0	1	1	-
	Parkfields Middle School	1	5	1	>1%
	Alban Middle School	0	4	1	>1%
	Henlow Middle School	3	6	1	>1%
	Ashton (va) Middle School	2	6	1	>1%
	Beauchamp Middle School	5	5	1	>1%
	Alameda Middle School	3	4	1	>1%
	Five Oaks Middle School	4	4	0	0%
<input checked="" type="checkbox"/>	Newnham Middle School	6	3	2	1%
	Margaret Beaufort Middle School	2	2	1	1%
	Burgoyne Middle School	4	7	1	2%
	Woodland Middle School	25	14	3	2%
	Harrold Priory Middle School	6	7	2	2%
	Gilbert Inglefield Middle School	7	6	3	2%
	Holmemead Middle School	3	3	2	2%
	Priory Middle School	1	0	2	2%
	Etonbury Middle School	10		3	2%
	Harrowden Middle School	41	11	4	3%
	Leighton Middle School	6	7	3	3%
	Arnold Middle School	4	6	5	3%
	Lincroft Middle School	5	6	6	3%
<input checked="" type="checkbox"/>	Streetfield Middle School	9	11	5	4%
<input checked="" type="checkbox"/>	Daubeney Middle School	15	10	5	4%
	Linslade Middle School	5	7	6	4%
<input checked="" type="checkbox"/>	St Gregorys Middle School	7	2	5	4%
	Robert Bloomfield Middle School	13	3	8	4%
<input checked="" type="checkbox"/>	Goldington Middle School	8	1	6	4%
	Robert Bruce Middle School	23	14	8	5%
<input checked="" type="checkbox"/>	Westfield Middle School	3	4	5	6%
	Brooklands Middle School	2	1	4	6%
	Kings Houghton Middle School	8	9	9	7%
	Sandye Place Middle School	16	8	8	7%
<input checked="" type="checkbox"/>	Mill Vale Middle School	11	10	9	7%

<input checked="" type="checkbox"/>	Fulbrook Middle School	11	6	6	8%
	Brewers Hill Middle School	5	8	5	10%
	Woodside Middle School	-	-	6	12%
<input checked="" type="checkbox"/>	Abbey Middle School	6	3	6	13%

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Criteria for providing in depth School Transfer Advice through the School Appeals Process

School Transfer Adviser and Admissions Appeals

Criteria for Appeals Support

1. The School Transfer Adviser is available to offer independent support and information to families engaged in the admissions appeals process.

The School Transfer Adviser may:

- Assist parents in identifying and accessing information about schools
- Discuss with parents the admissions appeals processes
- Signpost parents to other services as appropriate eg The Advisory Centre for Education (ACE).

The School Transfer Adviser will provide this service by 'phone, email or face to face as appropriate.

2. Statutory and Voluntary Agencies may refer families encountering difficulties engaging with the admissions appeals process to the School Transfer Advice Service for support.
3. The School Transfer Adviser *may* attend admissions appeal hearings in exceptional circumstances such as where parents/carers
 - Experience significant problems with their own reading and writing
 - Are homeless
 - Are affected by the recent bereavement of a close family member
 - Are disabled or have a medical or mental health problems
 - Have been referred to the School Transfer Adviser by a statutory or Local Authority support service or a Voluntary Agency
 - Do not speak any English
 - Are affected by domestic violence

And

would as a result of the exceptional circumstances, experience significant difficulty in engaging with the admissions appeals process, without support from the School Transfer Adviser.

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Agenda Item: 10

Meeting: Admissions Forum

Date: 24 June 2009

Subject: In Year Fair Access

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary:

- 1. To address issues raised by Central Bedfordshire schools about the Protocol.**
- 2. To take account of implications for practice of forthcoming new legislation and DCSF guidance.**

Contact Officer: Alison Bray Head of School Support

RECOMMENDATIONS:

- 1. Provision for children and young people excluded or out of school will be tailored to suit the pupil's individual needs. Alternative provision will be used more as an early intervention. Assessment for pupils excluded or out of school, are to be swift, flexible, responsive and child centred and reintegration back into school will be provided.**
- 2. A Central Bedfordshire Fair Access Protocol (FAP) will include clear timescales and processes for considering and resolving cases.**
- 3. Information provided by a school to a future school will be through a structured meeting so that there is an understanding and an awareness of the pupil and that planning prior to the child's admission is good. We will draw up guidance as recommended in the latest 'Back on Track Agenda' and this will be issued as a school circular.**
- 4. The FAP will include a system by which information on SEN placements and LAC placements can be provided and taken into account when naming a school as part of the FAP process.**
- 5. The Behaviour and Attendance Partnerships are to implement the FAP at a local level through headteachers' reintegration and placement panels. Each panel will hold devolved resources and will be supported by area/locality services.**
- 6. That the implications arising from the report by Sir Alan Steer needs to be considered at a future Admission Forum**

7. When identifying the receiving school any issues the school may have are taken into account.

Background

1. Fair Access protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools.
2. Each Local Authority must have a Fair Access Protocol (FAP) and all schools and Academies must participate in their Local Authority Protocol.
3. The Bedfordshire FAP has been in place since October 2007 and replaced the previous 'Hard to Place Protocol' (HPP) which had applied to Upper schools since 2005. The HPP, which operated on a 'league table' basis, was seen to disadvantage some schools more than others, to be time consuming and overly complex while not achieving the aims of speed, equitable distribution, fairness and transparency. The FAP and related processes were developed as a result of the formal evaluation of the HPP which involved consultation with headteachers, local Authority officers, other Local Authorities and parents and children.
4. In light of changes to the Admissions Code, the new Central Bedfordshire FAP will cover a wider range of children and the Code now has an Appendix setting out issues relating to placing children with challenging behaviour. It sets out the groups which must be covered by the FAP bringing about a significant increase in the number of groups. The Local Authority must ensure that pupils who have been permanently excluded or have behavioural difficulties have been assessed [this must cover educational, social, emotional and behavioural needs], that their needs have been suitably addressed and that they are ready to take the step back into mainstream school.
5. This raises issues for the planning and provision of services for children with challenging behaviour and requires a systemic approach to provision mapping for vulnerable children to ensure that there is effective practice to meet need.
6. The implementation of the FAP through the multi agency Bedfordshire Education Panel [BEP, from January 07 to July 08] achieved the core aims of a) swiftly finding a school placement for vulnerable pupils and b) monitoring the progress of reintegration. All schools agreed to accept the pupils identified under the protocol and real progress has been made in securing school places for vulnerable young people. No schools have been directed to admit a pupil since the introduction of the FAP. The tables attached in Appendix A show a break down of pupils identified under the FAP for 2007- 2008.

7. From September 2008, it was decided to amalgamate the BEP Panel into the existing Bedfordshire Allocation Panel [BAP] and to remove decision making on school identification from the panel, leaving cases to come to BAP only if additional funding was being requested. This has diminished the tracking and monitoring function and consequently fewer cases this year have been put forward for new school places and pupils have spent longer out of mainstream school. The tables attached in Appendix A shows the position for the two Las from the beginning of the current academic year until the end of March 2009.
8. A 'Transforming Behaviour Project' led by Senior Managers in Children's Services and in collaboration with schools has been recently initiated. The Head of Pupil Support Service is visiting Derbyshire County Council's Behaviour and Attendance Strategic Group to explore different models for policy and practice.
9. The FAP Review Group has been reconstituted into two separate groups to serve Bedford Borough and Central Bedfordshire. Each Group has headteacher representation from each phase and includes senior managers from each Local Authority. At present the two groups are chaired by the Head of Partnerships and Reintegration.
10. The Central Bedfordshire Review Group has met twice and decided to maintain the basic framework of the existing FAP and to include the changes required under the new Admissions Code.

Issues raised by schools

11. Multiple placements that come to a school through the SEN/LAC and FAP routes. A pupil is identified through the FAP and at the same time the school is approached to take a LAC with challenging behaviour and is then also named for a child with a statement for BESD, all in the same week.
12. Some schools do not consider the information that they are presented with by alternative providers as sufficient or that planning prior to the child's admission with the interim provider was adequate.
13. During the current academic year, there has been more pressure on provision for year 10 owing to the peak in year 10 exclusions and some schools have found it difficult to accommodate more than one year 10 pupil into a settled year group. The costs involved in creating a personalised programme for a young person disengaged from education are significant and this is particularly true for year 10 cases.

Next Steps

14. The FAP will be redrafted to include the recommendation under the new admissions code and there will be a period of consultation with all schools, prior to the final Protocol being tabled for the Admissions Forum in September

Appendices:

Appendix A - Bedfordshire County Council -Pupils Accepted Under Fair Access Protocol

Background papers:

In Year Fair Access Protocol for all Phases

Table 1: Bedfordshire County Council
Pupils Accepted Under Fair Access Protocol
September 2007 - July 2008
Shown by Bedford Borough and Central Bedfordshire

Phase	Category	Borough Identified School	Central Identified School	Total	Total pupils reintegrated into new school	Allocation not taken up
Lower	Exclusion		4	4	4	
	Challenging Behaviour	2	1	3	3	
	Managed Move	2		2	2	
Lower Total		4	5	9	9	
Middle	Exclusion	6	11	17	16	1
	Challenging Behaviour	5	3	8	7	1
	Challenging Behaviour [OOC]	0	1	1	1	0
	Managed Move	3	1	4	4	0
	Averted Exclusion	0	1	1	1	0
Middle Total		14	17	31	29	2
Upper	Exclusion	14	19	33	31	2
	Successful Managed Move *	6	5	11	11	0
	Challenging Behaviour	1	5	6	6	0
	Averted Exclusion		2	2	1	1
	Exclusion (OOC)		1	1	1	
Upper Total		21	32	53	50	3
Grand Total		39	54	93	88	5

Table 2: Pupils admitted by Category within Phase 2007/08

Phase	Category	Total
Lower	Exclusion	4
	Challenging Behaviour	3
	Managed Move	2
Lower Total		9
Middle	Exclusion	17
	Challenging Behaviour	9
	Managed Move	4
	Averted Exclusion	1
Middle Total		31
Upper	Exclusion	33
	Managed Move	11
	Challenging Behaviour	6
	Averted Exclusion	2
	Exclusion (OOC)	1
Upper Total		53
Grand Total		93

Table 3: Fair Access Protocol 2007-2008:

Phase	Named School	Places Available	Pupils Admitted	Remaining Intake
Lower	Thornhill Lower School	2	1	1
	Goldington Green Lower School	3	1	2
	Putnoe Lower School	3	1	2
	Clipstone Brook Lower School	2	1	1
	Southlands Lower School	3	1	2
	Shefford Lower School	3	2	1
	Gravenhurst Lower School	1	1	0
	Dunton VC Lower School	1	1	0
Middle	Parkfields Middle School	3	1	2
	Brooklands School	3	1	2
	Newnham Middle School	4	1	3
	Five Oaks Middle School	2	1	1
	Holmemead Middle School	4	1	3
	Brewers Hill Middle School	3	1	2
	Arnold Middle School	4	1	3
	Leighton Middle School	3	1	2
	Streetfield Middle School	3	1	2
	Westfield Middle School	3	1	2
	Marston Vale Middle School	3	1	2
	Alameda Middle School	4	1	3
	Abbey Middle School	3	1	2
	Woodside Middle School	2	1	1
	Daubeney Middle School	4	1	3
	Linslade Middle School	4	1	3
	Robert Bruce Middle School	4	1	3
	Ashton CofE VA Middle School	4	1	3
	Fulbrook Middle School	3	1	2
	Beauchamp Middle School	4	1	3
	Priory Middle School	3	2	1
	Mill Vale Middle School	4	2	2
	Goldington Middle School	4	2	2
	Kings Houghton Middle School	3	2	1
Harrowden Middle School	3	3	0	
Upper	John Bunyan Upper School	4	1	3
	Stratton Upper School	5	3	2
	The Cedars Upper School	5	3	2
	Vandyke Upper School	5	3	2
	Manshead CofE VA Upper School	5	3	2
	Sharnbrook Upper School	5	3	2
	Harlington Upper School	5	4	1
	Biddenham Upper School	5	4	1
	Wootton Upper School	5	4	1
	Samuel Whitbread	5	4	1
	Redborne Upper School	5	4	1
	Queensbury Upper School	5	4	1
	Sandy Upper School	4	4	0
	St Thomas More Catholic School	4	4	0
	Hastingsbury Upper School	5	5	0
Total pupils admitted through protocol			93	

Table 4:

**Bedfordshire County Council
Pupils Accepted Under Fair Access Protocol
September 2008 – March 2009
Shown by Bedford Borough and Central Bedfordshire**

Phase	Category	Borough Identified School	Central Identified School	Total	Pupils reintegrated into new school
Lower	Exclusion	0	1	1	
	Averted Exclusion	0	1	1	
	Managed Move	0	1	1	
Lower Total		0	3	3	0
Middle	Exclusion	5	6	11	4
	Averted Exclusion	2	4	6	2
	Challenging Behaviour	1	0	1	1
	Managed Move*	6	0	6	2
Middle Total		14	10	24	10
Upper	Exclusion	8	8	16	11
	Averted Exclusion	4	6	10	2
	Exclusion [OOC]	0	3	3	2
	Managed Move	6	4	10	2
	Challenging Behaviour	1	0	1	1
	Challenging Behaviour [OOC]	1	0	1	1
	Upper Total		20	21	41
Total		34	34	68	29

June 2009

Agenda Item: 11

Meeting: Admissions Forum

Date: 24 June 2009

Subject: Admission Arrangements 2010

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: To advise the Forum on the admission arrangements for all foundation, trust and voluntary aided schools for 2010.

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

- 1. To note that the admission arrangements for all foundation, trust and voluntary aided schools will be compliant with the School Admissions Code, once Pulford and Sundon Lower Schools have circulated their admission arrangements.**
- 2. To seek the views of the Forum on the change to the admission arrangements for John Donne VA Lower School.**

Background

1. Members of the Forum received a report, at the previous meeting on 24 March 2009, on the proposed admission arrangements for foundation, trust and voluntary aided schools.
2. All of the schools, with the exception of Pulford VA Lower School and Sundon Lower School, have now circulated their determined admission arrangements. These schools are considering a few minor changes to their policies and the final versions are expected shortly. The versions submitted previously indicate that the policies will be compliant with the School Admissions Code.
3. Members of the Forum will recall that St Mary's Catholic Lower School had not consulted on their proposed admission arrangements. Consultation has now taken place and the Governors have determined their arrangements which are fully compliant with the School Admissions Code.

Issues raised with schools at the consultation stage

4. A summary of the issues raised with schools is attached at Appendix A. The schedule has been updated to reflect the action taken by the Governors of the schools. Although some of the recommended changes have not been made, all of the changes required to ensure compliance with the Code have been made.

John Donne VA Lower School

5. Members of the Forum will recall that the Governors of John Donne VA Lower School consulted on a change to their admissions policy which would give out of catchment siblings a higher priority for admission than other catchment children. The Local Authority expressed concern that such a change would be inconsistent with the Council's catchment area policy and could result in local children being denied a place at their local school.
6. The implications of the change have been discussed with the headteacher. The view of the Governors is that as a Christian School the family is at the heart of its community and that it would wish to support those parents from outside of the catchment area who have shown a commitment to the school.
7. The school is not traditionally oversubscribed at the time of allocation and it is the view of the headteacher that catchment children would not, therefore, be denied a place at the school as a result of the change. Should the school become oversubscribed in the future, the headteacher is confident that the Governors would wish to continue to admit catchment children, even if this would result in the published admission number for the school being exceeded. On this basis, the Governors have decided to proceed with the change and have determined their admission arrangements accordingly.
8. Members of the Forum are asked to consider whether they would support the change on the understanding that catchment children would not be denied a place, or whether they would wish the Local Authority to refer the matter to the Schools Adjudicator for a judgement.

Appendices:

Appendix A - Admission Arrangements 2010 – Foundation, Trust and VA School

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
All Saints VA Lower					
Tie-break measuring point on school site	Required	Y	Must be clearly defined	2.37	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
In-year admissions	Recommended	N	Would be helpful to parents		Y
Waiting list information	Required	Y	Code of Practice requirement	3.19	Y
Appeals information	Required	N	Would be helpful to parents	App 1 (15)	Y
Ashton St Peters VA Lower					
Reference to Bedfordshire to be amended	Required	N	Unitary change		Y
Timescales for process - refer to Local Authority published arrangements	Required	N	Would ensure consistency		Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
Tie-break measuring point on school site	Required	Y	Must be clearly defined	2.37	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Waiting list information	Required	Y	Code of Practice requirement	3.19	Y
Appeals process - independent	Required	N	Would provide clarity		Y
John Donne VA Lower					
Intake information to be clarified	Recommended	N	Would be helpful to parents		N
Timescales for process - refer to Local Authority published arrangements	Required	N	Would ensure consistency		Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
Criteria priority change - medical grounds	Note	N	Inconsistent with other schools		N
Civil parish changed to ecclesiastical parish	Note	N	Parish areas may differ		N
Criteria priority change - other siblings higher than parish children	Re-consider	Y	Inconsistent with catchment policy		N
Availability of map at school	Remove	Y	Raised by Adjudicator for this school		Y
Tie-break -straight line measurement	Required	Y	Must be clearly defined	2.37	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
LAC-sections of Act transposed	Required	N	Accuracy of information		Y
Waiting list / continuing interest - wording	Recommended	N	Would ensure consistency		N
Waiting list - length of time maintained	Change	Y	Code of Practice requirement	3.19	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Meppershall VA Lower					
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
Civil parish changed to ecclesiastical parish	Note	N	Parish areas may differ		N
Tie-break -straight line measurement	Required	Y	Must be clearly defined	2.37	Y
Waiting list / continuing interest - wording	Recommended	N	Would ensure consistency		Y
Waiting list - length of time maintained	Required	Y	Code of Practice requirement	3.19	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Moggerhanger Foundation Lower					
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Northill VA Lower					
Visiting school to register admission	Remove	Y	Raised by Adjudicator as an issue	1.75	Y
Timescales for process - refer to Local Authority published arrangements	Required	N	Would ensure consistency		Y
Tie-break -straight line measurement	Required	Y	Must be clearly defined	2.37	Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Waiting list - length of time maintained	Required	Y	Code of Practice requirement	3.19	Y
Pulford VA Lower					
Visiting school to discuss admission	Remove	Y	Raised by Adjudicator as an issue	1.75	Y
No reference to In-Year Fair Access	Recommended	N	Would be helpful to parents		N
Tie-break -straight line measurement	Required	Y	Must be clearly defined	2.37	Y
LAC -sections of Act transposed	Required	N	Accuracy of information		Y
Appeals process - independent	Required	N	Would provide clarity		Y

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
Waiting list - length of time maintained	Required	Y	Code of Practice requirement	3.19	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
St Leonards VA Lower					
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
Criteria priority change - medical grounds	Note	N	Inconsistent with other schools		Y
Civil parish changed to ecclesiastical parish	Note	N	Parish areas may differ		Y
Availability of map at school	Remove	Y	Raised by Adjudicator		Y
Tie-break -straight line measurement	Required	Y	Must be clearly defined	2.37	Y
Waiting list / continuing interest - wording	Recommended	N	Would ensure consistency		Y
Waiting list - length of time maintained	Required	Y	Code of Practice requirement	3.19	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
St Mary's VA Lower, Clophill					
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
Tie-break measuring point on school site	Required	Y	Must be clearly defined	2.37	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	Y
LAC -sections of Act transposed	Required	N	Accuracy of information		Y
Timescales for process - refer to Local Authority published arrangements	Required	N	Would ensure consistency		Y
Waiting list / continuing interest - wording	Recommended	N	Would ensure consistency		Y
Waiting list - length of time maintained	Change	Y	Code of Practice requirement	3.19	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
St Vincent's Catholic Primary					
Reference to Bedfordshire to be amended	Required	N	Unitary change		Y
Tie-break - how distance is measured	Required	Y	Must be clearly defined	2.37	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
Waiting list - length of time maintained	Change	Y	Code of Practice requirement	3.19	Y
LAC -sections of Act	Required	N	Accuracy of information		Y

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
No guarantee of place - make clear	Recommended	N	Would provide greater clarity		Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Sundon Foundation Lower					
Reference to Bedfordshire to be amended	Required	N	Unitary change		Y
Obtaining application from school	Remove	Y	Raised by Adjudicator as an issue	1.75	Y
Availability of map at school	Remove	Y	Raised by Adjudicator		Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Sutton VA Lower					
Reference to Bedfordshire to be amended	Required	N	Unitary change		Y
Timescales for process - refer to Local Authority published arrangements	Required	N	Would ensure consistency		Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
Waiting lists - maintained for 2 years	Change	Y	Cannot be maintained beyond academic year of admission		Y
LAC -sections of Act transposed		N	Accuracy of information		Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Thomas Whitehead VA Lower					
Visiting school and obtaining application from school	Remove	Y	Raised by Adjudicator as an issue	1.75	Y
Timescales for process - refer to Local Authority published arrangements	Required	N	Would ensure consistency		Y
Tie-break - how distance is measured	Required	Y	Must be clearly defined	2.37	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
LAC -sections of Act	Required	N	Accuracy of information		Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
Waiting list - length of time maintained Appeals information - to be amended In-year admissions - co-ordination	Required	Y	Code of Practice requirement	3.19	Y
	Required	N	Would provide clarity		Y
	Recommended	N	Would be helpful to parents		Y
Westoning Foundation Lower Reference to Bedfordshire to be amended Returning application form to school In-year admissions - co-ordination					
	Required	N	Unitary change		Y
	Remove	Y	Code of Practice	1.75	Y
	Recommended	N	Would be helpful to parents		Y
Arnold Foundation Middle Villages served by school to be listed Co-ordinated transfer arrangements Waiting list - length of time maintained In-year admissions - co-ordination Tie-break measuring point on school site SEN wording No catchment guarantee - make clear					
	Required	N	Alternatively change to 'catchment area'		Y
	Note	N	Would ensure consistency		Y
	Change	Y	Code of Practice requirement	3.19	Y
	Recommended	N	Would be helpful to parents		Y
	Required	Y	Must be clearly defined	2.37	Y
	Required	Y	Raised by Adjudicator as an issue	2.8	Y
	Recommended	N	Would provide greater clarity	2.40	Y
Ashton VA Middle Reference to Bedfordshire to be amended SEN wording Visiting school to discuss admission Tie-break measuring point for home address Pupils in feeder schools - higher criteria than siblings LAC-sections of Act Waiting list - length of time maintained Late applications - position on waiting list In-year admissions - co-ordination					
	Required	N	Unitary change		Y
	Required	Y	Raised by Adjudicator as an issue	2.8	Y
	Remove	Y	Raised by Adjudicator as an issue	1.75	Y
	Required	Y	Must be clearly defined	2.37	Y
	Note	N	Logistics of siblings attending different schools		N
	Required	N	Accuracy of information		Y
	Change	Y	Code of Practice requirement	3.19	Y
	Note	N	Would provide clarity		Y
	Recommended	N	Would be helpful to parents		Y
Holywell VA Middle Reference to Bedfordshire to be amended					
	Required	N	Unitary change		Y

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
Pupils in feeder schools - higher criteria than siblings	Note	N	Logistics of siblings attending different schools		N
Tie-break measuring point on school site	Required	Y	Must be clearly defined	2.37	Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	N
Waiting list - length of time maintained	Change	Y	Code of Practice requirement	3.19	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
Returning application from to school	Remove	Y	Code of Practice	1.75	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Parkfields Foundation Middle					
Admission Number	Required	N	Must be included	1.30	Y
Tie-break measuring point on school site	Required	Y	Must be clearly defined	2.37	Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
Waiting list information	Required	Y	Code of Practice requirement	3.19	Y
Appeals information	Required	N	Would be helpful to parents	App 1 (15)	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Harlington Foundation Upper					
Reference to Bedfordshire to be amended	Required	N	Unitary change		Y
Waiting list - length of time maintained	Change	Y	Code of Practice requirement	3.19	Y
Returning application form to school	Remove	Y	Code of Practice	1.75	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Manshead VA Upper					
Waiting list - length of time maintained	Change	Y	Code of Practice requirement	3.19	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
Final criterion 'any other children'	Required	Y	Must be included		Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y

**CENTRAL BEDFORDSHIRE
CONSULTATION ON ADMISSION ARRANGEMENTS 2010
FOUNDATION, TRUST AND VA SCHOOLS**

School	Suggested Action	Adjudicator Objection	Comments	Code of Practice Ref	Issues Addressed
LAC -sections of Act transposed	Required	N	Accuracy of information		Y
Sibling definition	Recommended	N	Would provide greater clarity	2.22	Y
Evidence of home address documentation	Required	Y	Raised by Adjudicator as an issue		Y
Tie-break measuring point for home address	Required	Y	Must be clearly defined	2.37	Y
Appeals process - independent	Required	N	Would provide clarity		Y
6th form admission number	Required	N	Must be included	1.30	Y
Queensbury Foundation Upper					
Tie-break measuring point for home address and school to be specified	Required	Y	Must be clearly defined	2.37	Y
SEN wording	Required	Y	Raised by Adjudicator as an issue	2.8	Y
No catchment guarantee - make clear	Recommended	N	Would provide greater clarity	2.40	Y
Reference to Bedfordshire to be amended	Required	N	Unitary change		Y
Returning application form to school	Remove	Y	Code of Practice	1.75	Y
In-year admissions - co-ordination	Recommended	N	Would be helpful to parents		Y
6th form admission number	Required	N	Must be included	1.30	Y

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Agenda Item: 12

Meeting: Admissions Forum

Date: 24 June 2009

Subject: Parental Feedback on 2009 Admissions

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: The report provides the Forum with feedback on the admissions process, from parents who applied for a lower, middle or upper school place for September 2009.

Contact Officer: Rosa Bonwick

RECOMMENDATION:

- 1. That the analysis of responses and comments received be noted.**

Background

1. As part of the Local Authority's on going commitment to improving the information provided to parents/carers, the booklets issued as part of the September 2009 admissions process included a feedback form.
2. For those parents who applied using the online application system, there was the option of completing an online feedback form seeking their comments on the online application process.
3. The information provided in this report relates to responses received from parents applying for a school place prior to the establishment of the unitary authority and therefore covers both Central Bedfordshire and Bedford Borough.

Transfer to Middle and Upper School

4. The number of responses received was very low. Only 17 parents returned the feedback form. A summary of the responses received is provided at Appendix A and the comments received from parents are summarised at Appendix B.

5. The response rate was too low to be able to draw any meaningful conclusions. In terms of the comments received, one parent requested information on the differences between trust, community and foundation schools. That information is included in both the transfer and starting school booklets. The other parent requested catchment area information. Although catchment area information is not included in the booklets, parents are signposted to the catchment area information on the Local Authority website

Admission to Lower School

6. The response rate from parents of children starting lower school was much lower, with only 2 responses being received. A summary of those responses is provided at Appendix C. In terms of the comments received, one of the parents requested information on catchment areas and the other was unhappy with the timing of the lower school application process.
7. Members of the Forum will recall that the timescale for lower school admissions has been revised for the September 2010 admissions round.

Online Applications

8. The number of parents who provided feedback on the online application process was relatively low, with only 41 responses being received. A summary of the responses is provided at Appendix D and the comments received from parents are summarised at Appendix E.
9. Most parents found the online application process easy or very easy to use and would use the online facility again. In terms of the comments received, some parents appeared to have problems with the registration process and the email verification. This has been tested and no problems have been identified. The verification email is delivered promptly to the applicant's email address. The delay in receiving the confirmation email may, therefore, be related to the applicant's internet provider. The password format is complex and has been set up by the software supplier as a default setting. It should be possible for the software supplier to simplify the format and this has been raised with the supplier. A concern raised by two of the parents relates to the security of the data entry pages. This was brought to the attention of the Local Authority at the time and was promptly resolved.
10. All of the comments received have been noted and where possible have been resolved or passed to the software supplier.

Appendices:

Appendix A Parental Feedback - Transfer to Middle and Upper School Analysis of Responses

Appendix B Parental Feedback - Transfer to Middle and Upper School Analysis of Comments

Appendix C Parental Feedback - Admissions to Lower School Analysis of Responses

Appendix D Parental Feedback – Online Applications Analysis of Responses

Appendix E Parental Feedback – Online Applications Analysis of Comments

Appendix A

Parental Feedback – Transfer to Middle and Upper School Analysis of Responses

Question	Responses	Yes	No	Blank
Q1: Did you find the layout of this booklet easy to follow?	17	16	1	0
Q2: Would you like any additional information to be included in the booklet?	17	2	15	0
Q3: Has the booklet been written in a way you found easy to understand?	17	16	1	0
Q4: Did you find the admissions process straightforward?	17	16	1	0
Q5: If you contacted the Admissions Service, did you find the staff helpful?	2	2	0	15

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**Parental Feedback – Transfer to Middle and Upper School
Analysis of Comments**

Q1: Did you find the layout of this booklet easy to follow?

No relevant comments received

Q2: Would you like any additional information to be included in the booklet?

Some information about the differences between trust, community and foundation schools
Catchment areas for each school

Q3: Has the booklet been written in a way you found easy to understand?

No relevant comments received

Q4: Did you find the admissions process straightforward?

No relevant comments received

Q5: If you contacted the Admissions Service, did you find the staff helpful?

Very friendly and accurate

Other comments received:

I don't know the catchment areas - the whole booklet is a waste of time and money
without this information

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Appendix C

Parental Feedback – Admission to Lower School Analysis of Responses

Question	Responses	Yes	No	Blank
Q1: Did you find the layout of this booklet easy to follow?	2	2	0	0
Q2: Would you like any additional information to be included in the booklet?	2	1	1	0
Q3: Has the booklet been written in a way you found easy to understand?	2	2	0	0
Q4: Did you find the admissions process straightforward?	2	1	1	0
Q5: If you contacted the Admissions Service, did you find the staff helpful?	1	1	0	4

June 2009

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Appendix D

Parental Feedback – Online Applications Analysis of Responses

Question	Very Easy	Easy	Difficult	Very Difficult	Blank
Q1: How was the process of registering to use the online application?	14	9	8	8	2
Q2: How was the process of entering the details of you and your child?	14	10	5	5	7
Q3: How was the process of selecting your preference schools?	14	11	2	4	10
Q4: How was the process of submitting your application?	13	10	2	6	10
Q5: Did you go back to your application after you submitted it?	Yes	16	No	12	13
If yes, was this to:					
Check what you had done	11				
Change your details	1				
Change your preferences	0				
Other	2				2
Q6: Did you receive an email confirming that your application had been received?	Yes	24	No	6	11
Q7: From where did you access the online application site?					
Home	26				
Work	4				
School	4				
Library	0				
Other	0				7

Q8a: Did you need to contact the Admissions Team for assistance?	Yes	8	No	25	8
Q8b: If yes, was the member of staff	Helpful	5	Un Helpful	1	2
Q8c: Were you able to complete your online application after receiving assistance?	Yes	4	No	3	1
Q9: Would you use the online application system again?	Yes	22	No	11	8

Parental Feedback – Online Applications Analysis of Comments

Q1: How was the process of registering to use the online application?

- Never got beyond the registration of personal details
- Multiple stage of creating a new account, waiting 40 minutes for verification email, logging back in, then completing steps turned a simple exercise into a frustrating experience
- Email verification should come back straightaway
- Unable to access as used system previously for third lower school child – not able to transfer child to middle school
- No email received to confirm registration – tried other email addresses without success. No contact number to call for help – absolutely rubbish and frustrating - have wasted over an hour
- Not easy to find and time consuming
- Password needs too many variations, capital letters and numbers and punctuation, once submitted took you to a screen which was confusing
- Screen was too crowded

Q2: How was the process of entering the details of you and your child?

- Registered last year – system recognises email address – cannot remember secret question and answer from last year
- Generally simple, except 'secure password policy' is not visible until you have failed to comply with it
- Password was complicated – some instructions were misleading. Not clear whether parent or child's details were required, or whether current or requested school details required. Religious screen can't be skipped
- School's nursery unit was not listed
- Private nursery not listed

Q3: How was the process of selecting your preference schools?

- Slightly unclear
- Consider making schools of choice appear in a drop down box, dependent on child's age and location. Some rubric such as 'select schools of your choice by clicking on them first from the list in the order of your choice', 'add any supporting commentary in the box next to your choice after you have selected school'

Q4: How was the process of submitting your application?

- No comments received

Q5: Did you go back to your application after you submitted it?

- Wanted to make sure applications successfully submitted
- Couldn't access the site as had forgotten password

- Q6: Did you receive an email confirming that your application had been received?
- No comments received
- Q7: From where did you access the online application site?
- No comments received
- Q8a: Did you need to contact the Admissions Team for assistance?
- Very helpful
- Q9: Would you use the online application system again?
- No comments received
- Q10: What were the main benefit in using an online application rather than a paper form?
- Takes less time, easy and clear, knowledge that all questions and sections have been completed, knowledge that it has been received and not lost in the post
 - Speed, efficiency and peace of mind
 - None, still had to submit religious declaration form
 - Quicker and more direct
 - Thought it would be quicker, but it wasn't
 - Swift, instant process, that is transparent and flags up any potential issues, more efficient and less wasteful resources
- Q11: Any other comments:
- Easy to navigate, quick to load, clear site
 - Regret that not able to apply online
 - Good system, easy to use
 - Electronic systems are usually a time saver and make it easier than completing forms. Would have been quicker to complete paper form – took one hour to complete process. This system, especially email delays, comes close to worst system I have had to use
 - Make login simpler, especially if you have more than one child
 - Very easy and quick – confused at the end – not clear that had to use save button before submitting
 - Slightly jumbled screen titles, not clear to follow. People not confident with a computer would not feel happy completing this online form. Used much more user friendly ones
 - Review and improve setting up of passwords
 - System should be as easy as filling in a form
 - Data entry pages are not secure
 - Can't seem to add more than one sibling
 - Would have liked a section for deferred lower school place
 - Would be useful if there had been a question mark by the side where technical terms are used rather than having to refer to guidelines

June 2009

Agenda Item: 13

Meeting: Admissions Forum

Date: 24 June 2009

Subject: Information for Parents

Report of: Deputy Chief Executive and Director of Children, Families and Learning

Summary: To seek approval of the information that is to be distributed to parents in respect of the school admissions processes.

Contact Officer: Keith Lakin

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. The information to be published reflects the three main areas for which applications are received. The first is a booklet 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 first admissions to lower school. The third is a leaflet and application form regarding an In Year application.

Transfer Phase

3. Last year's booklet has been used as the basis for the 2010 version. As a result, many simple changes are required to reflect the change of authority. Changes requiring a small amount of text have been made on the old booklet whereas more significant amendments have been attached with their position in the booklet marked accordingly.
4. The transfer to upper school form is specific to Central Bedfordshire as the secondary transfer process has to be co-ordinated by the home local authority.

5. The transfer to middle school process does not have to be co-ordinated by the home local authority. As School Admissions is a shared service until July 2010 the application form represents this shared approach and will have the appropriate logo(s).

First Admission to Lower School

6. Last year's booklet has again been used as the basis for the 2010 version. As a result, many simple changes are required to reflect the change of authority. Changes requiring a small amount of text have been made on the old booklet whereas more significant amendments have been attached with their position in the booklet marked accordingly.
7. The application process for first admission to lower is not required to be co-ordinated by the home local authority. As School Admissions is a shared service until July 2010 the application form represents this shared approach and will have the appropriate logo(s).

In Year Applications

8. Last year's leaflet has again been used as the basis for the version to be used from September 2009. As a result, only minor changes are required mostly to reflect the change of authority.
9. The application process is not required to be co-ordinated by the home local authority at this time. As School Admissions is a shared service until July 2010 the application form represents this shared approach and will have the appropriate logo(s).

Appendices:

Appendix A	Draft transfer booklet
Appendix B	Draft transfer to upper school application form
Appendix C	Draft transfer to middle school application form
Appendix D	Draft Starting School booklet
Appendix E	Draft first admission to lower school application form
Appendix F	Draft In-Year leaflet
Appendix G	Draft In-Year application form

School Transfer 2009/10

Is your child transferring to a new school
in September 2009/10?



This booklet tells you what you need to know.

Why not apply for a place on-line?

www.bedsfordshire.gov.uk/onlineadmissions

1

11

© Copyright Bedfordshire County Council 2008/9

We would like to thank the parents of the children who appear on the cover for permission to use these photographs.

Switch onto the online school application form

Apply online at

www.bedfordshire.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

It is available 24 hours a day 7 days a week up until the closing date. **Don't delay. Log on today!**

www.bedfordshire.gov.uk/onlineadmissions



Checklist for Parents

- I understand the different types of school
- I have considered the admission criteria for my preferred schools and the chances of my child getting a place
- I understand that the deadline for the application form to be submitted (either online or paper) is as indicated on page 3
- I confirm that all the schools I have listed are within the ~~existing administrative~~ area of ~~Bedfordshire County Council~~

This section is optional

- I have provided details of any other children who will still be attending the school(s) I have listed
- I have indicated whether my child has a Statement of Special Educational Needs which names a particular school
- I have indicated whether the child for whom I am applying for a place is a 'looked after' child i.e. in public care
- I have listed separately any schools I have applied for which are out of county or independent (paper applications only)
- I have asked my priest, minister or faith leader to sign the declaration to confirm that I meet the religious criteria for admission and have submitted this separately if I have made an online application
- I have submitted a copy of my child's baptismal certificate (if required)
- I am in the process of moving house and know that I need to provide evidence of this move

Please complete this section for your records

- I confirm that all the information provided on this form is true and I understand that if I have provided false information the offer of a place will be withdrawn. I have completed the declaration to confirm this.
- I have applied online at ~~www.bedfordshire.gov.uk/onlineadmissions~~ and my application was submitted on
- I have completed a paper application form and returned the form to my child's current school on
- I have completed a paper application form and returned the form by post to the School Admissions Service on

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A message from the Director of Children's Services

Transferring from a lower school to a middle school or from a middle school to an upper school is an exciting time for you and your child, but it involves making some important decisions. We want to make sure that you have all the information you need to help you make that decision.

We have introduced online admissions to make the process of applying for a school more convenient for you. Applying for a school place online is a quick, safe and efficient way of making your application. The many benefits of applying online are set out for you in this booklet and we hope that you will use our online application system.

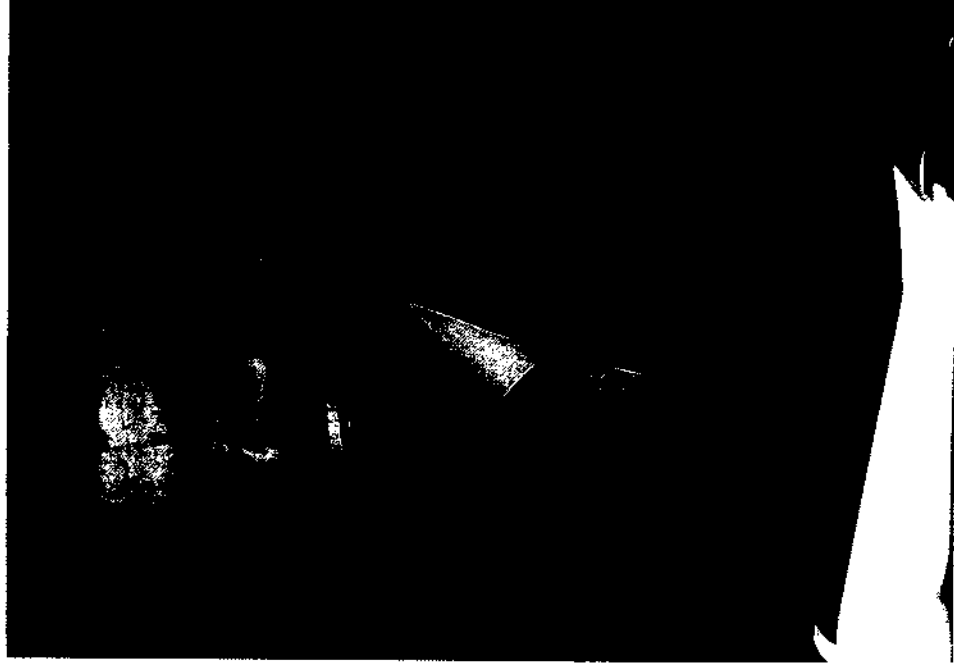
We have tried to provide as much detail as we can in this booklet but there may be questions that are not covered. My staff in the School Admissions Service will be happy to provide further guidance, support and advice if you are unclear about any aspect of the admissions process.

We hope that your child will find transferring school a happy and positive experience.



Malcolm Newsam
Director of Children's Services

Central Bedfordshire to provide



Introduction

in Sept 09

You may be aware that from 1 April 2009 responsibility for the County Council's functions will transfer to the new unitary authorities for Bedfordshire. As the allocation of places for admissions in September 2009 has to be completed before that time, the School Admissions Service will be co-ordinating the application procedure for all maintained schools within the existing administrative area of Bedfordshire County Council. This means that you need only complete one application form for admission into any of those middle or upper schools. We strongly recommend that you make that application using the online facility.

Please make the time to visit the schools before you apply so that you have all the information you need. We hope you find the information in this booklet useful. Please let us have your views by completing the feedback form at the back of this booklet. Please return the form to:

School Admissions Service, Children's Services, County Hall, Cauldwell Street, Bedford, MK42 9AP
May we take this opportunity to wish your child every success at his/her new school.

Who to contact

The School Admissions Service

We are based at ^{Bedford} County 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

E-mail: ^{bed}admissions@bedsec.gov.uk

The members of the School Admissions Service are:

~~Keith Lakin, Senior Admissions Officer~~

~~Sue Luckett, Admissions Officer~~

~~Jo Sunyara, Assistant Admissions Officer~~

~~Brenda Farrer, Assistant Admissions Officer~~

~~Tasha Callender, Assistant Admissions Officer~~

~~Ali Schofield, Admissions Assistant~~

~~Rosa Bonwick, Admissions Manager~~

Insert ①

Information booklets 2010

Introduction

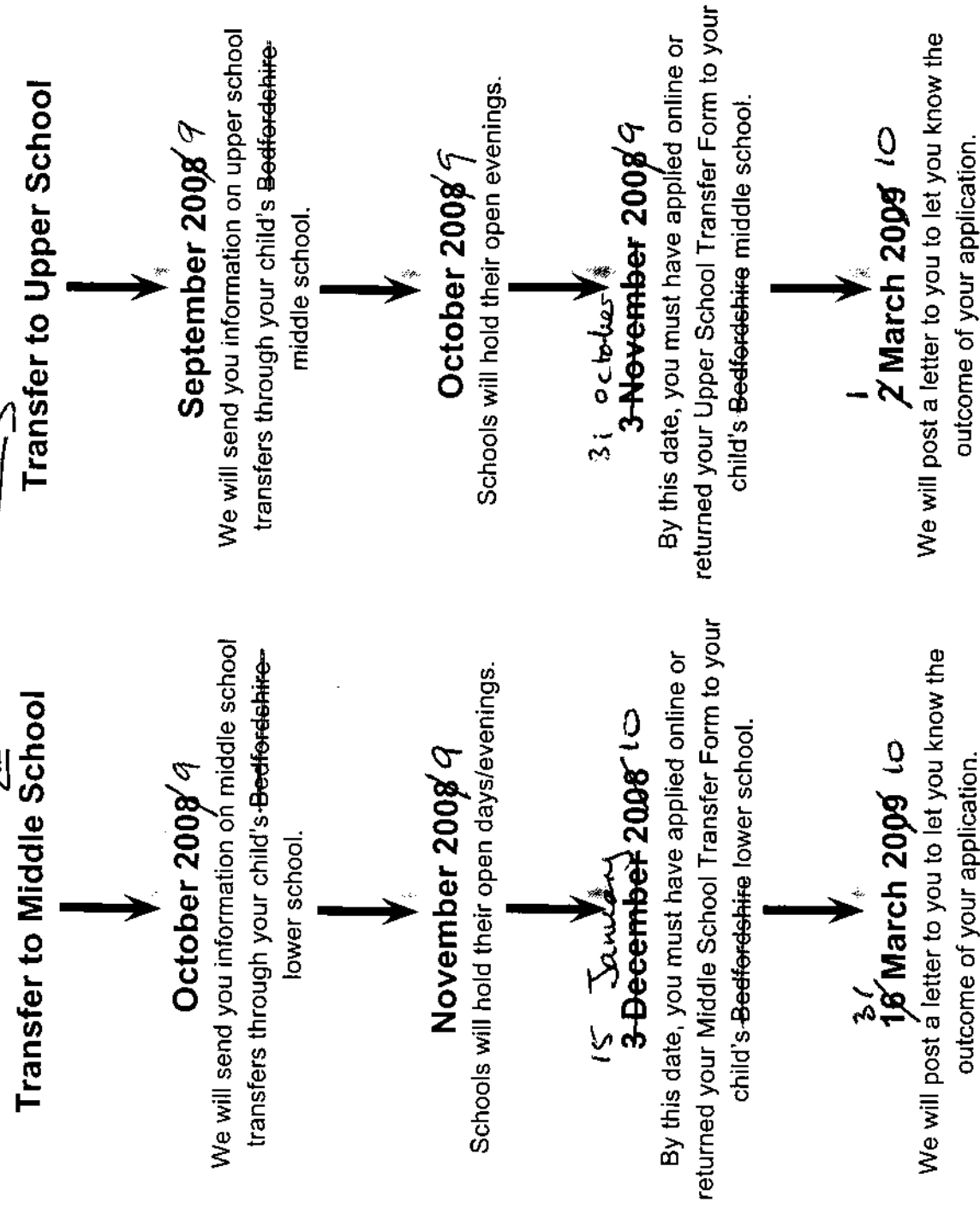
The Central Bedfordshire Council and the Bedford Borough Council have agreed to provide a shared School Admissions Service to parents / carers of children living in these local authority areas and whose children are transferring to middle or upper school in September 2010.

This means that if your child is transferring to a middle school you can use the same form for applying for a middle school place in Central Bedfordshire or Bedford Borough. However, if your child is transferring to an upper school 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 upper schools on this form even if they are schools within Bedford Borough.

Don't forget that you can apply for a school place using the online application facility and we strongly recommend that you make an online application.

The transfer process – 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:



It is very important to apply by the date shown, so that we have time to deal properly with all the applications before we write to notify you of the outcome.

If your child does not attend a ~~Bedfordshire~~-middle or lower school, please apply online or return your form to:

School Admissions Service, Children's Services, County Hall, Cauldwell Street, Bedford MK42 9AP.

If you live outside of the ~~existing administrative area~~ of ~~Bedfordshire County Council~~ and are applying for a place at a ~~Bedfordshire~~ upper school, you must return your application form to your own Local Authority (see page 4).

Applying to a Bedfordshire School...

Applying to a Bedfordshire School if you live outside Bedfordshire

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

This does not apply to middle school transfers

Even if your Local Authority accepts more than three preferences, please note that we will only accept a maximum of three 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 ^{an academy} a community school, a voluntary controlled school, a voluntary aided school, a foundation school and a trust school. For each school you will find:

- the address;
- the name of the headteacher;
- the telephone number;
- the fax number;
- the email address;
- the website address (where applicable);
- the category of the school and the age range;
- the number on roll for January 2008;
- the admissions number (how many pupils the school can admit).

As well as this basic information you will also find

- the admissions criteria;
- the number of applications received and the number of places offered for admission in September 2008;
- at which point on the list of admissions criteria the last place was offered for admission in September 2008.

What schools are oversubscribed?

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 2008. Please refer to the admission limit for each school.

You may find this information helpful when you are considering whether or not spare places are likely to be available at your preferred school. But be aware that subscription levels may vary from year to year.

A school may be oversubscribed one year but have spare places the next. Likewise, the fact that a school had spare places in September 2008 does not mean that you will definitely get a place there in September 2009.

Each school has a prospectus which includes details about the level of oversubscription and how places for September 2008 were allocated.

Applying to a Bedfordshire School...

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 of these in the information sheets. This will help you to judge whether you meet the criteria for admission to a particular school. It will also help you to fill in the application form.

Local Authority Standard Admissions Criteria

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 than the number of places available:

1. All "Looked after" children
2. Pupils living in the catchment area
3. "Very exceptional" medical grounds
4. Siblings
5. 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 a computerised mapping system. The Local Authority will measure the distance from the address point of the pupil's home to a central point on the school site determined by 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 give overriding priority to the admission of pupils who have a Statement of Special Educational Needs which names the school. Priority will also be given to the admission of pupils, in accordance with the In-Year Fair Access Protocol (this does not apply at the normal time of transfer).

3. 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. 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, the Local Authority will offer a place at the nearest local authority maintained school to the pupil's home address which caters for pupils of the same age.

Sometimes a foundation, trust or voluntary aided school 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 existing administrative area of Bedfordshire County Council but you do not express a preference for a school or schools.

~~*You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.~~

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).

Applying to a Bedfordshire School...

Sibling

A sibling is defined as a brother or sister, or any other child who permanently resides at the same address and for whom the applicant has parental responsibility. That 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 own 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, brother or sister or other relative/childminder.

Home Address

A pupil’s home address will be regarded as the address of the parents or carers 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 at more than one address, the address used to allocate a school place will be the one at which the pupil is resident and where the child normally 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 official documentation.

Information about individual schools

We ask the headteacher of every middle and upper school to arrange an open evening for parents 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 17– 22.

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 – they don’t give you the full picture.

Applying to a Bedfordshire School...

If you would like a copy of Bedfordshire's Key Stage 2 results for middle schools, or details of Stage 3 results for upper schools, or details of public examination results please contact the Department for Children, Schools and Families, telephone **0800 242322**. Alternatively, the information is available from the DCSF website or the Bedfordshire-Online website.

These websites also contain other useful information and statistics about schools, as does the OFSTED website.

Department for Children, Schools and Families
www.dcsf.gov.uk

OFSTED www.ofsted.gov.uk

Bedfordshire Online www.bedfordshire.gov.uk

When using the Bedfordshire-Online website, the "Education and Learning" section has a range of information about Education in Bedfordshire.

How to fill in the transfer form

How to fill in the transfer form

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 enclosed transfer form gives you this opportunity but we would strongly recommend that you apply online at www.bedfordshire.gov.uk/onlineadmissions. Although the admissions procedures for children with statements of special educational needs are different from those of other children (see Section D on page 10), 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, the paper application will be disregarded.

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

- your child's personal details;
- the name of the middle or upper school for the catchment area in which you live (if your child goes to a Bedfordshire school, but you live in Luton or another County, it will say 'Out County')

If your child goes to a Bedfordshire middle school, but you live in the area of another Council (for example, Luton) you will not receive a form. Instead we will send you a letter which explains how to apply.

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 wrong or if you move before September 2009. **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 Section B on page 9.

The following notes and the notes on the form are designed to help you fill in the form. Please read them carefully and answer all the relevant questions, giving further details where the form asks for them. If you are not sure how to complete the form, please ring us.

Section A: Personal Details

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

Please note that we regard a pupil's home address as the address of the parent, or carer with parental responsibility, with whom the child normally lives. This will not usually include grandparents, aunts or uncles. If a child spends time with parents at more than one address, the address we use to allocate a school place will be the one where the child normally lives and where the child spends most of the school week (Mondays to Fridays) including nights. If there is any query on a home address we will check this against official documentation.

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 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.

How to fill in the transfer form

Section B: Bedfordshire Schools*

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

This form also applies if your child has a statement of special educational needs, but please refer to Section D on page 10. Do not include in this section independent schools or schools that do not come under the Bedfordshire Local Authority.

If you want to apply for a place at a secondary school in another Local Authority, please contact us for a separate application form.

If you are applying for an upper school place and do not live within the existing administrative area of Bedfordshire County Council, 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 form. 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 priority. This may not apply if your child has a statement of special educational needs. (see Section D on page 10).

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.bedfordshire.gov.uk/catchmentareas
If you do not have access to the internet please contact us.

* within the existing administrative area of Bedfordshire County Council

a) You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

The school information sheets at the back of 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.

Some schools do not serve a local catchment area. These are:

- Ashton Church of England Middle School, Dunstable;
- St Gregory's Catholic Middle School, Bedford;
- St Thomas More Catholic Upper School, Bedford;

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

~~If your first preference is for the catchment area school, you do not need to complete the rest of the form unless your child is a "looked after" child or has a Statement of Special Needs. If your child is a "looked after" child or has a Statement of Special Educational Needs, please go to Section D and then sign the Declaration on page 3 of the transfer form. Otherwise, go straight to the Declaration on page 3 of the transfer form.~~

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 on pages 14 and 15).

**See definition of "Looked after" Children on page 5

How to fill in the transfer form

Section C: Other children

In some cases your child may have a greater chance of being offered a place at a school if an older sibling*** already goes to that school but this is not a guarantee of a place. **If, in September 2009, you will have another child still going to one of the schools you have nominated in Section B, please put their name, date of birth and the school they attend, in the boxes provided on the 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.

Section D: Other Information

i) Children with a statement of special educational needs

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.

***See definition of 'Sibling' on page 6

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, tel: (01234)-~~228762~~-~~228976~~, 220 or 228996 where someone will be pleased to help you.

(i) ~~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 form. We will check this information with the appropriate authority.

(ii) ~~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.

**See definition of "Looked after" Children on page 5

How to fill in the transfer form

1) Nearest school

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

If you have nominated Queensbury School in Section B and you meet this criterion, you must complete this section on the transfer form.

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.

2) Section E: Independent/out of county school

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

Sections F and G: 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. But it does not always 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.

* The existing administrative area of Bedfordshire County Council

If you are applying for a place at a school on religious or faith grounds, it is important to provide all the information the form asks for. If you are applying for a place at Alban, Ashton, Holywell Middle Schools or Manshead Upper 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 page 4 of the transfer form.

Insert 3
If you are applying for a place on religious grounds at St Gregory's or St Thomas More 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 religious declaration on page 5 of the form.

We also use this information to determine if you are entitled to free transport (see transport on denominational grounds on page 15).

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 school information sheets). **But 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 in Section B have feeder schools as part of their admissions criteria, we will 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

insert 2

To be included under section E

✓ (i) Children supported at Action or Action Plus

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 or transfer to a new school, you can talk in confidence with the Parent Partnership Service.

Bedford Borough ~~01234 316359~~
Central Bedfordshire 0300 300 8088

Insert (3)

Page 11 Addition
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 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 page 4 of the transfer form.

G:\PAB\ADMISS\WORD\TRANSFER\Sept2010\Booklet\Page 11 Addition.doc

Who Allocates Places?

there will be no guarantee of a place at the school(s) concerned.

Declaration

Please complete, sign and date this part of the form.

If you are applying for a place at a school on religious/faith grounds, please remember to complete section F and/or section G.

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.

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 Section D on page 10.

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 Section D on page 10.

Late applications

The closing date for applications in the normal admissions round is ^{3 October} 3 November 2008 for upper schools and ^{3 November} 3 December 2008 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 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 ~~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 ~~Bedfordshire~~ children in rural areas whose application is late for good reason.

* The existing administrative area of Bedfordshire County Council

How are places allocated?

How are places allocated?

All our schools now 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 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 form or on - line 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.

~~Insert~~
Pupils living in the ~~existing administrative area~~ of ~~Bedfordshire County 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 ~~Bedfordshire~~ Local Authority school to their home address with vacancies.

~~You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.~~

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 in March 20~~08~~¹⁰ to tell you where your child has a place. 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, ~~but 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 ~~existing administrative area~~ of ~~Bedfordshire County Council~~, we will offer your child a place at:

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

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, we will not be able to consider an application from you for a place at a school that is already full, unless there has been a change of circumstances relevant to the application in accordance with the code of practice.

Similarly 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.

Insert ④

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 secondary school, we will offer a place to the subsequent child/ren even if it takes the school over their agreed number.

If this happens at a voluntary-aided or foundation school we would ask the school to admit the subsequent child/ren.

Insert (5)

Information for booklets 2010

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.

Home to school transport

This also applies if you have been offered a place at your preferred school, but change your mind.

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, tel: (01234) 228762, 2289975 or 228996.

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. We will maintain the waiting lists for community and voluntary controlled schools until the half term break in October 2008. 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 a foundation, trust or voluntary aided school, you will need to contact that school to find out about the arrangements for pupils to remain on the waiting list.

Home to school transport

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 Transport Entitlement Team, Customer Contact Centre, County Hall, Bedford MK42 9AP – Telephone: (01234) 228431 or from the County Council's website www.bedfordshire.gov.uk (click the "Education and Learning" tab select schools and colleges then school transport)

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 (5–16 years) who live in the existing administrative area of Bedfordshire County 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 3 miles away (for children of 8 years of age and over) from the school.

In addition, for low income families of primary aged children 8 - 11 years, free transport will be provided to the nearest suitable school for those children living more than two miles from the school. For low income families of secondary aged children 11 - 16 years, free transport will be provided to any of the nearest three suitable schools, providing the one they attend is more than two miles and less than six miles from their homes.

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of their 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 three miles or less (but more than half a mile) from the catchment area school or the nearest school.

*You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

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Home to school transport

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 book 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 (see page 14).

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 (see page 14). 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 three miles from that school by the shortest walking route, unless you qualify for transport as a low income family (see page 14).

The same is true if you express a preference for a foundation, trust or voluntary aided school which is also your catchment area school and the school is full.

Transport on denominational grounds

We will provide transport on denominational grounds for pupils whose parents belong to the relevant religious denomination, for example a Catholic pupil going to a Catholic School or a Church of England pupil going to a Church of England School, or a Jewish pupil going to a Jewish School.

We provide denominational transport if you meet the following criteria:

- your child's admission to the school is on denominational grounds as defined above and the school and governors confirm this;
- the school your child goes to is the nearest denominational school of the correct age group, even if this nearest school is not in Bedfordshire;
- your home address is more than three miles from the school.

In addition, for low income families of secondary aged children 11 - 16 years, free transport will be provided to the nearest school preferred on grounds of religion or belief where they live more than two miles but not more than 15 miles from the school.

Transport for pupils with special needs

Transport will usually be provided only to special schools or recognised units within mainstream schools. Transport will not usually be provided for pupils with special educational needs to the local catchment area or nearest school, unless it is included as a requirement in their statement or they meet the standard mileage criteria.

Home to school transport

Living outside Bedfordshire

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

If you do not live in ~~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 filled in the transfer form. The School Admissions Service will pass the information to the 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 transport helpline for an application form.

In the case of denominational transport, each school sends the Transport Entitlement Team a list of new pupils and confirms those who have entered the school on denominational grounds. We then assess whether they are entitled to free transport.

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 Transport Entitlement Team at ~~County~~-Hall.

Insert 6

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 and write to:

**The School Transport Entitlement Manager,
Customer Contact Centre
~~County~~-Hall
Cauldwell Street
Bedford
MK42 9AP.**

For general enquiries about transport, please telephone the transport helpline (01234) 228431.

~~*You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.~~

13/29

Bedfordshire's 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 Bedfordshire generates a significant number of car journeys contributing to peak time traffic congestion.

There are also increasing concerns around road safety at schools and poor health in young people, both in terms of inactive lifestyles and the effect on air quality and climate change.

In line with government requirements Bedfordshire has developed a Sustainable Modes of Travel Strategy that sets out how the authority will assess the travel and transport needs of its pupils and promote sustainable travel to school, for the first time bringing educational issues and travel and transport into one place.

The Strategy document aims to improve educational choice by providing details of the safe and sustainable modes of travel available to parents and pupils.

This Strategy intends to help achieve the Government's aim for every child to get the education they need to enable them to reach their full potential.

Insert 6

By detailing the current educational provision in Bedfordshire, together with the variety of initiatives that already exist to promote sustainable travel and transport, the strategy sets out a framework for the future.

To find out more about travelling to school or to view the full sustainable modes of travel document go to www.bedfordshire.gov.uk.

Schedule of open days/evenings autumn 2008¹⁹ Bedfordshire-Middle Schools

Bedford Area School	Date
ABBEY MIDDLE SCHOOL Mowbray Road, Bedford	Thursday 13 November 2008 Time: 7.00pm
BEAUCHAMP MIDDLE SCHOOL Hawk Drive, Bedford	Thursday 13 November 2008 Time: 7.00pm
GOLDINGTON MIDDLE SCHOOL Haylands Way, Bedford	Thursday 6 November 2008 Time: 7.00pm - 9.00pm
HARROWDEN MIDDLE SCHOOL Oak Road, Bedford	Tuesday 11 November 2008 Time: 6.30pm
NEWNHAM MIDDLE SCHOOL Polhill Avenue, Bedford	Wednesday 12 November 2008 Time: 7.00pm - 9.00pm
ST GREGORYS VA CATHOLIC MIDDLE SCHOOL Biddenham Turn, Bedford	Thursday 20 November 2008 Time: 7.00pm
WESTFIELD MIDDLE SCHOOL Chester Road, Bedford	Tuesday 4 November 2008 Time: 7.00pm - 9.00pm
WOODSIDE MIDDLE SCHOOL Church Lane, Bedford	Thursday 20 November 2008 Time: 7.00pm
Kempston/Wootton Area School	Date
DAUBENEY MIDDLE SCHOOL Orchard Street, Kempston	Thursday 13 November 2009 Time: 7.00pm - 9.00pm
ROBERT BRUCE MIDDLE SCHOOL Hillgrounds, Bedford Road, Kempston	Thursday 6 November 2008 Time: 7.00pm - 9.00pm
HOLYWELL VA MIDDLE SCHOOL Red Lion Close, Cranfield	Wednesday 12 November 2008 Time: 6.30pm - 9.00pm
MARSTON VALE MIDDLE SCHOOL The Crescent, Stowartby	Wednesday 19 November 2008 Time: 7.00pm

Directory of Schools

This list will help you to find the schools in your local area.
The individual school information sheets include detailed information about the schools.

a) Middle Schools

Location	School name	Category	Page
Amphill	Alameda Middle	Community	27
Arlsey	Etonbury Middle	Community	34
Barton-le-Cley	Arnold Middle	Trust	29
Bedford	Abbey-Middle	Community	27
Bedford	Beauchamp-Middle	Community	31
Bedford	Geldington-Middle	Community	36
Bedford	Harrowden-Middle	Community	37
Bedford	Newnham-Middle	Community	44
Bedford	Westfield-Middle	Community	48
Bedford	Woodside-Middle	Community	49
Biddenham	St Gregory's-Middle	VA (Catholic)	47
Biggleswade	Edward Peake Middle	VC	34
Biggleswade	Holmead Middle	Community	38
Caddington	Caddington Village	Community	33
Caddington	Streetfield Middle	Community	48
Cranfield	Holywell Middle	VA	39
Dunstable	Ashton Middle	VA	30
Dunstable	Brewers Hill Middle	Community	31
Dunstable	Mill Vale Middle	Community	43
Dunstable	Priory Middle	Community	45
Filtwick	Woodland Middle	Community	49
Great Barford	Alban-Middle	VA	28
Harfeld	Harfeld-Priory-Middle	Trust	36
Henlow	Henlow Middle	VC	37
Houghton Regis	Kings Houghton Middle	Community	40
Kempston	Daubney-Middle	Trust	33
Kempston	Robert-Bruce-Middle	Trust	46
Leighton Buzzard	Brooklands Middle	Community	32
Leighton Buzzard	Gilbert Inglefield Middle	Community	35
Leighton Buzzard	Leighton Middle	Community	40
Leighton Buzzard	Linslade Middle	Community	41
Oakley	Lineroff-Middle	Trust	41
Potton	Burgoyne Middle	Community	32
Riseley	Margaret-Beaufort-Middle	Trust	42
Sandy	Sandye Place Middle	Community	46
Shefford	Robert Bloomfield Middle	Community	45
Stewartby	Marston-Vale-Middle	Community	43
Toddington	Parkfields Middle	Trust	44
Woburn Sands	Fulbrook Middle	Community	35

Middle and Upper Schools Information Sheets

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 *insert 7*
Community

The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the Agreed Religious Education Syllabus for the ~~County~~. *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 ~~county~~. *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 ~~county~~. *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 Catholic faith (if Catholic). The ~~County~~. 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 ~~County~~. 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 2008 *9* Number on Roll. We have included the roll for January 2008 *9* to show you the likely size of the school.

Academy

Insert 

Page 25 Insert

Academies are all ability schools established by the Department for Children, School and Families 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.

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Middle school information sheets

Abbey Middle School Mowbray Road, Bedford, Bedfordshire MK42 9XA	Category Age Range	NOR 2008	Admission Number 2009
Head: Mr J Gibson (interim) Tel: (01234) 401401 Fax: (01234) 401400 e-mail: abbeymiddle@schools.bedfordshire.gov.uk website: www.abbey.beds.sch.uk	Community 9 to 13	266	100

Admission Criteria 2009

Places will be allocated in the following order of priority:

1. All 'looked after' children
2. Pupils living in the catchment area
3. 'Very exceptional' medical grounds
4. Siblings
5. Any other children

Admissions in September 2008

Admission number:	Requests received:	Places offered:	At the time of the initial allocation in March 2008 all applicants were offered a place.
100	67	67	

Alameda Middle School Station Road, Amphill, Bedfordshire MK45 2QR	Category Age Range	NOR 2008	Admission Number 2009
Head: Mrs T Mostowfi Tel: (01525) 750900 ✓ Fax: (01525) 750901 ✓ e-mail: alamedamiddle@schools.bedfordshire.gov.uk website: www.alameda.beds.sch.uk ✓	Community 9 to 13	300 553	150 ✓

Admission Criteria 2009 2010

Places will be allocated in the following order of priority: ✓

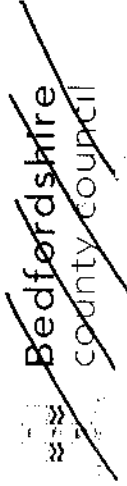
1. All 'looked after' children
2. Pupils living in the catchment area
3. 'Very exceptional' medical grounds
4. Siblings
5. Any other children ✓
6. Any other children attending the feeder lower schools i.e. Mandelton, Russell and The Firs

Admissions in September 2009 ✓

Admission number:	Requests received:	Places offered:	At the time of the initial allocation in March 2009 all children were admitted under criteria 1-4 and some were admitted under criterion 5 as described in the transfer booklet for September 2008. offered a place.
150 ✓	151 (137)	150 (137)	

→ School@alameda.beds.sch.uk

13/35



Parent Feedback Form

The School Admissions Service is committed to improving the information given to parents/carers and would welcome your views on this booklet. Please assist us in this by completing and returning this form.

*please delete as appropriate

Did you find the layout of this booklet easy to follow? YES NO *

If NO, please tell us how it could be improved:

Would you like any additional information to be included in the booklet? YES NO

If YES, please give details:

Has the booklet been written in a way you found easy to understand? YES NO

If NO, what parts of the booklet did you find difficult?

Did you find the admission process straightforward? YES NO

If NO, please tell us how it could be improved:

If you contacted the School Admissions Service, did you find the staff helpful? YES NO

Please comment:

Is your child transferring to:

(Please tick box)

Middle School

Upper School

In which town or village do you live?

If you would like to discuss or follow up any of these issues, please contact the School Admissions Service general enquiries line on (01234) 718120.

Ethnic Origin (please tick box)

White
British <input type="checkbox"/>
Irish <input type="checkbox"/>
Any other White Background <input type="checkbox"/>

Asian or Asian British
Indian <input type="checkbox"/>
Pakistani <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>
Any other Asian background <input type="checkbox"/>

Black or Black British
Caribbean <input type="checkbox"/>
African <input type="checkbox"/>
Any other Black Background <input type="checkbox"/>

Mixed
White & Black Caribbean <input type="checkbox"/>
White & Black African <input type="checkbox"/>
White & Asian <input type="checkbox"/>
Any other mixed background <input type="checkbox"/>

Chinese
<input type="checkbox"/>

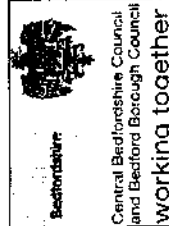
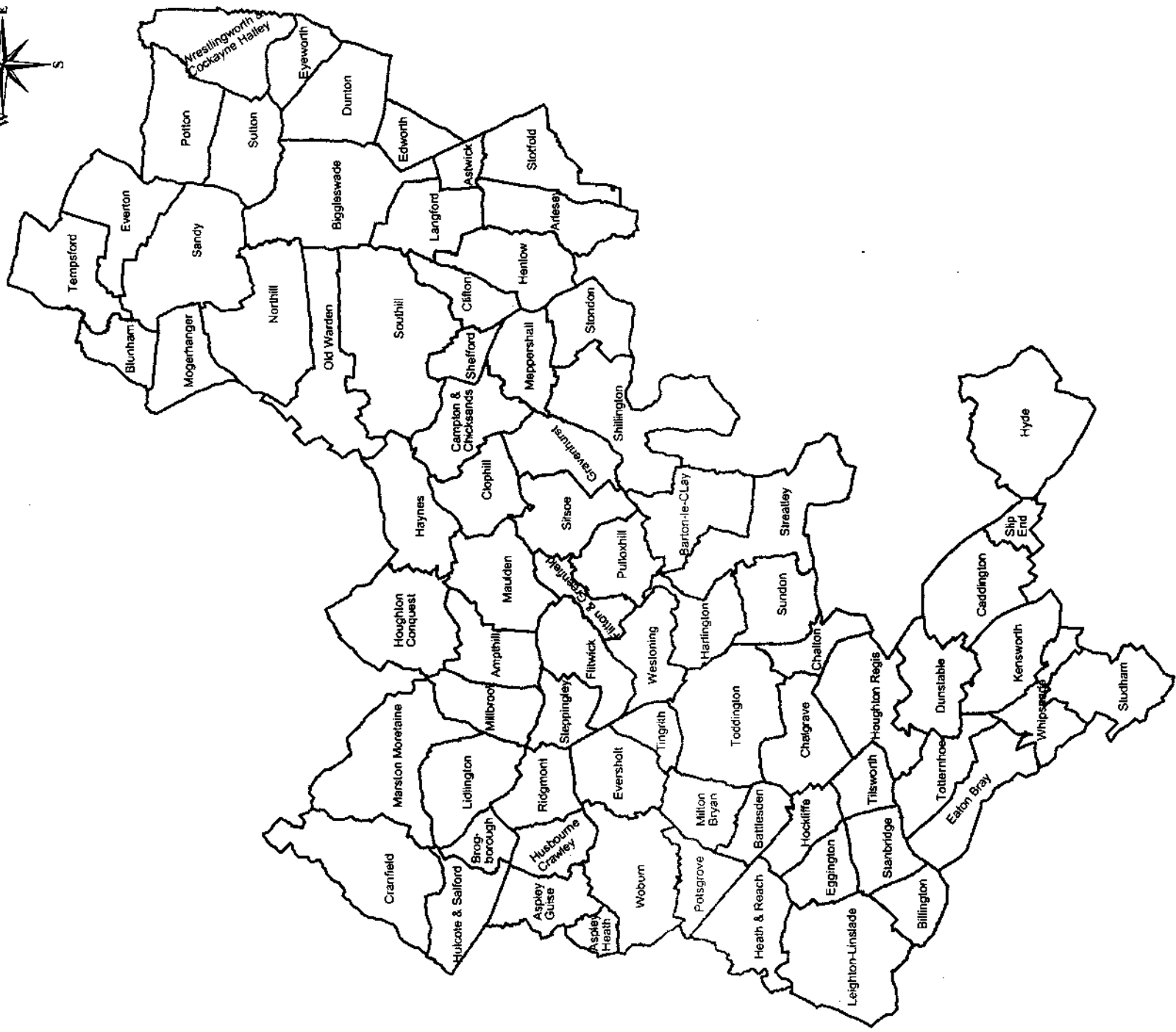
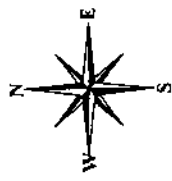
Other ethnic Group please specify

Children, Families and Learning

Borough

Please return this completed form to the School Admissions Service, Children's Services, County Hall, Cauldwell Street, Bedford, MK42 9AP

Central Bedfordshire (with parish boundary)



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 Date: 06/05/09



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

For official use only

Transfer to Upper School Application Form 2009/10

APPLY ONLINE
@
www.bedfordshire.gov.uk/onlineadmissions

The Bedfordshire School Admissions Service is co-ordinating the procedure for requesting a place at any Bedfordshire upper school for September 2009/10.

If you are a parent or adult with parental responsibility, live within the administrative area covered by Bedfordshire County Council and you would like to apply for a place at any Bedfordshire 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. at the School Admissions Service.

If your child is not currently attending a Bedfordshire middle school, please send this form directly to the address on page 6 of this form.

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

Please do this as soon as possible, and no later than **3 November 2008** if you do not apply by this date, we cannot guarantee to consider your request.

Before you apply please read carefully the booklet which came with this form.

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 6 for contact details).

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:

Date of birth: (dd/mm/yyyy)

Sex (please tick): Male Female

Name of current school and date admitted:

Home telephone no:

Name of parent or adult with parental responsibility:

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

Relationship to child: Daytime tel no:

Please note that any offer made will be withdrawn if we find that the parents have given false information.

Section B Bedfordshire County Council Schools

This part of the form relates only to schools within the existing boundary of the administrative area of Bedfordshire County Council (if you are applying for your child to attend an independent school or a school maintained by another Council please see Section E). You may nominate up to three preferred schools in the county. 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 Note 2 on page 5 and Section D on page 10 of the booklet. Please read the admissions criteria for the schools you are interested in. Please also read the section on page 13 of the booklet entitled "How are places allocated?".

Naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

Order of preference: Name of School:

1 Preference:

~~if you have put your catchment area school as your first preference you do not need to put a second or a third preference. Go straight to the declaration on page 3 unless Section D.i), ii), iii) or iv) applies.~~

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 older child if different from Section A: _____

Section D

Other Information

Please tick

Other information about your child
(See booklet, Section D i) to iv) page 10 and 11)

Yes No

- i) Does your child have a statement of Special Educational Needs?
- ii) Is your child a "looked after" child? (See booklet page 5)
- 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 10)
- iv) Is Queensbury the nearest upper school to your child's home address? Queensbury applicants only.

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

Section E

Independent / Out of County School

If you are applying separately for your child to attend an independent school or a school not maintained by Bedfordshire County Council, 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 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 their verification process. (See Section A on page 8 of the booklet.)

Name of parent or adult with parental responsibility: _____ Signature of parent or adult with parental responsibility: _____

Date: _____

Section F Applications to Church of England Schools only

If your application for a place at the following **Church of England** School is 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.

Manshead —Page 52—

Name of school from Section B:

Your denomination/religious faith:

Reason for choosing this school.

Place of worship and address:

Declaration by Priest, Minister or Faith Leader

I confirm that

Name of parent(s) or adult(s) with parental responsibility:

Is a member / practising member of this congregation / place of worship (please complete below) and meets the criteria for admission to the following school:

Name of School

Name of congregation/place of worship:

Name and address of priest, minister or faith leader:

Signature of priest/minister/faith leader:

Christian denomination or Religious faith

Date:

Section G Applications to Catholic Schools only

If your application is for a place at the following **Catholic** 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.

St Thomas More - ~~Page 57~~

Name of school from Section B:

Your denomination/religious faith:

Reason for choosing this school.

Place of worship and address:

Yes No
Tick

Copy of Baptismal Certificate MUST be attached

Declaration by Priest, Minister or Faith Leader

I confirm that:

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:

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

School Admissions Service, ~~Children's Services~~
Borough County Hall, Cauldwell Street
Bedford MK42 9AP

Telephone General Enquiries Line

01234 718120

Fax No. 01234 228846

email: *bed* admissions@bedsec.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 will not be divulged to any other individuals or organisations for any other purposes.

For official use only

Transfer to Middle School Application Form 2009¹⁰

APPLY ONLINE
@
www.bedfordshire.gov.uk/onlineadmissions

The Bedfordshire School Admissions Service is co-ordinating the procedure for requesting a place at any Bedfordshire~~1~~ middle school for September 2009¹⁰.

If you are a parent or adult with parental responsibility and you would like to apply for a place at any Bedfordshire~~1~~ 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*.

If your child is not currently attending a Bedfordshire lower school, please send this form directly to the address on page 6 of this form.

Please do this as soon as possible, and no later than ^{15 January 2010} ~~7 December 2008~~. If you do not apply by this date, we cannot guarantee to consider your request.

Before you apply please read carefully the booklet which came with this form.

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 6 for contact details).

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:

Date of birth: (dd/mm/yyyy)

Sex (please tick):

Male

Female

Name of current school and date admitted:

Home telephone no:

Name of parent or adult with parental responsibility:

Title (Mr/Mrs etc):

Initials:

Surname:

Relationship to child:

Daytime tel no:

Please note that any offer made will be withdrawn if we find that the parents have given false information.

Section B

~~Bedfordshire County Council Schools~~

This part of the form relates only to schools within the ~~existing boundary of the administrative area of Bedfordshire County Council~~ (if you are applying for your child to attend an independent school or a school maintained by another Council please see Section E). You may nominate up to three preferred schools in the county. 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 Note 2 on page 5 and Section D on page 10 of the booklet. Please read the admissions criteria for the schools you are interested in. Please also read the section on page 13 of the booklet entitled "How are places allocated?".

Naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

Order of preference: Name of School:

1 Preference:

~~If you have put your catchment area school as your first preference you do not need to put a second or a third preference. Go straight to the declaration on page 2 unless Section D ii) or iii) applies.~~

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 older child if different from Section A: _____

Section D

Other Information

Please tick

Other information about your child
(See booklet, Section D i) to iii) page 10)

Yes No

- i) Does your child have a statement of Special Educational Needs?
- ii) Is your child a "looked after" child? (See booklet page 5)
- 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 10)

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

Section E

Independent / Out of County School

If you are applying separately for your child to attend an independent school or a school not maintained by Bedfordshire County Council, 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 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 their verification process. (See Section A on page 8 of the booklet.)

Name of parent or adult with parental responsibility: _____ Signature of parent or adult with parental responsibility: _____

Date: _____

If you are applying for a place at a school on religious/faith grounds, please complete section F and/or Section G.

Section F Applications to Church of England Schools only

If your application for a place at any of the following **Church of England** Schools is 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.

Alban ~~Page-28~~ _____

Ashton ~~Page-30~~ _____

Holywell ~~Page-39~~ _____

Name of school or schools from Section B:

Your denomination/religious faith:

Reason for choosing this (these) school(s).

Place of worship and address:

Declaration by Priest, Minister or Faith Leader

I confirm that

Name of parent(s) or adult(s) with parental responsibility:

Is a member / practising member of this congregation / place of worship (please complete below) and meets the criteria for admission to the following school (s) :

Name of School

Name of School

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:

Section G Applications to Catholic Schools only

If your application is for a place at the following **Catholic** 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.

St Gregory's -Page-47-

Name of school from Section B:

Your denomination/religious faith:

Reason for choosing this school.

Place of worship and address:

Tick

Copy of Baptismal Certificate **MUST** be attached

Yes

No

Declaration by Priest, Minister or Faith Leader

I confirm that:

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:

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

School Admissions Service, ~~Children's Services~~
Bedford County Hall, Cauldwell Street
Bedford MK42 9AP

Telephone General Enquiries Line

01234 718120

Fax No. 01234 228846

email: admissions@bedsec.gov.uk
ford

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 will not be divulged to any other individuals or organisations for any other purposes.

Starting school

A guide for parents of children born between
1/9/04 and 31/8/06.



Why not apply for a place on-line?

www.bedfordshire.gov.uk/onlineadmissions

Closing date - 30 September 2008

Starting school

© Copyright Bedfordshire County Council 2008⁹

We would like to thank the parents of the children who appear on the cover for permission to use these photographs.

Copyright for the photographs remains with the parents concerned.

Switch onto the online school application form

Apply online at

www.bedfordshire.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

It is available 24 hours a day 7 days a week up until the closing date of ~~30 September 2008~~

15 January 2010

Don't delay. Log on today!

www.bedfordshire.gov.uk/onlineadmissions



Checklist for Parents

- I understand the different types of school
- I have considered the admission criteria for my preferred schools and the chances of my child getting a place
- I understand that the deadline for the application form to be submitted (either online or paper) is ~~30-September-2008~~ ^{15 January 2010}
- I confirm that all the schools I have listed are within the ~~existing~~ administrative area of ~~Bedfordshire County Council~~

This section is optional

- I have provided details of any other children who will still be attending the school(s) I have listed
- I have indicated whether my child has a Statement of Special Educational Needs which names a particular school
- I have indicated whether the child for whom I am applying for a place is a 'looked after' child i.e. in public care
- I have listed separately any schools I have applied for which are out of county or independent (paper applications only)
- I have asked my priest, minister or faith leader to sign the declaration to confirm that I meet the religious criteria for admission and have submitted this separately if I have made an online application
- I have submitted a copy of my child's baptismal certificate (if required)
- I am in the process of moving house and know that I need to provide evidence of this move

Please complete this section for your records

- I confirm that all the information provided on the form is true and I understand that if I have provided false information the offer of a place will be withdrawn. I have completed the declaration to confirm this.
- I have applied online at ~~www.bedfordshire.gov.uk/onlineadmissions~~ and my application was submitted on.....
- I have completed a paper application form and returned the form to my first preference school on.....
- I have completed a paper application form and returned the form by post to the School Admissions Service on.....

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Map of Bedfordshire ~~(existing administrative area)~~

112

A message from the Director of Children's Services

Starting school is a huge milestone in your child's life. It is an exciting time for you and for your child, but involves making some important decisions.

For many parents and carers this will be their first experience of the education service in Bedfordshire. We know that the process of applying for a school place can be confusing so we want to make sure that you have the necessary information to help you through that process.

We have introduced online admissions to make the process of applying for a school more convenient for you. Applying for a school place online is a quick, safe and efficient way of making your application. The many benefits of applying online are set out for you in this booklet and we hope that you will use our online application system.

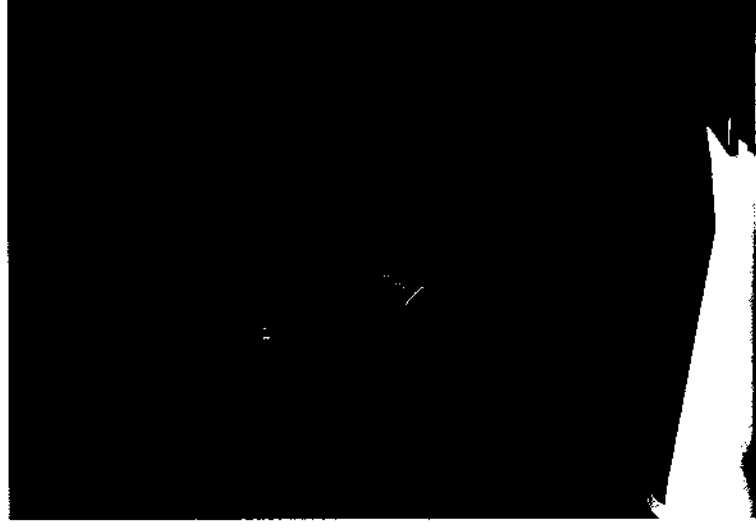
We have tried to provide as much detail as we can in this booklet but there will be questions that are not covered. My staff in the School Admissions Service will be happy to provide further guidance, support and advice if you are unclear about any aspect of the admissions process.

We hope that your child will find starting school a happy and positive experience.



Malcolm Newsam
Director of Children's Services

Central Bedfordshire provides



If you need any advice about applying for a school place,

Starting school

Who to contact

please contact our School Admissions general enquiries line on:

(01234) 718120

Or you can contact us at:

School Admissions Service

**Children's Services
County Hall**

Cauldwell Street

Bedford

MK42 9AP

E-mail: admissions@bedsec.gov.uk

Fax: (01234) 228846

Members of the School Admissions Service are:

~~Keith Lakin, Senior Admissions Officer~~

~~Sue Lockett, Admissions Officer~~

~~Jo Sunyara, Assistant Admissions Officer~~

~~Brenda Farrer, Assistant Admissions Officer~~

~~Tasha Callender, Assistant Admissions Officer~~

Rosa Bonwick, Admissions Manager

The lower school admissions timetable

The Lower School Admissions Timetable

~~October 2009
June 2008~~

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

↓
~~October 2008
June 2008 to 30-September-2008~~ *15 January 2010*

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

↓
~~15 January 2010
30-September-2008*~~

By this date, you must have applied online or returned your application form to your first preference school.

↓
~~30 April 2010
12-December-2008~~

A letter will be posted to you to let you know the outcome of your application.

***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.**

Insert 10
Introduction

~~You may be aware that from 1 April 2009, responsibility for the County Council's functions will transfer to the new unitary authorities for Bedfordshire. As the allocation of places for admissions in September 2009 has to be completed before that time, the School Admissions Service will be co-ordinating the application procedure for all maintained schools within the existing administrative area of~~

~~Bedfordshire County Council. This means that you need only complete one application form for admission into any of those lower schools. We strongly recommend that you make that application using the online facility.~~

~~If your child was born between 1 September 2004 and 31 August 2005, this booklet will tell you how to apply for a school place.~~

Insert ①

Information booklets 2010

Introduction

The Central Bedfordshire Council and the 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 academic year 2010/11.

This means that if your child was born between 1 September 2005 and 31 August 2006 and you are applying for a lower school place for the academic year 2010/11 you can use the same form for applying for a lower school place in Central Bedfordshire or Bedford Borough.

Don't forget that you can apply for a school place using the online application facility and we strongly recommend that you make an online application.

What schools can I apply for?

What schools can I apply for?

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 ~~Bedfordshire County~~ Council website:

- www.bedfordshire.gov.uk/catchmentareas

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 lower 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** use the application form to apply for a place in a nursery unit or class. Individual schools will deal with applications for nursery places.

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

But some schools are not able to admit children until the term during which they become five (rising 5s). The information sheets at the back of this booklet will tell you when your child can be admitted into 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:

Birthdate between	Term in which statutory school age
1 September 2004 5	Spring 2010 11
31 December 2004 5	(January)
1 January 2005 6	Summer 2010 11
31 March 2005 6	(April)
1 April 2005 6	Autumn 2010 11
31 August 2005 6	(September)

You should apply for a place at the normal time of admission, although your child does not have to start school until 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 2010. This means that, if your child is of statutory school age in September 2010, you **cannot** defer admission. If you do 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.

When will my child attend school full time?

Your child does not have to attend school full time until he or she is of statutory school age. However, many schools will offer a full time place before statutory school age. The school will explain to you the arrangements for part time / full time education and you should discuss your child's individual needs with the school.

What should I consider?

What should I consider when deciding what school I would like my child to attend?

At the back of this booklet you will find information about every lower school. The 'key' on page 22 explains the difference between a community school, a voluntary controlled school, a voluntary aided school, a foundation school and a trust school. Some voluntary aided schools do not serve a catchment area. Those schools are listed on page 8.

For each school you will find:

- the address;
- the name of the headteacher;
- the telephone number;
- the fax number;
- the e-mail address;
- the category of the school and the age range;
- the number on roll for January 2009; *1*
- the admission number (how many pupils the school can admit).

As well as this basic information you will also find:

- the admission arrangements and the time of admission into the reception year;
- the admissions criteria;
- the number of applications received and the number of places offered for admissions in September 2009; *1*

- at which point on the list of admissions criteria the last place was offered for September 2009 admissions.

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:

The Parents' Centre www.parentscentre.gov.uk
 DfES www.dcsf.gov.uk
 OFSTED www.ofsted.gov.uk

Bedfordshire Online www.bedfordshire.gov.uk
 (click 'Education and learning' which has a lot of information about Education in Bedfordshire).

What are admissions criteria?

What are 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 on page 16.

Some schools have additions to our standard criteria and you will find details of these in the information sheets. This will help you to judge whether you meet the criteria for admission to a particular school. It will also help you to fill in the application form.

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 2009. Please refer to the admission limit for each school.

You may find this information helpful when you are considering whether or not spare places are likely to be available at your preferred school. But be aware that subscription levels vary from year to year.

A school may be oversubscribed one year but have spare places the next. Likewise, the fact that a school has spare places in September 2008 does not mean that you will definitely get a place there in September 2009.

Each school has a prospectus which includes details about the level of oversubscription and how places for September 2008 were allocated.

How to fill in the application form

How to fill in the application form

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 enclosed application form gives you this opportunity, but we would strongly recommend that you apply online at www.bedfordshire.gov.uk/onlineadmissions. Although the admissions procedures for children with statements of special educational needs are different from those of other children (see Section D on page 9), 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, the paper application will be disregarded.

The following notes and the notes on the form are designed to help you fill in the form. Please read them carefully and answer all the relevant questions, giving further details where the form asks for them. If you are not sure how to complete the form, please ring us.

Section A: Personal Details

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

Please note that we regard a pupil's home address as the address of the parent, or carer with parental responsibility, with whom the child normally lives. This will not usually include grandparents, aunts or uncles. If a child spends time with parents at more than one address, the address we use to allocate a school place will be the one where the child normally lives and where the child spends most of the school week (Mondays to Fridays) including nights. If there is any query on a home address we will check this against official documentation.

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.

Section B: Bedfordshire Schools

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

This form also applies if your child has a statement of special educational needs, but please refer to Section D on page 9. **Do not** include in this section independent schools or schools that do not come under the Bedfordshire* Local Authority. If you want your child to attend a school in another local authority area you should contact that 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 form. 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 priority. This may not apply if your child has a statement of special educational needs (see Section D on page 9).

Starting school

How to fill in the application form

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.

The school information sheets 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 (C of E) VA, Dunstable

Pulford (C of E) VA, Leighton Buzzard

Thomas Whitehead (C of E) VA,
Houghton Regis

~~St John Rigby (Catholic) VA, Bedford~~

~~St Josephs (Catholic) VA, Bedford~~

St Marys (Catholic) VA, Caddington

St Vincents (Catholic) VA, Houghton Regis

Admission to these schools is in strict 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.

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 section on home to school transport on pages 13 – 15).

~~If your first preference is for the catchment area school, you do not need to complete the rest of the form unless your child is a 'looked after' child or has a Statement of Special Needs. If your child is a 'looked after' child or has a Statement of Special Educational Needs, please go to Section D and then sign the Declaration on page 3 of the form. Otherwise, go straight to the Declaration on page 3 of the form.~~

Section C: 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 in Section B, please put their name, date of birth and the school they attend, in the boxes provided on the 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.

Section D: Other Information

i) Children with a statement of special educational needs

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, tel: (01234) 228762, 228375 or 228996 where someone will be pleased to help you.

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 16. 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.

iv) *in sent 2*

Section E: Independent/out of county school

If you are applying for a place at an independent school or a school outside the county, please put the name of the school in the box provided. You should also 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.

Nursery unit/class or playgroup

Some schools give a higher priority to children from outside the catchment area who attend the nursery unit/class or the local playgroup. But this does not guarantee a place. If any of the schools you nominate in Section B have this as part of their admissions criteria, we will take it into account when we consider your application.

—The existing administrative area of Bedfordshire-County Council—

In Send ②

To be included under section E D

(V) Children supported at Action or Action Plus

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 or transfer to a new school, you can talk in confidence with the Parent Partnership Service.

~~Bedford Borough~~ 01234 316353
Central Bedfordshire 0300 300 8088

Starting school

If your child is admitted to a nursery unit/class or local playgroup after the allocation process is completed there will be no guarantee of a place at the school(s) concerned.

Declaration:

Please complete, sign and date this part of the form.

If you are applying for a place at a school on religious/faith grounds, please remember to complete Section F and/or Section G.

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.

Section F and G: 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. But it does not always 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 of the form asks for.

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 page 4 of the form:

At Saints, Clifton
Ashton St Peter's, Dunstable

Christopher Reeves, Podington
John Donne, Blunham
Meppershall

Northill
Pulford, Leighton Buzzard
Ravensden

Riseley
Roxton
St James', Biddenham
St Lawrence, Wymington
St Leonards, Heath and Reach
St Mary's, Clophill
Sutton

Thomas Whitehead, Houghton Regis

Wilden **(3)**
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 religious declaration on page 5 of the form.

St Joseph's, Bedford

St Mary's, Caddington

St John Rigby, Bedford

St Vincent's, Houghton Regis

~~If you are applying for a place at the following school, you do not have to provide any additional information to support your application.~~

~~At Saints, Clifton~~

In sent ③

Page 10 Addition
Some Voluntary Controlled Schools give a higher priority to applicants who apply on religious grounds. If you are applying for a place at Dunton, St Andrews and St Marys VC Lower 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 page 4 of the transfer form.

G:\PAB\ADMIN\WORD\TRANSFER\Sept2010\Booklet\Page 10 Addition.doc

13/69

Who allocates places?

Community and Voluntary Controlled schools

The Local Authority, is the admission authority for Community and Voluntary Controlled schools. This means that we allocate places for admission 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 application and will let you know if a place is available. If your child has a statement of special educational needs please see Section D on page 9.

Academy Foundation, Voluntary Aided and Trust schools

The admission authority for *an Academy*, 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 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 application and will let you know if a place is available. If your child has a statement of special educational needs please see Section D on page 9.

How are places allocated?

All our schools now 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 on-line 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.

Insert 4
Pupils living within the ~~existing administrative area of Bedfordshire County Council~~ who have not been allocated a place at any of their preferred schools, or whose parent/carers did not express a written preference, will be allocated a place at the nearest Bedfordshire* Local Authority school to their home address with vacancies.

Insert 5
*You live within the existing administrative area covered by Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

Late applications

The closing date for applications in the normal admissions round is ~~30 September 2010~~ *30 September 2010*. As far as is reasonably practicable we will accept applications for places in the normal admissions round that are received late for good reason.

Insert (4)

Offers

Occasionally the last child we offer a place to at a school is the first child from a family with multiple births.

Classes of 30 children

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/ren in the family as it is against the law for Key Stage 1 classes to be over 30 children (please see page 5).

The offer referred to above will be determined by applicable statutory orders.

Classes with fewer than 30 children

If the first child is offered 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/ren even if it takes the school over their agreed number. If this happens at a voluntary-aided or foundation school we would ask the school to admit the subsequent child/ren so long as this would not take the class over 30.

Insert (5)

Information for booklets 2010

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.

g:\pab\admiss\word\transfer\sep2010\booklets fair access.doc

Starting school

How you will hear the result..?

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, 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 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 ~~existing~~ ~~administrative area of Bedfordshire County Council~~ ^{a)}, 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 ~~Bedfordshire~~ children in rural areas whose application is late for good reason.

~~a) You live within the existing administrative area covered by Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.~~

If we are not able to offer a place at any of your preferred schools and you live in the ~~existing~~ ~~administrative area of Bedfordshire County Council~~ ^{a)} we will offer your child a place at:

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

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, we will not be able to consider an application from you for a place at a school that is already full, unless your personal circumstances have changed significantly since you completed your original application form.

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, tel: ~~(01234) 228762, 228 228375~~ or ~~228490: 946~~

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 in ~~December 2008~~ ^{April 2010} to tell you where your child has a place. Please note that we will not be able to give you that 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, ~~but appeals are normally held during the summer term.~~

For the majority of schools the waiting lists will be maintained until ~~the half term break in October 2009~~ ^{the start of the next term}. Please contact us for further information.

Some foundation voluntary aided and trust schools may have different arrangements for maintaining their waiting lists and you should contact those schools for further information.

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.

Home to school transport

Home to school transport

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 Transport Section, Customer Contact Centre, County Hall, Bedford – Telephone: (01234) 228431 or from the County Council's website www.bedfordshire.gov.uk (click the 'Education and learning' tab Schools and Colleges-School Transport).

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 (5–16 years) who live in the ~~existing administrative~~ area of Bedfordshire County Council ^{a)}.

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, for low income families of primary aged children 8 - 11 years, free transport will be provided to the nearest suitable school for those children living more than 2 miles from the school.

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of their 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 more than half a mile from the school, if the journey to the catchment area school, or the nearest school, would involve the use of roads without footpaths or lighting.

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 who meet the criteria for free transport are not entitled to receive free transport until they are of statutory school age. You may wish to refer to the table on page 4 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.

^{a)} You live within the existing administrative area covered by Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

Starting school

Home to school transport

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 on denominational grounds

We will provide transport on denominational grounds for pupils whose parents belong to the relevant religious denomination, for example a Catholic pupil going to a Catholic School, a Church of England pupil going to a Church of England School or a Jewish pupil going to a Jewish school.

We provide denominational transport if you meet the following criteria:

- your child's admission to the school is on denominational grounds as defined above and the school and governors confirm this;
- the school your child goes to is the nearest denominational school of the correct age group;
- your home address is more than 2 miles (under 8 years of age) or 3 miles (8 years of age or over) from the school;

The only exception is for the following lower schools:

St Josephs and St John Rigby Catholic Lower Schools (Bedford)

Two separate transport areas have been set up dividing Bedford and the surrounding outlying area between these two schools. Transport is usually only provided to Catholic pupils living more than the statutory walking distance from the school serving their transport area.

St Mary's, Caddington and St Vincents, Houghton Regis Catholic Lower Schools

Transport areas have been set up which allows free transport for those pupils living more than the statutory walking distance from the preferred school, even if it is not the Catholic school nearest to the child's home. Outside the transport area pupils continue to receive free transport only to the nearest Catholic school.

Transport for pupils with special needs

Transport will usually be provided only to special schools or recognised units within mainstream schools. Transport will not usually be provided for pupils with special educational needs to the local catchment area or nearest school, unless it is included as a requirement in their statement or they meet the standard mileage criteria.

Home to school transport

Living outside Bedfordshire

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

If you do not live in 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 filled in 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 transport helpline for an application form.

In the case of denominational transport, each school sends the School Transport Entitlement Team a list of new pupils and confirms those who have entered the school on denominational grounds. We then assess whether they are entitled to free transport.

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 at County Hall.

You do not need to apply to the School Transport Entitlement Team for transport.

insert 6

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 and write to:

The Customer Services Manager,
Customer Contact Centre,
~~County~~ Hall,
Cauldwell Street,
Bedford,
MK42 9AP.

For general enquiries about transport, please phone the transport helpline (01234) 228431.

Bedfordshire's 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 Bedfordshire generates a significant number of car journeys contributing to peak time traffic congestion.

There are also increasing concerns around road safety at schools and poor health in young people, both in terms of inactive lifestyles and the effect on air quality and climate change.

In line with government requirements Bedfordshire has developed a Sustainable Modes of Travel Strategy that sets out how the authority will assess the travel and transport needs of its pupils and promote sustainable travel to school, for the first time bringing educational issues and travel and transport into one place.

The Strategy document aims to improve educational choice by providing details of the safe and sustainable modes of travel available to parents and pupils.

This Strategy intends to help achieve the Government's aim for every child to get the education they need to enable them to reach their full potential.

Insert

By detailing the current educational provision in Bedfordshire, together with the variety of initiatives that already exist to promote sustainable travel and transport, the strategy sets out a framework for the future.

To find out more about travelling to school or to view the full sustainable modes of travel document go to www.bedfordshire.gov.uk.

Local Authority Standard Admissions Criteria

Local Authority Standard Admissions Criteria for 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 than the number of places available:

1. All 'Looked after' children
2. Pupils living in the catchment area
3. 'Very exceptional' medical grounds
4. Siblings
5. Any other children

3. 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. 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, the Local Authority will offer a place at the nearest local authority maintained school to the pupil's home address which caters for pupils of the same age.

Definitions

'Looked after' children

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

Sibling

A sibling is defined as a brother or sister, or any other child who permanently resides at the same address and for whom the applicant has parental responsibility. That 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

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 a computerised mapping system. The Local Authority will measure the distance from the address point of the pupil's home to a **central** point on the school site determined by 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 give overriding priority to the admission of pupils who have a Statement of Special Educational Needs which names the school. Priority will also be given to the admission of pupils, in accordance with the In-Year Fair Access Protocol.

Local Authority Standard Admissions Criteria

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 own 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, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parents or carers 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 at more than one address, the address used to allocate a school place will be the one at which the pupil is normally 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 official documentation.

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Location	School Name	Category	Page
Clifton	All Saints' Lower	VA (C of E)	23
Clophill	St Mary's (Clophill) Lower	VA (C of E)	90
Cople	Cople Lower	Community	35
Cotton End	Cotton End Lower	Community	36
Cranfield	Cranfield Lower	VC	36
Dunstable	Ardley Hill Lower	Community	23
Dunstable	Ashton St Peter's Lower	VA (C of E)	24
Dunstable	Beecroft Lower	Community	27
Dunstable	Downside Lower	Community	38
Dunstable	Dunstable Icknield Lower	Community	38
Dunstable	Hadrian Lower	Community	46
Dunstable	Lancot Lower	Community	56
Dunstable	Lark Rise Lower	Community	57
Dunstable	St Christopher's Lower	Community	83
Dunstable	Watling Lower	Community	105
Dunton	Dunton Lower	VC	39
Eaton Bray	Eaton Bray Lower	Community	39
Elstow	Elstow Lower	Community	41
Eversholt	Eversholt Lower	Community	41
Everton	Everton Lower	Community	42
Felmersham	Pinchmill Lower	Trust	65
Flitwick	Flitwick Lower	Community	43
Flitwick	Kingsmoor Lower	Community	54
Flitwick	Templefield Lower	Community	98
Gravenhurst	Gravenhurst Lower	Community	44
Great Barford	Great Barford Lower	Community	45
Greenfield	Greenfield Lower	VC	45
Harlington	Harlington Lower	Community	47
Harrold	Harrold Lower	Trust	47
Haynes	Haynes Lower	Community	48
Heath And Reach	St Leonard's Lower	VA (C of E)	88
Henlow	Derwent Lower	Community	37
Henlow	Raynsford Lower	VC	71
Hockliffe	Hockliffe Lower	Community	50
Houghton Conquest	Houghton Conquest Lower	Community	50
Houghton Regis	Hawthorn Park Lower	Community	48
Houghton Regis	Houghton Regis Lower	Community	51
Houghton Regis	St Vincent's Lower	VA (Catholic)	93

Starting school

Lower Schools Information Sheets

Lower Schools Information Sheets

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

Community

The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the Agreed Religious Education Syllabus for the ~~County~~ *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.

VA
VA

VA

Religious Education
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 ~~County~~ 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 ~~County~~. 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 2008/9

We have included the roll for January 2008 to show you the likely size of the school.

Admissions in September 2008/9

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 2008 will not mean that places will be available in September 2009. Likewise oversubscription in September 2008 will not mean oversubscription in September 2009.

Uses of email addresses

Notice to companies and other bulk e-mail sources. DO NOT use the e-mail addresses in this list to send e-mail to all ~~Bedfordshire~~ lower schools. If you do, subsequent mail from your address will be blocked. If you wish to contact all ~~Bedfordshire~~ lower schools for a valid reason, please send one e-mail to: support@schools.bedfordshire.gov.uk. We will forward it if it is appropriate to do so.

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.

Starting school

Lower school information sheets

website: www.allsaints-beds.sch.uk

All Saints Lower School Church Street, Clifton, Shefford, Bedfordshire SG17 5ES		Category Age Range	NOR 2005	Admission Number 2005
Head: Mrs M Gravell	VA (C of E)	155	30	✓
Tel: (01462) 628444	Fax: (01462) 628440	Up to 9 years		
e-mail: allsaintslower@schools.bedfordshire.gov.uk				

Admission Arrangements		Annual formal admission into the Reception Year. Nursery class for younger children.	
Date of Birth	1/9/04 – 31/12/04	1/1/05 – 31/3/05	1/4/05 – 31/8/05
Date of Admission	September 2009	September 2009	September 2009

Admission Criteria

Places will be allocated in the following order of priority: ✓

- All 'looked after' children
- Pupils living in the catchment area
- 'Very Exceptional' medical grounds
- Siblings of pupils of All Saints *who have attended*
- Children of parents on the electoral roll of All Saints Church, Clifton *once per month for period of 6 months prior to 31/8/05*
- Children who are cared for on a daily basis by person/persons living in Clifton *for one or more children*
- Any other children.

Admissions in September 2009

Admission number: 30 ✓	Requests received: 35	Places offered: 30 ✓	At the time of the initial allocation in December 2005 all children were admitted under criteria 1, 2, and some were admitted under criteria 3 as described in the 'Starting School' booklet for September 2005.
	35		

Ardley Hill Lower School

Lowther Road, Dunstable Bedfordshire LU6 3NZ		Category Age Range	NOR 2005	Admission Number 2005
Head: Mrs S Watts	Community Up to 9 years	195	60	✓
Tel: (01582) 667955	Fax: (01582) 606933			
e-mail: ardleyhilllower@schools.bedfordshire.gov.uk				

Admission Arrangements		Annual admission into the Reception Year.	
Date of Birth	1/9/04 – 31/12/04	1/1/05 – 31/3/05	1/4/05 – 31/8/05
Date of Admission	September 2009	September 2009	September 2009

Admission Criteria

Places will be allocated in the following order of priority: ✓

- All 'looked after' children
- Pupils living in the catchment area
- 'Very exceptional' medical grounds
- Siblings
- Any other children

Admissions in September 2009

Admission number: 60 ✓	Requests received: 35	Places offered: 35	At the time of the initial allocation in December 2005 all applicants were offered a place.
	32	32	

13182

Starting school

Parent feedback form



Bedfordshire
county council

The School Admissions Service is committed to improving the information given to parents and would welcome your views on this booklet. Please assist us in this by completing and returning this form.

please tick appropriate box

Did you find the layout of this booklet easy to follow?

YES NO

If NO, please tell us how it could be improved:

Would you like any additional information to be included in the booklet?

YES NO

If YES, please give details:

Has the booklet been written in a way you found easy to understand?

YES NO

If NO, what parts of the booklet did you find difficult?

Did you find the admission process straightforward?

YES NO

If NO, please tell us how it could be improved:

If you contacted the Admissions Service, did you find the staff helpful?

YES NO

Please comment:

Bedfordshire School Admissions Service

Application for Admission to Lower School

^{10 11}
~~2009/10~~

APPLY ONLINE

**@
www.bedfordshire.gov.uk/onlineadmissions**

The Bedfordshire School Admissions Service is co-ordinating the procedure for requesting a place at any Bedfordshire ~~lower school~~ for children born between ~~1 September 2004~~ and 31 August 200~~5~~.⁶

If you are a parent or adult with parental responsibility and you would like to apply for a place at any Bedfordshire ~~lower school~~, you must apply online or complete this application form.

Before you apply please read carefully the booklet 'Starting School'.

Please apply online or, if you use this form, return it to your first preference lower school. *the School Admissions Service.*

PLEASE COMPLETE ONE APPLICATION ONLY

Please do this as soon as possible, and no later than ~~30 September 2008~~.^{15 January 2010}
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 6 for telephone numbers).

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:

Date of birth: (1/9/04 – 31/8/05)

Sex (please tick):

Male

Female

Name of current nursery or playgroup and date admitted:

Home telephone no:

Name of parent or adult with parental responsibility:

Title (Mr/Mrs etc):

Initials:

Surname:

Relationship to child:

Daytime tel no:

Please note that any offer made will be withdrawn if we find that the parents have given false information.

Section B

Bedfordshire County Council Schools

This part of the form relates only to schools within the existing boundary of the administrative area of Bedfordshire County Council (if you are applying for your child to attend an independent school or a school maintained by another Council please see Section E). You may nominate up to three preferred schools in the county. 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 Note 2 on page 16 and Section D on page 9 of the booklet. Please read the admissions criteria for the schools you are interested in. Please also read the section on page 11 of the booklet entitled "How are places allocated?"

Naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

Order of preference: Name of School:

1 Preference:

~~If you have put your catchment area school as your first preference you do not need to put a second or a third preference. Go straight to the declaration on page 3 unless Section D (i), (ii) or (iii) applies.~~

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 older child if different from Section A above: _____

Section D

Other Information

Please tick

	Yes	No
--	-----	----

- i) Does your child have a statement of Special Educational Needs?
- ii) Is your child a "looked after" child? (See booklet page 16)
- 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 16)

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

Section E

Independent / Out of County School

If you are applying separately for your child to attend an independent school or a school not maintained by Bedfordshire County Council, 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 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 their verification process. (See Section A on page 7 of the booklet.)

Name of parent or adult with parental responsibility: _____ Signature of parent or adult with parental responsibility: _____

Date: _____

If you are applying for a place at a school on religious/faith grounds, please complete section F and/or Section G.

Section F Applications to Church of England Schools only

If your application for a place at any of the following **Church of England** Schools is 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.

Ashton St Peters	Page 24	Ravensden	Page 70	St Mary's, Clophill	Page 90
Christopher Reeves	Page 34	Riseley	Page 73	Sutton	Page 97
John Donne	Page 52	Roxton	Page 75	Thomas Whitehead	Page 101
Meppershall	Page 62	St James'	Page 84	Wilden	Page 106
Northill	Page 64	St Lawrence	Page 87		
Pulford	Page 67	St Leonards	Page 88		

Name of school or schools from Section B:

Your denomination/religious faith:

Reason for choosing this (these) school(s).

Place of worship and address:

Declaration by Priest, Minister or Faith Leader

I confirm that

Name of parent(s) or adult(s) with parental responsibility:

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

Name of School

Name of School

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:

Section G Applications to Catholic Schools only "

If your application is for a place at any of the following **Catholic** Schools, 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.

St Joseph's - ~~page-86~~, St Mary's, Caddington – ~~page-87~~-St John Rigby – ~~page-85~~, St Vincent's – ~~page-93~~

Name of school or schools from Section B:

Your denomination/religious faith:

Reason for choosing this (these) school(s).

Place of worship and address:

Tick

Copy of Baptismal Certificate MUST be attached

Yes

No

Declaration by Priest, Minister or Faith Leader

I confirm that:

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:

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

School Admissions Service, Children's Services
Bedford County Hall, Cauldwell Street
Bedford MK42 9AP

Telephone General Enquiries Line

01234 718120

Fax No. 01234 228846

email: ^{to bed}admissions@bedsec.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 will not be divulged to any other individuals or organisations for any other purposes.



Bedfordshire
county council

Appendix F



Bedfordshire School Admissions Service

**In-Year
Admissions**

Introduction

There are three different types of in-year admission:

- Parents or carers who are moving into ~~Bedfordshire~~ and do not have a school place for their child.
- Parents or carers who are moving within ~~Bedfordshire~~, and their child already has a school place.
- Parents or carers who live in ~~Bedfordshire~~, are not moving, but would like their child to change school.

Making an application if you have moved

If you are moving into ~~Bedfordshire~~ and do not have a school place, you will need to complete the enclosed in-year application form.

If you are moving within ~~Bedfordshire~~ and your child cannot continue to attend their current school because it is too far from your new home, you will need to complete the enclosed in-year application form.

Making an application if you have not moved

Moving your child to another school can affect them in many ways and the decision should not be taken without careful thought. You will need to consider the following before deciding to change your child's school:

Teaching and school organisation

For children of any age, every school has its own way of doing things e.g. another school may teach the National Curriculum in different ways and at different times.

How will your child cope:

- With learning new rules?
- Doing things in different ways?
- If he/she has done the work before or has missed important earlier work?
- If he/she finds the work new or strange?

Older children who transfer school after exam subjects have been chosen may find:

- That they can't do the same subjects in a new school; or
- That the exam boards and courses are different

Have you thought whether:

- Your child can take the same subjects at a new school?
- The courses will be the same?
- Your child will be comfortable taking new subjects or exam courses?

Relationships

Children need to feel happy at school and relationships with friends, and with teachers, are an important part of this.

- Will he/she be able to settle in and get to know new people quickly, so that his/her learning does not suffer?

Uniform

You might need to buy a completely new uniform, including PE kit, if your child changes school.

- Have you thought about the cost involved? It is very unlikely that you will be eligible for a school clothing grant.

Transport

Your child needs to be able to travel to school easily, safely and arrive on-time.

- How would your child get to a new school?
- What will be the cost involved? A change will usually be regarded as parental preference. In most circumstances you are unlikely to be eligible for travel assistance.

Other things to think about...

Many things that worry parents and children can be sorted out without the need to move schools. Often moving schools will not resolve your concerns and can adversely effect your child's education.

There are many difficulties that can arise within a school. Your child may be feeling unhappy or is not getting on with friends/teachers at the moment. Maybe your child is struggling with his/her work or has been in trouble and you feel that it cannot be sorted out.

All of the above issues can occur to any pupil at any stage in his/her school life and can be resolved without changing your child's school.

Before you make a definite decision to request a transfer to another school you should think very carefully and talk through your problems with the current school with a view to resolving the issues. If you are not happy about the way in which the school is working with your child you should speak to the headteacher first. If your concerns are not dealt with to your satisfaction you may decide to write to the Chair of Governors.

If, having considered all of the above and having discussed your concerns with the headteacher/Chair of Governors, you wish to transfer your child to another school, you should complete the enclosed in-year application form.

The Application Form

You can use this form for applying for a place at any school in ~~Bedfordshire~~. You can apply for a place at more than one school; you do not need to make a separate application to each school.

However, you should not use this form if:

- your child has a Statement of Special Educational Needs;
- your child is due to transfer from lower to middle school or from middle to upper school;
- you are applying for a lower school place at the normal time of entry (that is into the reception year).

There are separate processes in each of these cases and you should contact us for further information.

These notes will tell you what you need to do. However, if you need any further advice or help in completing the application form, please contact the School Admissions Service general enquiries line on, 01234 718120

Alternatively you can e-mail your enquiry to: ~~admissions@beds.gov.uk~~ or write to us at:

School Admissions Service
~~Children's Services~~
~~County Hall~~
Cauldwell Street
Bedford
MK42 9AP

Please note that, if we receive your application during the school holidays, we may not be able to consider your application until the start of the new school term.

How to fill in the application form

The following notes and the notes on the form are designed to help you fill in the form. Please read them carefully and answer all the relevant questions, giving further details where the form asks for them. If you are not sure how to complete the form, please contact us.

Section A: Name of School(s) Requested

Please list in order of preference the school(s) at which you would like your child to be considered for a place. Do not include schools that do not come under the ~~Bedfordshire~~-Local Authority. Please give the date when the place is required.

Section B: Pupil Details

Please complete your child's personal details and information about your child's current/previous school, by filling in all the boxes in this section of the form.

To confirm your child's address, you must attach to this form a copy of a recent utility bill (for example: council tax, gas, electricity or water) and a copy of your child benefit annual statement or your family tax credit information, which will confirm that you have parental responsibility. If you require a copy of your child benefit annual statement please contact the Child Benefit Enquiry Line on: 0845 302 1444. Alternatively, you can request confirmation of child benefit by emailing your full name, address, your child's name, date of birth, child benefit reference number and daytime contact number to:

child.benefit@hmrc.gsi.gov.uk
or you can use the Child Benefit e-service on the internet: **www.hmrc.gov.uk/childbenefit**

If you are unable to provide this information because you are moving house, you must provide either of the following:

- Confirmation that your house purchase is legally binding (that is, you have already exchanged contracts and have established a date by which you will have moved into your new address). Normally a letter from your solicitor will be sufficient.
- A formal tenancy agreement showing that you will be resident at the proposed address at the time of admission and for at least 12 months after. The property should be one in which you and your family intend to live and which is appropriate for your family needs.

Service families who are not able to supply this information should contact the Children's Education Advisory Service (tel: 01980 618244) for further advice.

If you are moving from abroad to live in the UK, you must also provide a copy of the relevant pages of your child's passport, or your passport, or other documentary evidence to confirm that your child has the right of abode in the UK.

If you cannot provide any of this information, please contact us for advice.

If we offer a place and then find that you have given fraudulent or misleading information that has effectively denied a place to a child with a stronger claim – for example a false claim to residence in the catchment area – we will withdraw the offer of a place.

Please note that, if you move into the catchment area after the normal time of admission, or after we have allocated places, we cannot guarantee your child a place at the catchment area school.

Section C: Other Children

If, at the time of admission, you will have another child attending one of the schools you have nominated in Section A, please put their name, date of birth and the school they attend, in the boxes provided on the form. We will check this information with the school(s) concerned. This does not, however, guarantee a place.

Section D: Religious Grounds ~~(voluntary aided-schools-only)~~

If you are applying for a place at a ~~voluntary-aided~~ school on religious grounds, it is important to provide all the information this section of the form asks for. You may be asked by the school to provide additional information to support your application, for example, your Religious Leader may be asked to complete the declaration on the back of the application form, or you may be asked to provide a copy of the baptism certificate. Please contact the school for further information. Applying for a place at a school on religious grounds does not guarantee your child a place.

Section E: Other Information

To help us to process your application, please complete this section of the form. If you answer 'yes' to any of the questions it does not guarantee your child a place.

Declaration:

Please complete, sign and date this part of the form.

The form should be returned to your first preference school

You will receive a letter from either the school or the Local Authority to let you know if a place is available at your first preference school. If a place is not available you will be advised of the appeals procedure. Your application form will then be passed to us to determine whether a place is available at your other preferred school(s). We will liaise with the school(s) and let you know if a place is available.

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.

Finding out more

If you would like further copies, a large-print copy or information about us and our services, please telephone or write to us at our address below.

Per Informacion

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برای اطلاع


Per Informazione


معلومات کے لئی

Informacija

Za Informacije

তথ্যের জন্য

 01234 718000

 Customer Service Team

In-Year Admissions

Freepost ANG 5499

~~Bedfordshire County Council~~

Bedford

MK42 9BR

For further information please call:

School Admissions Service general enquiries

~~Bedfordshire County Council~~

Telephone: 01234 718120

Email: ~~admissions@bedscc.gov.uk~~ ^{beds}admissions@bedscc.gov.uk



School Admissions Service

Bedford Borough Council and
Central Bedfordshire Council
working together

IN-YEAR ADMISSIONS

Request for a place in a Bedford Borough or Central Bedfordshire school

Before you complete the application form please read the Notes of Guidance. This form should be used for in-year admissions only. Please do not use this form if your child has a Statement of Special Educational Needs. Please complete only one form stating your preferences. If you complete more than one form it may adversely affect your application.

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

**Please return this form to your
FIRST preference school**

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

It is important to make sure that the information you provide is factually correct.

Parents have been known to give a false address to improve their chances of getting a place at a particular school. Please note that any offer made will be withdrawn if we find that the parents have given false information.

Section A

Name of School(s) Requested

You may nominate up to three preferred schools in Bedford Borough or Central Bedfordshire. These may be community, foundation, voluntary aided or voluntary controlled school. One of these would normally be your catchment school.

Naming only one school, or naming the same school more than once, will not increase your chance of being offered a place.

Order of preference: Name of School: Date Place Required:

1

Preference:

2

Preference:

3

Preference:

Section B

Pupil's Details,

Pupil's surname: First name(s):

Pupil's address at time of application:
Date of birth (dd/mm/yyyy):
Sex (please tick): Male: Female:
Home telephone no:
Postcode:

Name(s) of parent(s) or adult(s) with parental responsibility:

Title (Mr/Mrs etc):	<input type="text"/>	Initials:	<input type="text"/>	Surname:	<input type="text"/>	Daytime tel no:	<input type="text"/>
Title (Mr/Mrs etc):	<input type="text"/>	Initials:	<input type="text"/>	Surname:	<input type="text"/>	Daytime tel no:	<input type="text"/>

Name and address of current/previous school:

Telephone and Fax Numbers:

Headteacher's Name:

Has your child been excluded from their current school or a previous school?
Yes No
If yes, please give details:

Section C

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

Name:	<input type="text"/>	Date of birth:	<input type="text"/>	School attending:	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

Address of sibling if different from Section B above:

Section D

If one of the schools you have listed in Section A is a voluntary aided school and you are applying for a place on religious grounds, please give details:

Name of school or schools from Section A:

Your denomination/faith:

Reason for choosing this (these) school(s)

Name of faith leader, place of worship and address:

You may be asked by the school to provide additional information to support your application, either by asking your religious leader to complete the declaration by religious leader on the back page or by providing a copy of your child's baptism certificate.

Religious Grounds

Section E

Other information about your child

Other Information

Please tick

Yes No

- i) Is your child a "looked after" child? * Yes No
- ii) 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 A? (See Notes of Guidance) Yes No
- iii) Are you moving from abroad to live in the UK? If so, you must provide a copy of the relevant pages of your child's passport, or your passport, or other documentary evidence to confirm that your child has the right of abode in the UK. Yes No

If you answered "yes" to i) or ii) above, please give details in the "Additional Information" box below, indicating in the case of i) above which Authority has responsibility for your child. Please also provide supporting evidence.

If you answered "yes" to iii), please attach a photocopy of this information to this form.

The Children Act 1989 defines a "looked after" child 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 38) or an interim care order (Section 31).

Additional Information

Please give your reasons for requesting a place during the current school year. You can also use this box for any additional information to support your application.

Please continue on next page...

Declaration by Religious Leader
(For applications on religious grounds only and if required by the school).

Name and address of priest, minister or faith leader:

Name of congregation/place of worship:

Religious faith or Christian denomination:

I confirm that

Name of parent(s) or adult(s) with parental responsibility:

Is a / are practising member(s) of the above congregation/place of worship and meet(s) the admissions criteria for the school(s) they have applied for.

Signature of priest/minister/faith leader:

Date:

Declaration
I confirm that the information given on this form is correct and that I have understood the way in which places are allocated.

I have enclosed, as confirmation of my child's address, photocopies of:

Child Benefit/Family Tax Credit Details Tick

Utility Bill

Passport

Name of parent or adult with parental responsibility:

Signature of parent or adult with parental responsibility:

Name of parent or adult with parental responsibility:

Signature of parent or adult with parental responsibility:

Date:

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.

PLEASE RETURN THIS FORM TO YOUR FIRST PREFERENCE SCHOOL

If you have any questions about the application arrangements, please contact the School Admissions general enquiries line on:

(01234) 718120

email: admissions@bedford.gov.uk

The School Admissions Service
 Borough Hall, Cauldwell Street
 Bedford MK42 9AP

FOR OFFICE USE - To be completed by School/Local Authority

1. Admission Number _____ Year Group _____ Number in Year Group _____ (excluding this application)

Checked waiting list with School Admissions YES/NO*

2. Place available at _____ School _____

Offer letter sent to parents by school/Local Authority* _____ Date _____

3. Place not available at _____ School _____

Decline letter sent to parents by school/Local Authority* _____ Date _____ Closing Date for Appeal _____

4. Hard to Place YES/NO* Inclusion Team Notified _____ Date _____

* Delete as appropriate

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