

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



please ask for Ellen Heaney
direct line 0300 300 4040
date 14 June 2010

NOTICE OF MEETING

CENTRAL BEDFORDSHIRE ADMISSIONS FORUM

Date & Time

Wednesday, 23 June 2010 at 8.30 a.m.

Venue at

Room 14, Priory House, Monks Walk, Chicksands

Richard Carr
Chief Executive

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

Local Education Authority:	Mrs A M Lewis, Portfolio Holder Children's Services
Community and Voluntary Controlled Schools:	Mr S Morrow, Headteacher, Flitwick Lower School Ms Neale, Governor, Dunton Lower School Mrs A Phillips, Headteacher, Streetfield Middle School, Dunstable Mrs J Woodthorpe, Headteacher, Campton Lower School
Foundation and Trust Schools:	Mr D Brandon-Bravo, Headteacher, Parkfields Middle School, Toddington Mr S Fell, Headteacher, Harlington Upper School
Voluntary Aided Schools:	Mrs P Cotton, St Vincent's Primary School, Houghton Regis Mr N Sharpe, Ashton Middle School, Dunstable Mrs C Spurgeon, Head Teacher, St Mary's Lower School, Clophill
Church of England Diocese:	Mr R Slade, Diocese of St Albans

Roman Catholic Diocese: Mrs F Image, Roman Catholic Diocesan Representative

Parent Governor: Mr I Robinson, Parent Governor, Caldecote VA Lower School
Mr B Sear, Parent Governor Representative

Local Community: Ms W Anderson-Welsh, Ethnic Minorities Groups
Mrs D Day, Virtual School Headteacher, Central Bedfordshire (representing Looked After Children)
Squadron Leader Michelle Ramsden, RAF Henlow

Academy : Mr J Kemp, Vice-Principal, All Saints Academy, Dunstable

1. **WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE**
To note any apologies for absence
2. **APPOINTMENT OF A CHAIRMAN**
To appoint a Chairman for the 2010- 2011 year.
3. **APPOINTMENT OF A VICE-CHAIRMAN**
To appoint a Vice-Chairman for the 2010-2011 year
4. **MINUTES OF THE PREVIOUS MEETING**
To approve the minutes of the meeting held on 24 March .
5. **MATTERS ARISING**
To consider any matters arising.
6. **UPDATE ON MEMBERSHIP**
To note the update to the Admissions Forum membership (Ellen Heaney)
7. **UPDATE ON 2010 ADMISSIONS AND APPEALS.**
To receive an update on admissions and appeals in respect of the September 2010 admissions round (Rosa Bonwick).
8. **ADMISSION ARRANGEMENTS 2010- 11 FOUNDATION, TRUST, VOLUNTARY AIDED SCHOOLS AND ACADEMY**
To note the determined admission arrangements for Foundation, Trust, Voluntary Aided Schools and Academy. (Rosa Bonwick).
9. **LOCAL AUTHORITY REPORT TO SCHOOLS ADJUDICATOR**
To endorse the information contained in the report and to recommend to the Deputy Chief Executive and Director of Children's Services that the report be agreed.(Rosa Bonwick)
10. **PARENTAL FEEDBACK ON 2010 ADMISSIONS**
To note the analysis of feedback and comments received. (Rosa Bonwick)

11. **INFORMATION FOR PARENTS FOR 2011 ADMISSIONS**

To approve the information to be distributed to parents in respect of the school admissions processes (Lydia Braisher).

(Appendix B draft transfer to upper school application form, Appendix C, draft transfer to middle school application form, Appendix E, draft in year leaflet and Appendix F, draft in year application form to follow).

12. **DATE AND TIME OF FUTURE MEETINGS**

To agree the dates and times of future meetings.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CENTRAL BEDFORDSHIRE ADMISSIONS FORUM** held in Room 14, Priory House, Monks Walk, Shefford on Wednesday, 24 March 2010

Present:

Pauline Cotton
Dawn Day
Shawn Fell
Squadron Leader Vic Hodgson
John Kemp

Cllr Anita Lewis
Ian Robinson
Nick Sharpe
Jacqueline Woodthorpe

Officers in attendance: Rosa Bonwick, Lydia Braisher, Alison Bray, John Goldsmith, Sandra Hobbs and Carol Wooding

L/04/23 **Apologies for absence**

Apologies were received from Anne Phillips, David Brandon-Bravo, Chris Spurgeon and Ray Slade.

L/04/24 **Minutes and Matters Arising**

RESOLVED:

to approve the minutes of the meeting of the Central Bedfordshire Admissions Forum held on 21 October 2009 as a correct record and to authorise the Chairman to sign them.

Minute CBAF/09/17 – Members were advised that the ACORN database containing the autumn 2009 data had been electronically circulated to all schools.

Members were advised that the vacancy for a School Transfer Advisor for Central Bedfordshire had been advertised and the closing date for applications was 5 April 2010, with the interviews being held during May 2010.

A decision had been received from the Schools Adjudicator regarding the admission arrangements for 2010 for John Donne Voluntary Aided School. John Donne VA School's criteria gave siblings a higher priority than catchment children. It was felt that this was inconsistent with the Local Authority's catchment area policy and could unfairly disadvantage local children by limiting their access to their local school. The decision from the Schools Adjudicator was that the Local Authority's referral would not be upheld. The Schools Adjudicator concluded that whilst the change had the potential to disadvantage some in catchment families, it would enable children in the same family to attend the same school.

Minute CBAF/09/20 – Members were advised that an update on the Membership of the Admissions Forum would be provided to their next meeting on 23 June 2010.

L/04/25

Home to School Transport Policy

Members received a report setting out the Home to School Transport policy, as approved by the Executive on 9 March 2009. The Council had carried out a review on the Home to School Transport policy, in particular looking at the following areas:-

- Road Safety Transport
- Denominational Transport
- Permanently Excluded Pupils
- Medical Needs
- Pupils in Years 10 and 11
- Looked After Children, Refugees and Asylum Seekers
- Special Educational Needs Transport
- Concessionary Places on School Contract Vehicles.

Free home to school transport would be provided to all statutory aged children who lived in Central Bedfordshire and attended their catchment area or nearest school, where the distance from home to school was over the statutory walking distance (over 2 miles for a child under the age of 8 and over 3 miles for a child over the age of 8).

Children who lived in a family with a low income (entitled to having free school meals or entitled to the maximum working tax credit) would also be entitled to free home to school transport in the following circumstance:-

- to a choice of one of three nearest qualifying schools where the shortest walking distance would be over 2 miles, but not more than 6 miles by car from the family home; and
- to the nearest suitable school preferred by reason of religion or belief where the shortest walking distance would be over 2 miles, but not more than 15 miles by car from the family home.

It was noted that there was no statutory requirement to offer free home to school transport on denominational grounds other than to families with a low income (as above) and that pupils currently attending a faith school, through parental choice, would no longer receive free transport from 1 September 2010.

It was also noted that children with Statements of Special Educational Need would have their transport needs assessed as part of the statutory assessment process. For those children living more than the statutory distance between home and the nearest school that can meet their needs, transport would be provided free of charge. For those children who live within the statutory walking distance the assessment would include whether, with parental support, a child could reasonably be expected to walk to school. Where this is not possible the need for transport would be included in a child's statement.

A query was raised with regard to the re-assessment of routes on road safety grounds that would commence from 1 April 2010. The re-assessments might result in changes to the current entitlement to free transport on road safety grounds. Members were advised that schools and parents would be made aware of the process for re-assessments and any changes that would remove entitlement to free transport would take place from the end of the Academic Year in which the re-assessment took place.

NOTED

the Home to School Transport Policy.

L/04/26

Consultation on Admission Arrangements

(a) CONSULTATION PROCESS AND RESPONSES

Members considered a report that informed the Forum of the outcome of the consultation process. The Forum noted that consultation on the proposed admission arrangements for September 2011 had been carried out between 4 January and 1 March 2010. The consultation included the admission arrangements for all community and voluntary controlled schools and those own admission authority schools that had asked the local authority to consult on the proposed changes on their behalf.

Only two responses to the consultation had been received and these supported the proposed admission arrangements for September 2011.

NOTED

the outcome of the consultation and the responses received.

(b) **STANDARD ADMISSIONS POLICY - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

The Forum considered a report on the proposed changes to the standard admissions policy. The proposed policy (which had been consulted upon) would give pupils living in the catchment area with a sibling at the school higher priority for admission than other pupils living in the catchment area.

RESOLVED

that the Standard Admission Policy for Community and Voluntary Controlled Schools for 2011, be agreed.

(c) **ADDITIONS TO STANDARD ADMISSIONS POLICY - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

The Forum considered the requests received from some community and voluntary controlled schools for additions to their admissions policies. The revised standard admissions policies (giving siblings living in the catchment area higher priority for admission than other children in the catchment area) would be applied to all community and voluntary controlled schools along with their additional criteria, as set out in Appendix A to the report.

A number of schools had pre-existing additions to the standard admissions policy which were not changing. Members noted that the following additions had been requested and consulted upon:-

- Greenleas Lower School – Children attending Greenleas nursery unit as the sixth criteria;
- Greenleas Lower School – Children attending Willows pre-school on the Greenleas site as the seventh criteria;
- Hockcliffe Lower School – Nursery aged children attending Hockcliffe Lower School as the sixth criteria;
- Hockcliffe Lower School – Children attending Little Bluebells Playgroup at Hockcliffe Lower School; and
- Henlow Middle School - Children, one or more of whose parents /carers have, at the time of application, shown commitment to the Church of England or another Christian Church by attending a service at least once a month for the year prior to an application being made as the sixth criteria.

In addition it was proposed that the following additional criteria be removed:-

- Roecroft Lower School: Pupils whose parents express a preference for non-denominational education; and

- Southcott Lower School: removal of Southcott playgroup from the sixth criteria.

In terms of Roecroft Lower School, it was noted that parents who expressed a preference for non-denominational education fell into the 'any other child' category and that in terms of Southcott Lower School, Southcott playgroup no longer existed.

RESOLVED

that the additions to and removal from the Standard Admissions Policy for those schools listed in Appendix A to the report, be approved.

(d) ADMISSION NUMBERS - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Members considered a report which sought approval to the admission numbers for community and voluntary controlled schools. The local authority had consulted on changes in respect of the following schools:

- Roecroft Lower School which currently had a published admission number of 30, but was to be replaced with a new school with a published admission number of 60;
- Gravenhurst Lower School which had requested to increase its published admission number from 9 to 10; and
- Mary Bassett Lower School which had requested to increase its published admission number from 30 to 60 as the school had sufficient accommodation to support two forms of entry and there was a long term need to increase school places in the Leighton Buzzard area.

A query was raised about the need for a new Lower School in the Leighton Buzzard area and whether the increase to the admission number for the Mary Bassett Lower School would negate the need for a new school. Officers did not have this information available, but would liaise with the School Planning Team for a response.

A late request had been received from Hadrian Lower School to increase their published admission number from 52 to 60 as the school now had sufficient accommodation to support two forms of entry.

It was noted that St Christopher's Lower School had reservations about increasing the admission number of Hadrian Lower School given that an announcement on the future structure of schools in Central Bedfordshire was expected in April 2010. The increase reflected the school's revised capacity and the local authority believed that it would not influence any future decisions on school structures.

RESOLVED

that the proposed admission numbers for those schools listed in Appendix A to the report, be approved, including the increase to the admission number for Hadrian Lower School.

(e) CO-ORDINATED ADMISSION SCHEMES

The Forum considered a report on the co-ordinated admission schemes.

Members were advised that no changes to the scheme for upper schools and the academy were proposed, other than to the timescales which had been updated for 2011/12

Changes had been made to the co-ordinated admission scheme for Middle, Primary and Lower Schools to reflect the new requirement on local authorities to co-ordinate all applications from residents living in the administrative area, regardless of where their preferred school was.

It was noted that no comments had been received on either of the schemes.

RESOLVED:

- 1. that the co-ordinated admissions scheme for 2011-12 for upper schools and the academy be agreed; and**
- 2. that the co-ordinated admissions scheme for 2011-12 for middle, primary and lower schools be agreed.**

(f) FOUNDATION, TRUST, VOLUNTARY AIDED SCHOOLS AND ACADEMY

The Forum considered a report that advised Members on the proposed changes to the admission arrangements for Foundation, Trust, Voluntary Aided Schools and the Academy. The majority for those school that served a local catchment area had asked the local authority to consult on their behalf on the change to give catchment siblings a higher priority for admission than other children living in the catchment area.

Members were advised that the Governing Body for Holywell VA Middle School and the Governing Body of Samuel Whitbread Community College were also proposing to include the catchment sibling criterion within the determined admission arrangements after consideration of their arrangements.

Members noted that the Governing Body of St Mary's Catholic Lower School had consulted on an increase to their admission number from 28 to 30 and that the Local Authority had no objection to the proposed change.

NOTED

- 1. the proposed changes to the admissions criteria for the following schools:-**

Lower Schools	Lower Schools	Upper Schools
All Saints VA	Sundon	Harlington
Derwent	Sutton VA	Manshead VA
Gothic Mede	Westoning	Queensbury
Langford		
Meppershall VA	Middle Schools	Academy
Moggerhanger	Arnold	All Saints *
Northill VA	Etonbury	*The change to the admissions policy of All Saints Academy is subject to the approval of the Secretary of State.
St Leonards VA	Parkfields	
St Mary's VA, Clophill	Robert Bloomfield	

- 2. the proposed changes to the admissions criteria for Holywell Voluntary Aided Middle School and Samuel Whitbread Community College; and**
- 3. the proposed change to the admission number for St. Mary's Catholic Lower School.**

L/04/27

Determination of Admission Arrangements - September 2011

The Forum considered a report that informed Members of the arrangements for the determination of admission arrangements. Admission authorities must, within 14 days of determining their admission arrangements give notice of that determination to their local authority, other bodies consulted and any parents that responded to the consultation. Copies must be placed on their website (where they have one) for a whole offer year.

Local Authorities must, by 1 May, publish on their websites and in a newspaper information on the extent to which admission arrangements for schools and academies in the local authority area have been determined.

NOTED

the requirements for determining the admission arrangements.

L/04/28

Admissions to Lower Schools - September 2011

The Forum considered a report that advised members of the changes required to lower school admission arrangements.

The Rose Primary Curriculum Review in England had found evidence to show that summer born children were at greater risk of poorer outcomes than children born earlier in the school year. The Secretary of State had accepted a recommendation from this review that:-

“the preferred pattern of entry to reception classes should be the September immediately following a child’s fourth birthday. However, this would be subject to well informed discussions with parents, taking into account their views of a child’s maturity and readiness to enter reception class. Arrangements would be such as to make entry to reception class an exciting and enjoyable experience for all children, with opportunities for flexible arrangements such as a period of part-time attendance if judged appropriate.”

The Forum discussed the impact this would have on schools and other early years settings, including the impact on financial resources. To enable the local authority to assess this impact, data was being collected from schools about their existing arrangements. This data would then be shared with Officers from the Early Years Team and the School Improvement Team to enable them to assess the impact. Members were advised that discussions would take place with those schools that do not currently operate a single point of entry and advice would be given on implementing the new requirements of the School Admissions Code.

Members noted that a further report clarifying the changes required would be made to a future meeting of the Admissions Forum.

NOTED

the changes required to lower school admission arrangements for September 2011 and subsequent years.

L/04/29

Date and Time of the next meeting

Members noted that the next meeting would be held at 8.30 a.m. on 23 June 2010 at Priory House, Monks Walk, Shefford.

(Note: The meeting commenced at 8.30 a.m. and concluded at 9.45 a.m.)

Agenda Item: 6

Meeting: Central Bedfordshire Admission Forum

Date: 23 June 2010

Subject: Update on membership

Report of: Head of Democratic Services

Summary: The report updates members on the current membership of the Forum.

Contact Officer: Ellen Heaney (0300 300 4040)

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATIONS:

1. That the Central Bedfordshire Admission Forum notes the measures put in place to fill existing vacancies.

Current Membership of the Admissions Forum

1. At the last meeting members requested an update on the current vacancies for the Central Bedfordshire Admission Forum.
2. Vacancies existed for 2 representatives from Voluntary Controlled Schools (either the Head teacher or a governor) and for 1 Community Upper School Head teacher.

Voluntary Controlled School representation.

3. Head teachers and governors were contacted through the Governors Essentials e-zine on 24 May 2010 and a newsletter to Headteachers on 14 May 2010 asking for nominations from Voluntary Controlled Schools to be submitted by 1 June 2010.
4. 1 nomination was received from Clare Neale (governor at Dunton V.C Lower School). She has been duly appointed.

Community Upper School representation.

5. So far no nominations have been received for this vacancy.

6. It is proposed that officers will contact head teachers & governors of voluntary controlled schools and head teachers of Community Upper Schools in 6 months to try to fill the remaining vacancies.

CORPORATE IMPLICATIONS

Council Priorities:

(How do the recommendations contribute to achieving CBC's policy aims and objectives?)

Financial:

Z

Legal:

Z

Risk Management:

Z

Staffing (including Trades Unions):

Z

Equalities/Human Rights:

Z

Community Safety:

Z

Sustainability:

Z

Appendices: None

Agenda Item: 7

Meeting: ADMISSIONS FORUM

Date: 23 June 2010

Subject: Admissions and Appeals September 2010

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 and appeals in respect of the September 2010 admissions round.

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

- 1. To note those schools where the published admission number has been exceeded and the reasons for this**
 - 2. To note the school preference and online application data**
 - 3. To note the appeals information**
-

Background

1. Admission Forums have a role in considering how well admission arrangements serve the interests of children and parents within the local authority area. Within that role they should consider how actual admissions relate to the admission numbers published.
2. To enable the Forum to fulfil its role, this report lists those schools where the published admission number was exceeded, at the time of allocation, by 5 pupils or 10%, and the reasons for this. It provides school preference data and information on the number of online applications received as well information relating to admission appeals.

Admissions above the published admission number

3. The School Admissions Code states that once an admission number has been set by the admission authority, schools should not admit above that number unless the school and the local authority agree that admitting above that number will not adversely affect the school in the longer term and will not have a detrimental effect on neighbouring schools. In the case of maintained schools, the local authority, as the strategic commissioner of school places, has the final decision over whether a school can admit above its published admission number. For academies the final

decision rest with the Secretary of State.

4. The admission number at the following schools has been exceeded for the reasons stated.
5. Church End Lower School in Marston Moretaine has a published admission number of 54. There were 66 applications for admission in September 2010, 62 of which were catchment applications. Although the local authority agreed to exceed the published admission number and admit 60 children, it was not possible to offer places to all of the catchment children, as admitting above 60 would have breached infant class size limits. The remaining 2 catchment children have been offered places at Shelton Lower School which is the next nearest school with places available.
6. Fairfield Park Lower School in Stotfold has a published admission number of 30. There were 44 applications for admission in September 2010, 36 of which were catchment applications. The local authority agreed that the school should admit all of the catchment area children. Officers are aware of future accommodation pressures at the school.
7. Mary Bassett Lower School in Leighton Buzzard has a published admission number of 30. There were 40 applications for places at the school, not all of which were catchment applications. Members of the Forum will recall from the meeting on 24 March 2010 that it is proposed to increase the admission number for Mary Bassett Lower School to 60 from September 2011, to support the longer term need for additional lower school places in Leighton Buzzard. The school currently has sufficient accommodation for two forms of entry and in order to support the school's growth from September 2011, it was agreed that all 40 children should be offered places.
8. Thomas Johnson Lower School in Lidlington has a published admission number of 18. There were 24 applications for places at the school, 22 of which were catchment applications. The local authority agreed that the school should admit all of the catchment area children as it will be possible to accommodate those children within the mixed aged teaching groups across Years R, 1 and 2.
9. Raynsford Lower School in Henlow has a published admission number of 30. There were 46 applications for places at the school, 34 of which were catchment applications. The feasibility of admitting above the published admission number to accommodate all of the catchment children was discussed with the headteacher. Unfortunately, there is no flexibility to admit more than 30 without breaching infant class size limits. For that reason 4 of the catchment children were not offered places. Those remaining 4 children have been offered places at Stondon Lower School which is the next nearest school with places available.

School preference data

10. Table 1 shows the number of applications received and the 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	2858	91.9%	4.2%	0.4%	0.06%	96.56%
Middle	2585	95.6%	1.1%	0.5%	0.00%	97.2%
Upper (home)*	2725	97.6%	2.1%	0.07%	0.00%	99.77%

* Home = applications from Central Bedfordshire residents only

11. 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 Central 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 Central Bedfordshire achieved the highest percentage of first preference and total 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	529,645	83.2%	8.6%	3.1%	94.9%	96.6%
Regional Average	56,759	85.4%	7.8%	3.1%	96.3%	97.0%
Central Bedfordshire	2,725	97.6%	2.1%	0.07%	99.77%	99.77%

Online Applications

12. Table 3 shows the percentage of online applications received for each school phase across Central Bedfordshire.

Table 3

Phase	Applicants	Percentage of online applications
Lower	2858	61.1%
Middle	2585	45.3%
Upper (home)*	2,725	32.3%

Home = applications for Central Bedfordshire residents only

13. 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 with national and regional data. The number of secondary (upper) online applications was below the national and regional level.

Table 4

	Applicants living in the area	Percentage of online secondary applications
National Average	529,645	43.6%
Regional Average	56,759	58.8%
Central Bedfordshire	2,725	32.3%

14. The take-up rate for the 2011 admissions round is 50% and officers will be considering ways in which the local authority can increase online applications for middle and upper school phase transfers.

Admission Appeals

15. Table 5 shows, for Central Bedfordshire schools, the number of appeals heard and the number upheld for the period 1 September 2009 to 8 June 2010. 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	5	4	92
Primary	0	0	5
Middle	3	1	41
Upper	28	8	14
Combined	0	0	0
Total	36	13	152

This page is intentionally left blank

Agenda Item: 8

Meeting: ADMISSIONS FORUM

Date: 23 June 2010

Subject: Admission Arrangements 2011 – Foundation, Trust, Voluntary Aided Schools and Academy

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

Summary: The purpose of the report is to inform the Forum of the determined admission arrangements for Foundation, Trust, Voluntary Aided Schools and Academy

Contact Officer: Rosa Bonwick

RECOMMENDATIONS:

1. To note the position for All Saints Academy
 2. To seek the views of the Forum on the proposed reduction to the admission number for Harlington Upper School
-

Background

1. Members of the Forum received a report, at the previous meeting on 24 March 2010, on the proposed admission arrangements for foundation, trust, voluntary aided schools and the academy.
2. All of the schools have now circulated their determined admission arrangements and with the exception of Harlington Upper School, there are no changes other than those reported at the previous meeting.
3. Members of the Forum will recall that the change to the admission arrangements for All Saints Academy is subject to the approval of the Secretary of State. The academy has submitted a formal request to the Secretary of State and a response is awaited.

Harlington Upper School

4. The Governing Body of Harlington Upper School has determined a reduced admission number of 340. The Governing Body did not consult on the reduction. Although there is a requirement to consult on any proposed

changes, an admission authority may decide to determine different admission arrangements.

5. The current admission number of 360 is within the upper part of the capacity range for the school. The proposed admission number is still within the range, albeit towards the bottom.
6. Although the school is not currently oversubscribed, there are more than 340 children in some of the year groups. Some of the children attending the school do not live within the catchment area.
7. There are no major housing developments planned for the area and the Local Authority believes that a reduced admission number of 340 would provide sufficient capacity to accommodate catchment children whose parents apply for a place during the normal admissions round. However, a reduced admission number could result in children moving into the area being unable to secure a place at their local school.
8. The Local Authority would welcome the views of the Forum on whether it would wish to support the proposed reduction to the admission number, given that appropriate consultation has not taken place.

June 2010

g:\pab\admiss\word\forum central beds\23 june 10\admission arrangements f&va.doc

Agenda Item: 9

Meeting: ADMISSIONS FORUM

Date: 23 June 2010

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. Admission Forums have the power to produce their own annual report to the Schools Adjudicator, but this was not a mandatory requirement. Members of the Forum will recall that it was previously agreed that the Forum would provide 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.

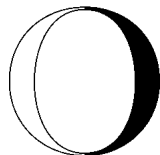
6. The Schools Adjudicator requires the report to be cleared, as a minimum, by the Director of Children's Services. The Forum is, therefore, asked to recommend to the Director that the report be agreed.
-

Appendices:

Appendix A Draft Local Authority Report to The Schools Adjudicator

June 2010

g:\pab\admiss\word\forum central beds\23 june 10\annual report_report.doc



Office of the
Schools
Adjudicator

Item 10
Appendix A

DRAFT

LOCAL AUTHORITY REPORT

TO

THE SCHOOLS ADJUDICATOR

FROM

Central Bedfordshire Council

30 JUNE 2010

Report Cleared by: Central Bedfordshire Admissions Forum

**Edwina Grant, Deputy Chief Executive and Director
of Children, Families and Learning**

Date submitted: 30 June 2010

By: Rosa Bonwick, Admissions Manager

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

Telephone number: 01234 276327

www.schoolsadjudicator.co.uk

SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2009 - 2010

Please complete using data/information for the period 1 September 2009 to date of report

NOTE: This template is designed to be filled in electronically – boxes can/should be expanded as necessary.

Fair Access Protocol

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;

NOTE: 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 (relevant schools are all maintained schools and academies).

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If NO please explain:

- b) Give your assessment of how well the Fair Access Protocol has worked since 1 September 2009. In particular in placing children, the co-operation of schools and Academies well as any other issues you have had in implementing the protocol.

Schools have co-operated fully with the placements so far this year. However the new Academy has permanently excluded 14 students so far this term and this has a serious knock on effect for other schools in the locality. The Academy is not required to accept pupils under the Fair Access Protocol for the first two years and therefore there is no reciprocity with the placement of pupils excluded from other schools. 23 students have been placed in Central Bedfordshire schools under the Protocol since September 2010.

- c) In Appendix A, please record for each school the number of children considered to be placed in (column O) and those actually placed in (column P) to the school under the protocol between 1 September 2009 and the date of this 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 2009 to 31 May 2010. 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.

Infant Class Sizes

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

Are all Primary Schools in your area complying with infant class sizes?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If NO please comment and also include the number of schools where qualifying measures are being taken:

Admission Appeals

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.*

* Every school includes: community, voluntary controlled, voluntary aided, foundation, Academies, city technology colleges and city colleges for technology of the arts.

For the period 1 September 2009 to the date of this report please insert in Appendix A the following 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 this report.

Appendix A has been completed for the period 1 September 2009 to 8 June 2010 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 (column S). 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.

NOTE: other appeals panels have a duty to provide you with information on appeals (Section 88Q of Schools Standards and Framework Act).

Has your independent appeals panel complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If NO please explain including non-compliance and action taken:

Have all other appeals panels for own admission authority schools complied with the requirements of the Appeals Code?

N/A – all own admission authority schools use the local authority panels.

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
-----	--------------------------	----	--------------------------	------------	--------------------------

If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2010-2011:

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 and highlight any problems that may have occurred.

Children in care: **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.**

Children with disabilities: **All schools are required to have effective accessibility plans in place. 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 approved.**

Children with Special Educational Needs: **The Parent Partnership Service gives impartial advice to parents of children with special educational needs and produces leaflets for parents to help them through the process.**

Service Children: **Places are allocated on receipt of a letter from MOD confirming relocation date and intended address.**

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 LA schools in September 2010

All schools complied with the requirements of the co-ordinated admission schemes. No Central Bedfordshire child, whose parents submitted an on-time application, is without a school place.

b) the admission of pupils in the authority's area to other admission authority schools in September 2010.

The admission of Central Bedfordshire pupils to schools in Bedford Borough was seamless as the two authorities have a shared School Admissions Service.

Although Central Bedfordshire has a different age of transfer from other neighbouring authorities, applications from residents for a secondary school place in those areas were received and communicated to the relevant authority. The decisions from those authorities were considered and the outcomes communicated to parents on national offer day.

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 2010 for admission in September 2011):

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.

NOTE: All non-compliant admission arrangements must be corrected. All mandatory requirements can be changed by the admission authority. Any other non-compliant issues must be referred to the OSA.

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

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If YES please provide a statement to confirm this:

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:

Using column T in Appendix A, please identify those schools that you have identified with problems now or which you have referred to the OSA, or may be referring to the OSA by the 31 July 2010.

None

SECTION 4

OTHER MATTERS:

Admission Forum

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

NOTE: 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's Services)
Schools:	
Community	1 Upper School Head Teacher 1 Middle School Head Teacher 1 Lower School Head Teacher (vacancy for upper school)
Voluntary Controlled	2 Governors or Head Teachers (currently vacant)
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 C of E Middle School 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

Is the Admission Forum writing a report?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

If YES is the report attached or has it been sent separately?

Tick as appropriate:

Attached	<input type="checkbox"/>	Separately	<input type="checkbox"/>
----------	--------------------------	------------	--------------------------

If separately please provide the date the report will or has been sent to the OSA?

DATE:

--

Please confirm whether the Admission Forum has seen, or will see, a copy of this LA report.

Tick as appropriate:

Has seen	<input checked="" type="checkbox"/>	Will see	<input type="checkbox"/>
----------	-------------------------------------	----------	--------------------------

Free School Meals

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

NOTE: The data provided by the Local Authority to the DCSF in January 2009 has been “cleaned” and is included in Appendix A.

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.

If the data for 2010 is significantly different from 2009 please state how it differs.

Table 1 below identifies those schools (excluding special schools) where the percentage of children eligible for free school meals has changed from 2009 by 5 percentage points or more (i.e. where the number of pupils eligible for free school meals in 2010 less those eligible for free school meals in 2009 is greater than 5% of the 2010 pupil headcount).

Table 1:		
School	Percentage of pupils known to be eligible for free school meals	
	2010	2009
Beecroft Lower	35.1%	28.7%
Clipstone Brook Lower	16.8%	10.0%
Dunton Lower	10.5%	1.7%
Heathwood Lower	9.8%	2.4%
Mary Bassett Lower	30.8%	23.1%
Meppershall Lower	6.4%	0.9%
St Swithuns Lower	13.8%	7.5%
Brewers Hill Middle	31.6%	22.2%

Table 2 below identifies those schools (excluding special schools) where the percentage of children eligible for free school meals has changed from 2009 by 5 percentage points or more (i.e. where the number of pupils eligible for free school meals in 2010 less those eligible for free school meals in 2009 is less than 5% of the 2010 pupil headcount).

Table 2		
School	Percentage of pupils known to be eligible for free school meals	
	2010	2009
Chalton Lower	7.0%	13.3%
Ridgmont Lower	4.8%	14.5%
Studham Lower	0.0%	7.5%

Using and interpreting the data, please comment on whether the allocation of school places meets parental preferences for those children on Free School Meals.

The local authority has no reason to believe that the preferences of those parents whose children are in receipt of free school meals will not have been met, provided there were places available at the preferred schools.

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

NOTE: Please identify any issues not covered elsewhere on this template.

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

SECTION 5

OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY THE SECRETARY OF STATE.

Choice Advice

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2010/2011 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.

Tick as appropriate:

Yes	✓	No	
-----	---	----	--

This post had been vacant since September 2009, due to three failed attempts to recruit, uncertainty regarding budget and location of the service following disaggregation, at the end of the 2008/09 academic year, of the Choice Advice role which was a shared role between Central Bedfordshire and Bedford Borough. An appointment has been made and the Choice Adviser started on 8 June 2010.

- 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).

Will be located within the Parent Partnership Service, operating at arm's length from Central Bedfordshire Council

- b) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate:

Yes		No	✓
-----	--	----	---

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.

Development of role to be agreed within hours available

- e) Describe how Choice Advice has contributed to the fairness of the admissions process.

Due to the vacancy it has not been possible to support the admissions process for the September 2010 admissions round.

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?

Tick as appropriate:

Yes	✓	No	
-----	---	----	--

Proposed to offer for September 2011 admissions round

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

Tick as appropriate:

Yes	✓	No	
-----	---	----	--

Proposed to offer to 'hard to reach' parents

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?

Tick as appropriate:

Yes	✓	No	
-----	---	----	--

Proposed to offer to parents who access Choice Advice at application stage

- i) If no, do you plan to provide support during the appeals process in future?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

URN	LA Number	Estab number	LA+ESTAB Number	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	Number of appeals held	Number of appeals upheld	Number of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to the OSA (Y/N)										
109414	823	1001	8201001	Mixed	The Lawns Nursery School	LEA Nursery School	100	67	100	7	7.0	8	8.0																	
109415	823	1002	8201002	Mixed	Willow Nursery School	LEA Nursery School	78	39	78	0	0.0	#	#																	
109422	823	1017	8201017	Mixed	Westfield Nursery School	LEA Nursery School	91	46	91	0	0.0	0	0.0																	
109424	823	1019	8201019	Mixed	Arlesey Nursery School and Childcare Centre	LEA Nursery School	69	43	69	#	#	3	4.3																	
109427	823	2000	8202000	Mixed	Gothic Mede Lower School	Foundation	203	203	203	21	10.3	21	10.3							N	N									
132236	823	2001	8202001	Mixed	Maple Tree Lower School	Community	241	218	241	5	2.1	7	2.9								N	N								
109428	823	2002	8202002	Mixed	Aspley Guise Lower School	Community	129	123	129	3	2.3	5	3.9									N	N							
109429	823	2003	8202003	Mixed	Swallowfield Lower School	Community	207	207	207	6	2.9	7	3.4				0	3				N	N							
109440	823	2032	8202032	Mixed	Slip End Lower School	Community	111	99	112	11	9.8	12	10.7										N	N						
109441	823	2033	8202033	Mixed	Campton Lower School	Community	120	120	120	#	#	#	#	1	1								N	N						
109444	823	2038	8202038	Mixed	Dunstable Icknield Lower School	Community	280	261	280	31	11.1	31	11.1				0	5					N	N						
109445	823	2040	8202040	Mixed	Beecroft Lower School	Community	216	213	216	62	28.7	62	28.7											N	N					
109447	823	2042	8202042	Mixed	Eaton Bray Lower School	Community	109	101	109	8	7.3	10	9.2						7					N	N					
109449	823	2046	8202046	Mixed	Eversholt Lower School	Community	75	73	75	#	#	#	#												N	N				
109450	823	2047	8202047	Mixed	Everton Lower School	Community	43	43	43	0	0.0	#	#	1	1										N	N				
109452	823	2049	8202049	Mixed	Filtwick Lower School	Community	257	252	257	8	3.1	8	3.1													N	N			
109453	823	2051	8202051	Mixed	Gravenhurst Lower School	Community	42	38	43	#	#	#	#						2							N	N			
109456	823	2055	8202055	Mixed	Haynes Lower School	Community	81	81	81	#	#	#	#														N	N		
109457	823	2056	8202056	Mixed	Derwent Lower School	Foundation	126	126	126	#	#	#	#	1													N	N		
109458	823	2057	8202057	Mixed	Houghton Conquest Lower School	Community	68	68	68	#	#	#	#														N	N		
109459	823	2058	8202058	Mixed	Houghton Regis Lower School	Community	223	202	223	21	9.4	45	20.2														N	N		
109460	823	2059	8202059	Mixed	Husborne Crawley Lower School	Community	54	53	54	#	#	#	#														N	N		
109465	823	2066	8202066	Mixed	Langford Lower School	Foundation	176	167	176	7	4.0	7	4.0														N	N		
109466	823	2067	8202067	Mixed	Beaudesert Lower School	Community	225	208	225	20	8.9	27	12.0															N	N	
109467	823	2069	8202069	Mixed	St George's Lower School	Community	85	78	85	20	23.5	21	24.7															N	N	
109468	823	2070	8202070	Mixed	Thomas Johnson Lower School	Community	105	94	105	#	#	4	3.8						1									N	N	
109469	823	2072	8202072	Mixed	Stondon Lower School	Community	72	72	72	7	9.7	7	9.7															N	N	
109470	823	2110	8202110	Mixed	Church End Lower School	Community	256	256	256	19	7.4	19	7.4			1	1			4								N	N	
109471	823	2111	8202111	Mixed	Shelton Lower School	Community	51	50	51	#	#	3	5.9															N	N	
109472	823	2112	8202112	Mixed	Maulden Lower School	Community	151	151	151	#	#	3	2.0															N	N	
109475	823	2117	8202117	Mixed	Potton Lower School	Community	213	213	213	8	3.8	15	7.0															N	N	
109476	823	2118	8202118	Mixed	Ridgmont Lower School	Community	55	53	55	5	9.1	8	14.5															N	N	
109477	823	2119	8202119	Mixed	Laburnum Lower School	Community	165	147	165	18	10.9	19	11.5															N	N	
109479	823	2121	8202121	Mixed	Shefford Lower School	Community	333	314	333	15	4.5	19	5.7															N	N	
109480	823	2122	8202122	Mixed	Shillington Lower School	Community	99	99	99	5	5.1	7	7.1															N	N	
109481	823	2124	8202124	Mixed	Southill Lower School	Community	66	64	66	#	#	#	#															N	N	
109482	823	2125	8202125	Mixed	Stanbridge Lower School	Community	83	81	87	6	6.9	11	12.6															N	N	
109484	823	2129	8202129	Mixed	Roecroft Lower School	Community	133	129	133	7	5.3	7	5.3															N	N	
109487	823	2136	8202136	Mixed	Chalton Lower School	Community	45	45	45	#	#	6	13.3															N	N	
109488	823	2137	8202137	Mixed	Totternhoe Lower School	Community	80	80	80	4	5.0	5	6.3															N	N	
109493	823	2143	8202143	Mixed	Woburn Lower School	Community	31	30	31	#	#	#	#						1									N	N	
109495	823	2146	8202146	Mixed	Russell Lower School	Community	173	173	173	6	3.5	9	5.2															N	N	
109497	823	2149	8202149	Mixed	St Christophers Lower School	Community	210	210	210	15	7.1	16	7.6															N	N	
109499	823	2152	8202152	Mixed	Watling Lower School	Community	188	188	188	14	7.4	21	11.2															N	N	
109500	823	2153	8202153	Mixed	Lawnside Lower School	Community	234	234	234	28	12.0	33	14.1															N	N	
109501	823	2154	8202154	Mixed	Pulloxhill Lower School	Community	46	46	46	4	8.7	5	10.9															N	N	
109504	823	2166	8202166	Mixed	Thornhill Lower School	Community	190	172	190	26	13.7	35	18.4															N	N	
109505	823	2168	8202168	Mixed	Hadrian Lower School	Community	254	245	254	20	7.9	29	11.4															N	N	
109507	823	2174	8202174	Mixed	Kingsmoor Lower School	Community	183	183	183	5	2.7	8	4.4															N	N	
109508	823	2176	8202176	Mixed	The Mary Bassett Lower School	Community	104	99	104	18	17.3	24	23.1															N	N	
109509	823	2177	8202177	Mixed	Leedon Lower School	Community	267	267	267	29	10.9	35	13.1															N	N	
109511	823	2180	8202180	Mixed	Harlington Lower School	Community	130	130	130	#	#	#	#															N	N	
109513	823	2184	8202184	Mixed	Heathwood Lower School	Community	125	125	125	3	2.4	3	2.4															N	N	
109515	823	2188	8202188	Mixed	Linslade Lower School	Community	219	208	219	10	4.6	17	7.8															N	N	
109516	823	2189	8202189	Mixed	Doverly Down Lower School	Community	139	139	139	#	#	#	#																N	N
109517	823	2192	8202192	Mixed	Ardley Hill Lower School	Community	195	195	195	12	6.2	18	9.2															N	N	

URN	LA Number	Estab number	LA+ESTAB Number	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	Number of appeals held	Number of appeals upheld	Number of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to the OSA (Y/N)	
109518	823	2193	8202193	Mixed	Lancot Lower School	Community	323	288	323	27	8.4	40	12.4						N	N	
109520	823	2195	8202195	Mixed	The Firs Lower School	Community	272	272	272	4	1.5	5	1.8						N	N	
109521	823	2201	8202201	Mixed	Clipstone Brook Lower School	Community	180	165	180	16	8.9	18	10.0						N	N	
109522	823	2202	8202202	Mixed	Robert Peel Lower School	Community	300	281	300	43	14.3	46	15.3						N	N	
109523	823	2203	8202203	Mixed	Southcott Lower School	Community	307	286	307	14	4.6	14	4.6						N	N	
109524	823	2209	8202209	Mixed	Hawthorn Park Lower School	Community	308	275	308	40	13.0	56	18.2						N	N	
109525	823	2210	8202210	Mixed	Southlands Lower School	Community	296	290	296	16	5.4	19	6.4				6		N	N	
109527	823	2213	8202213	Mixed	Templefield Lower School	Community	249	246	249	4	1.6	3	1.2						N	N	
109528	823	2217	8202217	Mixed	Lark Rise Lower School	Community	279	241	279	16	5.7	17	6.1					1	N	N	
109529	823	2218	8202218	Mixed	Hockliffe Lower School	Community	46	42	46	5	10.9	5	10.9						N	N	
109585	823	2279	8202279	Mixed	Tithe Farm Lower School	Community	205	183	205	58	28.3	74	36.1						N	N	
109587	823	2282	8202282	Mixed	Ramsey Manor Lower School	Community	273	273	273	18	6.6	20	7.3						N	N	
109589	823	2285	8202285	Mixed	Downside Lower School	Community	120	114	120	43	35.8	44	36.7						N	N	
109591	823	2289	8202289	Mixed	Greenleas Lower School	Community	280	246	280	5	1.8	6	2.1						N	N	
109595	823	3001	8203001	Mixed	St Andrew's CofE VC Lower School	Voluntary controlled	394	353	394	28	7.1	29	7.4						N	N	
109596	823	3003	8203003	Mixed	Caldecote VC Lower School	Voluntary controlled	59	55	59	4	6.8	4	6.8						N	N	
109598	823	3005	8203005	Mixed	Cranfield VC Lower School	Voluntary controlled	298	298	298	9	3.0	13	4.4						N	N	
109599	823	3006	8203006	Mixed	Dunton VC Lower School	Voluntary controlled	59	59	59	#	#	#	#						N	N	
109600	823	3007	8203007	Mixed	Greenfield CofE VC Lower School	Voluntary controlled	125	125	125	6	4.8	10	8.0					9	N	N	
109601	823	3008	8203008	Mixed	Raynsford VC Lower School	Voluntary controlled	145	134	145	6	4.1	6	4.1					4	N	N	
109602	823	3010	8203010	Mixed	Kensworth VC Lower School	Voluntary controlled	49	45	49	3	6.1	3	6.1						N	N	
109604	823	3012	8203012	Mixed	St Swithun's VC Lower School	Voluntary controlled	159	143	159	10	6.3	12	7.5						N	N	
109605	823	3013	8203013	Mixed	Silsoe CofE VC Lower School	Voluntary controlled	107	107	107	4	3.7	4	3.7						N	N	
109606	823	3014	8203014	Mixed	St Mary's VC Lower School	Voluntary controlled	235	235	235	13	5.5	13	5.5					7	N	N	
109607	823	3015	8203015	Mixed	Studham CofE VC Lower School	Voluntary controlled	53	53	53	3	5.7	4	7.5						N	N	
109608	823	3016	8203016	Mixed	Toddington St George Lower School	Voluntary controlled	343	323	344	14	4.1	20	5.8						N	N	
109609	823	3017	8203017	Mixed	Wrestlingworth CofE VC Lower School	Voluntary controlled	44	44	44	#	#	#	#						N	N	
109615	823	3302	8203302	Mixed	John Donne CofE Lower School	Voluntary aided	92	81	92	4	4.3	4	4.3						N	N	
109616	823	3306	8203306	Mixed	All Saints VA CofE Lower School	Voluntary aided	155	147	155	5	3.2	6	3.9			1	1	1	N	N	
109617	823	3307	8203307	Mixed	St Mary's VA CofE Lower School	Voluntary aided	106	106	106	4	3.8	4	3.8					3	N	N	
109618	823	3310	8203310	Mixed	St Leonards, Heath and Reach, VA Lower School	Voluntary aided	87	87	87	5	5.7	6	6.9						N	N	
109619	823	3313	8203313	Mixed	Pulford CofE VA Lower School	Voluntary aided	145	139	145	7	4.8	7	4.8			1	1	7	N	N	
109620	823	3320	8203320	Mixed	Meppershall CofE VA Lower School	Voluntary aided	112	112	112	0	0.0	#	#		1				N	N	
109621	823	3323	8203323	Mixed	Northill CofE VA Lower School	Voluntary aided	66	65	69	0	0.0	0	0.0						N	N	
109626	823	3331	8203331	Mixed	Sutton CofE VA Lower School	Voluntary aided	68	68	68	0	0.0	0	0.0						N	N	
109630	823	3346	8203346	Mixed	St Mary's RC Lower School	Voluntary aided	161	146	161	18	11.2	18	11.2						1	N	N
109631	823	3348	8203348	Mixed	St Vincent's Roman Catholic Primary School	Voluntary aided	223	208	223	14	6.3	14	6.3						5	N	N
135021	823	3351	8203351	Mixed	Fairfield Park Lower School	Community	122	100	122	3	2.5	4	3.3				2	1	5	N	N
109664	823	3353	8203353	Mixed	Caddington Village School	Community	488	466	488	33	6.8	36	7.4	1	1				N	N	
109643	823	4003	8204003	Mixed	Redborne Upper School and Community College	Community	1,377	1,377	1,377	34	2.5	34	2.5	1	1				13	N	N
109644	823	4004	8204004	Mixed	Etonbury Middle School	Foundation	477	477	477	23	4.8	24	5.0						N	N	
109645	823	4005	8204005	Mixed	Stratton Upper School and Community College	Community	1,192	1,192	1,193	21	1.8	35	2.9	2	2	10	1		N	N	
109646	823	4006	8204006	Mixed	Holmemead Middle School	Community	500	500	500	20	4.0	20	4.0						N	N	
109647	823	4007	8204007	Mixed	Priory Middle School	Community	488	488	490	22	4.5	36	7.3	1	1				N	N	
109648	823	4008	8204008	Mixed	All Saints Academy	Academy	587	587	587	76	12.9	111	18.9						N	N	
109650	823	4011	8204011	Mixed	Cedars Upper School	Community	1,266	1,266	1,268	41	3.2	50	3.9	2	2	9	3		N	N	
109651	823	4033	8204033	Mixed	Sandye Place Middle School	Community	461	461	461	53	11.5	55	11.9						N	N	
109652	823	4034	8204034	Mixed	Robert Bloomfield Middle School	Foundation	800	800	800	29	3.6	41	5.1			1	1	24	N	N	
109655	823	4038	8204038	Mixed	Brooklands Middle School	Community	220	220	220	34	15.5	39	17.7	1	1				N	N	
109656	823	4040	8204040	Mixed	Arnold Middle School	Foundation	540	540	540	18	3.3	23	4.3						N	N	
109658	823	4043	8204043	Mixed	Fulbrook Middle School	Community	372	372	372	11	3.0	16	4.3						N	N	
109659	823	4046	8204046	Mixed	Brewers Hill Middle School	Community	215	215	215	29	13.5	47	21.9	1	1				N	N	
109662	823	4054	8204054	Mixed	Parkfields Middle School	Foundation	480	480	481	18	3.7	18	3.7						N	N	
109663	823	4056	8204056	Mixed	MILL Vale School	Community	457	457	457	24	5.3	28	6.1						N	N	
109667	823	4073	8204073	Mixed	Gilbert Inglefield Middle School	Community	526	526	526	42	8.0	42	8.0						N	N	
109668	823	4077	8204077	Mixed	Linslade Middle School	Community	597	597	597	13	2.2	19	3.2						N	N	

URN	LA Number	Estab number	LA+ESTAB Number	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	Number of appeals held	Number of appeals upheld	Number of appeals pending	Random Allocation used (Y/N)	Admission Arrangements referred to the OSA (Y/N)	
109669	823	4078	8204078	Mixed	Sandy Upper School and Community Sports College	Community	771	771	773	22	2.8	36	4.7	1						N	N
109670	823	4079	8204079	Mixed	Samuel Whitbread Community College	Foundation	1,651	1,651	1,653	51	3.1	53	3.2							N	N
109673	823	4083	8204083	Mixed	Harlington Upper School	Foundation	1,331	1,331	1,332	45	3.4	46	3.5	2		1	0	1		N	N
109675	823	4088	8204088	Mixed	Kings Houghton Middle School	Community	469	469	470	62	13.2	95	20.2	1	1	1	0			N	N
109676	823	4092	8204092	Mixed	Burgoyne Middle School	Community	280	280	280	10	3.6	12	4.3							N	N
109677	823	4093	8204093	Mixed	Streetfield Middle School	Community	438	438	438	46	10.5	61	13.9	1						N	N
109678	823	4096	8204096	Mixed	Vandyke Upper School and Community College	Community	976	976	976	39	4.0	58	5.9	4	3					N	N
109680	823	4099	8204099	Mixed	Alameda Middle School	Community	553	553	553	5	0.9	10	1.8							N	N
109687	823	4117	8204117	Mixed	Woodland Middle School	Community	641	641	641	19	3.0	25	3.9							N	N
109689	823	4120	8204120	Mixed	Leighton Middle School	Community	471	471	471	27	5.7	39	8.3	2	2					N	N
109694	823	4502	8204502	Mixed	Edward Peake CofE VC Middle School	Voluntary controlled	417	417	417	36	8.6	42	10.1							N	N
109695	823	4503	8204503	Mixed	Henlow VC Middle School	Voluntary controlled	555	555	555	14	2.5	21	3.8					13		N	N
109701	823	5200	8205200	Mixed	Thomas Whitehead CofE School	Voluntary aided	241	220	241	53	22.0	57	23.7							N	N
109490	823	5201	8205201	Mixed	Westoning Lower School	Foundation	135	127	135	5	3.7	6	4.4							N	N
109703	823	5202	8205202	Mixed	Ashton St Peter's VA CofE School	Voluntary aided	151	151	151	6	4.0	9	6.0					3		N	N
109485	823	5203	8205203	Mixed	Sundon Lower School	Foundation	70	63	70	9	12.9	9	12.9							N	N
109473	823	5204	8205204	Mixed	Moggerhanger Lower School	Foundation	54	54	54	4	7.4	5	9.3							N	N
109704	823	5400	8205400	Mixed	Queensbury Upper School	Foundation	1,219	1,219	1,220	20	1.6	41	3.4	2	2					N	N
109705	823	5401	8205401	Mixed	Manshead CofE VA Upper School	Voluntary aided	1,076	1,076	1,076	24	2.2	49	4.6	2	2	8	4			N	N
109712	823	5408	8205408	Mixed	Holywell CofE VA Middle School	Voluntary aided	567	567	567	19	3.4	35	6.2			1	0	4		N	N
109714	823	5410	8205410	Mixed	Ashton CofE VA Middle School	Voluntary aided	612	612	612	38	6.2	41	6.7	2	2					N	N
109736	823	7006	8207006	Mixed	Weatherfield School	Community Special	98	98	98	25	25.5	30	30.6								
109737	823	7007	8207007	Mixed	Hitchmead School	Community Special	49	49	51	10	19.6	11	21.6								
109739	823	7009	8207009	Mixed	Sunnyside School	Community Special	81	81	98	16	16.3	16	16.3								
109740	823	7010	8207010	Mixed	Hillcrest School	Community Special	79	79	79	14	17.7	19	24.1								
109746	823	7017	8207017	Mixed	Glenwood School	Community Special	72	69	72	16	22.2	17	23.6								
109747	823	7018	8207018	Mixed	Oak Bank School	Community Special	53	53	53	8	15.1	15	28.3								

This page is intentionally left blank

Agenda Item: 10

Meeting: ADMISSIONS FORUM

Date: 23 June 2010

Subject: Parental Feedback on 2010 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 2010.

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 2010 admissions process included a feedback form.

Transfer to Middle and Upper School

2. The number of responses received was very low. Only five 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.
3. The response rate was too low to be able to draw any meaningful conclusions. The comments received relate to the online application system which was unavailable due IT problems.

Admission to Lower School

4. Only one response was received. A summary of that response is provided at Appendix C. No comments about the lower school process were received.
5. The Forum is asked to note the analysis of responses and comments received.

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

**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?	5	5	0	0
Q2: Would you like any additional information to be included in the booklet?	5	1	4	0
Q3: Has the booklet been written in a way you found easy to understand?	5	5	0	0
Q4: Did you find the admissions process straightforward?	5	3	1	1
Q5: If you contacted the Admissions Service, did you find the staff helpful?	5	1	1	3

This page is intentionally left blank

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

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

No comments received.

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

What to do if the website does not work (online applications).

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

No comments received.

Q4: Did you find the admissions process straightforward?

No – spent a week re-setting online account. Gave up.

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

Yes - staff very helpful. Online service not available. Was advised to send paper application.

No – staff non committal. Online service not available. Was advised to send in paper application.

Other comments received:

None.

This page is intentionally left blank

**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?	1	1	0	0
Q2: Would you like any additional information to be included in the booklet?	1	0	1	0
Q3: Has the booklet been written in a way you found easy to understand?	1	1	0	0
Q4: Did you find the admissions process straightforward?	1	1	0	0
Q5: If you contacted the Admissions Service, did you find the staff helpful?	1	0	0	1

June 2010

g:\pab\admiss\word\forum central beds\23 june 10\parent feedback_analysis_lower.doc

This page is intentionally left blank

Agenda Item: 11

Meeting: ADMISSIONS FORUM

Date: 23 June 2010

Subject: Information for Parents

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

Summary:

Contact Officer: Lydia Braisher

RECOMMENDATIONS:

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

Background

1. Admissions Forums have a key role in ensuring a fair admissions system. Part of that role is to review the comprehensiveness, effectiveness within the local context, and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum.
2. From September 2010 all applications for school places must be made to the Local Authority in which the child lives. The home Local Authority will liaise with the Local Authority in which the school or schools are located and respond to the parent or carer regarding the outcome of their application. As a result the information has been amended to reflect this change. Therefore, all of the forms and booklets are specific to the Central Bedfordshire Council although the School Admissions Service will remain a shared service until July 2011.
3. As a result of the financial constraints facing Local Authorities, efforts are being made to reduce printing costs. The information provided in the transfer and starting school booklets has been reviewed and changes are proposed which will reduce the number of pages in each of those booklets. In addition, it is not planned to provide every child with a copy of the booklet. The booklets will be available on the Council's website and a small number will be distributed to schools for those parents or carers who do not have access to the internet.

4. 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 starting school. The third is a leaflet and application form regarding an In Year application.
5. Members of the Forum are invited to comment on and approve the proposed information for parents.

Appendices:

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

June 2010

g:\pab\admiss\word\forum central beds\23 june 10\information for parents.doc

Appendix A

Children's Services

School Transfer 2011

For children transferring to a middle or an upper school in
September 2011.

PICTURE TO BE
INSERTED HERE

© Copyright Central Bedfordshire Council 2010

Why not apply for a place online?

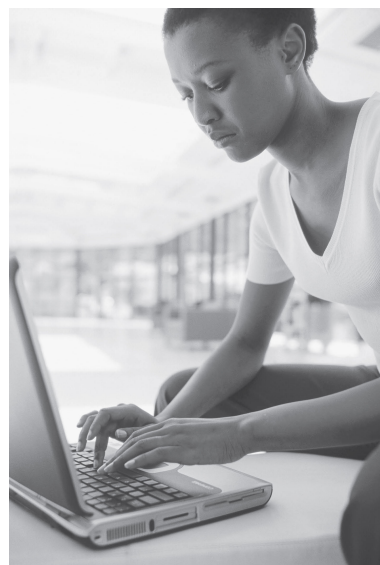
Apply online at:

www.centralbedfordshire.gov.uk/onlineadmissions

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

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

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



Contents

Why not apply for a place online?

A message from the Portfolio Holder for Children's Services 1

Introduction

Who to contact

The transfer process – timetable

Applying to a Central Bedfordshire school if you live

What you should consider when expressing a preference for a school

Standard Admissions Policy 2010

Information about individual schools

How to fill in the transfer form

Who allocates places?

Late applications

How are places allocated?

How you will hear the result of your application

Waiting lists

Home to school transport

Schedule of open days / evenings autumn 2009

Directory of schools

Middle and upper schools information sheets

Middle school information sheets

Upper school information sheets

Map of Central Bedfordshire

A message from the Portfolio Holder for Children's Services

Welcome to the Central Bedfordshire Council's School Transfer Information Booklet. This booklet is for parents / carers of children who are due to transfer to a middle or upper school in September 2010. Transferring from a lower to middle school or from a middle to an upper school is an important time in your child's life and you may have already been thinking about the school that you would like your child to attend. As the Portfolio Holder for Children's Services in Central Bedfordshire, I want to make sure that you have the necessary information to enable you to make an informed decision regarding your child's education.

This booklet provides you with important information to help you through the process of applying for a school place. It provides information about the schools in the area and explains how and when places are allocated. I should like to invite and encourage you to apply for a school place using the online application system in accordance with the information in this booklet.

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

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

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



Anita M Lewis

Anita Lewis
Portfolio Holder for Children's Services

Introduction

The Central Bedfordshire Council and Bedford Borough Council have agreed to provide a shared School Admissions Service to parents / carers of children living in these local authority areas and whose children are transferring to middle or upper school in September 2011.

Although the process of applying for school places in the two new authorities will be administered, until 31 July 2011, by the same team of staff based at Borough Hall in Bedford, each of the new authorities is responsible for making the decisions about admissions to schools in their area. It is important, therefore, that you apply for a school place using the appropriate application form and in accordance with the information contained in this booklet.

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

Don't forget that you can apply for a school place using the online application facility in accordance with the following directions:

- Residents of Central Bedfordshire- you can apply online at www.centralbedfordshire.gov.uk/onlineadmissions
-
- Residents of Bedford Borough – you can apply online at www.bedford.gov.uk/onlineadmissions
-
- Residents of other Local Authorities- unfortunately our online system will not accept applications from residents of other local authorities.

Who to contact

The School Admissions Service

We are based at Borough Hall in Bedford. If you have any enquiries about the transfer process, please contact our

School Admissions general enquiries line on: **01234 718120**

Fax: 01234 228846 E-mail: admissions@bedford.gov.uk

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

Contact details for school admission teams in neighbouring authorities

Buckinghamshire Tel: 01296 383250 admissions@buckscc.gov.uk	Cambridgeshire Tel: 01223 717916/ 718472 (North) Tel: 01223 712755/ 717391 (South) admissions@cambridgeshire.gov.uk	Hertfordshire Tel: 01438 737500 or callers from 01923 or 0208 number should dial 01923 471500
Luton Tel: 01582 548016 admissions@luton.gov.uk	Milton Keynes Tel: 01908 253489/ 253622 education@milton-keynes.gov.uk	Northamptonshire Tel: 01604 236815 admissions@northamptonshire.gov.uk

The transfer process timetable – Upper school

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

September 2010

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



September/October 2010

Schools will hold their open evenings



31 October 2010*

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



1 March 2011

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

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

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

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

The transfer process timetable – Middle school

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

October 2010

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



November 2010

Schools will hold their open days/evenings



15 January 2011*

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



31 March 2011

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

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

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

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

Applying to a Central Bedfordshire school.....

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

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

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

What you should consider when expressing a preference for a school

What schools are available?

At the back of this booklet, you will find information about every middle and upper school. The "key" on page 22 explains the difference between the various types of school. For each school you will find:

- the address;
- the name of the headteacher;
- the telephone number;
- the website address (where applicable);
- the category of the school and the age range;
- the number on roll for January 2010;
- 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 2010;
- at which point on the list of admissions criteria the last place was offered for admission in September 2010

Information about individual schools

We ask the headteacher of every middle and upper school to arrange an open evening for parents / carers of children who are due to transfer to their phase of school. The open evenings will help you to decide which school is best for your child. The headteacher and other school staff will be at the open evening and will answer questions about their school. You will find the dates of the open evenings on pages 17– 20.

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.

If you would like a copy of Central Bedfordshire's Key Stage 2 results for middle schools or Key Stage 3 results for upper schools, or details of public examination results please contact the Department for Education, telephone **0870 000 2288**. Alternatively, the information is available from the DFE website or the Central Bedfordshire website. These websites also contain other useful information and statistics about schools, as does the OFSTED website.

Department for Education www.dfe.gov.uk

OFSTED www.ofsted.gov.uk

Central Bedfordshire www.centralbedfordshire.gov.uk

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

Oversubscription

The number of children choosing a particular school varies from year to year and different schools have different admission numbers. In some cases the number of places offered was more than the admission number. This may be because the number of children living in the catchment area was higher than the admission number. This does not mean that there will be a similar number of places in September 2011. 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 places available the next. Likewise, the fact that a school had places available in September 2010 does not mean that you will definitely get a place there in September 2011. Each school has a prospectus which includes details about the level of oversubscription and how places for September 2010 were allocated.

Admissions Criteria

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

Some schools have additions to our standard criteria and you will find details 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 complete in the application form.

Standard Admissions Policy 2011 Community and Voluntary Controlled Schools

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

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

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil’s home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.

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

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

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

Definitions

“Looked after” children

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

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

“Very Exceptional” Medical Grounds

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

Home Address

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

How to complete the application

The law says that every parent must have the opportunity to express a preference for the school or schools they want their child to go to. The enclosed transfer form gives you this opportunity but we would strongly recommend that you apply online at: www.centralbedfordshire.gov.uk/onlineadmissions (residents of Central Bedfordshire only). Although the admissions procedures for children with statements of special educational needs are different from those of other children (see 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 catchment area middle or upper school if you live within Central Bedfordshire. If you live in another local authority area, it will say 'out of area.'

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

Please check that the name, date of birth and home address are correct. You must contact us as soon as possible if any of these details are wrong or if you move before September 2010. 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.

Pupil's Details

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

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

School preferences

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

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

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

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

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

www.centralbedfordshire.gov.uk/catchmentareas

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

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 x also gives definitions of the various types of school. The following school does not serve a local catchment area:

- Ashton Church of England Middle School, Dunstable

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

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

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

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 2011, you will have another child still going to one of the schools you have nominated, please put their name, date of birth and the school they attend, in the boxes provided.** We will check this information with the school(s) concerned. If you do not provide this information or this section becomes relevant to you after the allocation process is completed, we cannot guarantee you a place at the school(s) concerned.

Other Information

i) Children with a statement of special educational needs

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

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

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

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

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

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

ii) "Looked after" children

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

iii) Very Exceptional Medical Grounds

iv) 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 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.

Independent school

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

Religious/Faith Grounds

Voluntary Aided schools provide religious education that follows the teaching of a particular faith. We have Church of England schools and there are Catholic schools in neighbouring Bedford Borough. Being a practising member of the appropriate faith, or having been baptised into that faith, may give your child a greater chance of a place at that school according to the school's admissions criteria. 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 the form asks for .

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

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

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

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

If you are applying online, please make sure you complete the 'Confirmation of Religious Affiliation' form available from: www.centralbedfordshire.gov.uk/onlineadmissions

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

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

Feeder Schools

Some schools give a higher priority to children from outside the catchment area who go to one of the feeder schools. If a school has a feeder school criterion, the individual admissions criteria for that school will identify this (see 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 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 there will be no guarantee of a place at the school(s) concerned.

Declaration

Please complete, this part of the application.

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

Data Protection Act 1998

We will hold the personal details supplied on the application 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 Other Information.

Academy, Foundation, Voluntary Aided and Trust schools

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

Late applications

The closing date for applications in the normal admissions round is **31 October 2010 for upper schools** and **15 January 2011 for middle schools**. As far as is reasonably practicable we will accept applications for places in the normal admissions round that arrive late for good reason. If we receive applications late with good reason after the allocation procedure has begun we will consider them if it is practical to do so, but we cannot guarantee to do this.

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

How are places allocated?

All our schools 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 online application) will be offered and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

Offers

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

Fair Access Protocol

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

How you will hear the result of your application

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

appeals are normally held during the summer term. If we are not able to offer a place at any of your preferred schools and you live in the Central Bedfordshire Council area, we will offer your child a place at:

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

We will also tell you which other schools still have places available. You will be able to request a place at one of those schools. However please be aware we will not be able to consider another application for a place at the same school in the same academic year unless there has been a change of circumstances relevant to the application. 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, telephone: 0300 300 8000.

Waiting lists

If we have not been able to offer you a place at your preferred school(s), we will place your child's name on a waiting list which has been prioritised according to the admissions criteria for individual schools. If a place becomes available we will contact you, even if you have accepted a place at another school. Your child's position on the waiting list could change if other children are added or removed. We will maintain the waiting lists for community and voluntary controlled schools until the end of the Autumn Term 2011. If you wish to remain on the waiting list beyond that time you will need to write to us. If you have been turned down for a place at an academy, foundation, trust or voluntary aided school, their arrangements for maintaining a waiting list may be different.

Home to school transport

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

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 area of Central Bedfordshire Council, if they:

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

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

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

- to a choice of one of the three nearest qualifying schools, provided it is more than 2 miles by the shortest available walking route, but not more than 6 miles by motorised route from the child's home.
- and also to the nearest suitable school preferred by reason of a parent's, or those with legal responsibilities, religion or belief, provided it is more than 2 miles by the shortest available walking route and not more than 15 miles by motorised route from home.

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of 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 from the catchment area school or the nearest school.

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

If you do not make a request for your catchment area school in the way this booklet describes, there may not be a place for your child at that school. If this

happens we will not provide transport to an alternative school, even if that school is more than three miles from your child's home, unless you qualify for transport as a low income family.

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

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

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

Transport assistance if the catchment area school is full

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

Transport for pupils with special needs

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

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

Living outside Central Bedfordshire

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

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

Applying for Transport

How do I apply for transport for my child?

There is nothing more you need to do when you have 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 School Transport Entitlement Team for an application form.

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

Sustainable Modes of Travel Strategy for Schools

Increased car use and the impact of the 'school run' is a problem everywhere and travel to nurseries and schools in the area generates a significant number of car journeys contributing to peak time traffic congestion. To find out more about travelling to school or to view the sustainable modes of travel document go to www.centralbedfordshire.gov.uk.

Further information

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

The Team Leader

Home to School Transport

Central Bedfordshire Council

Email: school.transport@centralbedfordshire.gov.uk

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

Location of schools and their open days/evenings

Central Bedfordshire schools

Middle Schools

Location	School	Date of Open Evening
Amphill	Alameda Middle	11 November 2010 6.30pm – 8.00pm
Dunstable	Ashton Middle	4 November 2010 6.15pm

Location of schools and their open days/evenings

Central Bedfordshire schools

Upper Schools

Location	School	Date of Open Evening
Dunstable	All Saints Academy	23 September 6.00pm (Tours start at 5pm)
Harlington	Harlington Upper	6 October 2010 6.00pm – 8.30pm (Headteacher presentations at 6.30pm and 7.30pm)

Bedford Borough schools

Middle and Upper Schools

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

Location	School	Date of Open Evening
TBC		

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

Column Title	
Academy	Academies are all ability schools established by the Department for Children, Schools 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.
Community	The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the Agreed Religious Education Syllabus for the Authority.
Foundation	The Governing Body is responsible for the admission arrangements in a Foundation School. Religious Education in Foundation schools follows the Agreed Religious Education Syllabus for the Authority.
Trust	A Trust School is a Foundation school which is supported by a charitable trust. A Trust may include just one school or a group of schools working with external partners to share best practice and to support transition between phases. The Governing Body is responsible for the admission arrangements in a Trust School. Religious Education in Trust schools follows the Agreed Religious Education Syllabus for the Authority.
VA	Voluntary Aided. The Governing Body is responsible for the admission arrangements in a VA school. Religious education follows the teaching of the Church of England (if C of E) or the Catholic faith (if Catholic). The Council maintains the school but the governors employ the staff and have wider responsibilities for the upkeep of the building than in a Community or Controlled School.
VC	Voluntary Controlled. The Local Authority is responsible for the admission arrangements. Religious worship usually follows the teaching of the Church of England, under the direction of the school Governors. Religious education follows the Agreed Religious Education Syllabus for the Local Authority. The Governors have greater control over the use of the premises than in a Community School.
Admission Number	This represents the number of pupils the school can admit in each year. Schools Number 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 2010	Number on Roll. We have included the roll for January 2010 to show you the likely size of the school.
Designated measuring point	If applying the admissions criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site, agreed with the governing body of the school. This point is the designated measuring point.
Admissions in September 2010	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 2010 will not mean that places will be available in September 2011. Likewise oversubscription in September 2010 will not mean oversubscription in September 2011.
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.
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 schools. If you do, subsequent mail from your address will be blocked. If you wish to contact all schools for a valid reason, please send one e-mail to: support@schools.bedfordshire.gov.uk . We will forward if it is appropriate to do so.

Middle school information sheets

Alameda Middle School					
Head: Mrs S Lourensz		Address: Station Road, Ampthill, Bedfordshire, MK45 2QR		Tel: (01525) 750900	
Website: www.alameda.beds.sch.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2010	Admission Number 2011	Admissions in Sept 2010		
Community 9 to 13	557	150	Admission Number: 150	Requests Received: 149	Places Offered: 149
At the time of the initial allocation in March 2010 all applicants were offered a place.					

Upper school information sheets

Head:		Address:		Tel:	
Website:			Designated measuring point:		
Category Age Range	NOR 2010	Admission Number 2011	Admissions in Sept 2010		
			Admission Number:	Requests Received:	Places Offered:
			At the time of the initial allocation in March 2010 all applicants were offered a place.		

Admissions criteria

Standard Admissions Policy 2011

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

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

The Standard Admissions Policy 2011 applies to the following Middle Schools:

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

Listed below are the Central Bedfordshire Upper Schools that do not follow the Standard Admissions Policy 2011 and the criteria that each of these schools will apply when determining admission.

Alameda Middle School

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

Map of Central Bedfordshire

To be inserted here

Back Page and Cover

Appendix D

Children's Services

Starting School

A guide for parents of children born between 1/9/06 and 31/8/07.

PICTURE TO BE
INSERTED HERE

© Copyright Central Bedfordshire Council 2010

Why not apply for a place online?

Apply online at

www.centralbedfordshire.gov.uk/onlineadmissions



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

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

It is available 24 hours a day 7 days a week up until the closing date of 15th January 2011.

Don't delay. Log on today!

www.centralbedfordshire.gov.uk/onlineadmissions

Contents

Why not apply for a place online?
Message from the Portfolio Holder for Children's Services
Who to contact
The lower school admissions timetable
What schools can I apply for?
What should I consider?
What are admissions criteria?
How to complete the application form
How are places allocated?
How you will hear the result
Home to school transport
Local Authority Standard Admissions Criteria
Directory of Schools
Lower school information sheets - Key
Lower school information sheets
Parent feedback form
Map of Central Bedfordshire

Message from the Portfolio Holder for Children's Services

Welcome to the Central Bedfordshire Council's Starting School Information Booklet. This booklet is for parents / carers of children who are due to start school in September 2011 or later during that academic year.

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

As the Portfolio Holder for Children's Services in Central Bedfordshire, I want to make sure that you have the necessary information to enable you to make an informed decision regarding your child's education.

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

I should like to invite and encourage you to apply for a school place using the online application system. Applying online is a quick, safe and efficient way of making your application and offers many benefits which are outlined in this booklet. Whilst we recommend that you apply online you may, if you prefer, complete a paper application form.

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

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



Anita Lewis
Portfolio Holder for Children's Services

A handwritten signature in black ink that reads "Anita Lewis". The signature is written in a cursive, flowing style.

Introduction

Central Bedfordshire Council and Bedford Borough Council have agreed to provide a shared School Admissions Service to parents / carers of children living in these local authority areas and whose children are eligible to start school during the 2011/12 academic year.

Although the process of applying for school places in the two new authorities will be administered, until 31 July 2011, by the team of staff based at Borough Hall in Bedford, each of the new authorities is responsible for making the decisions about admissions to schools in their area. It is important, therefore, that you apply for a school place using the appropriate application form and in accordance with the information contained in this booklet.

Legislation requires you to complete the application form for the local authority in which you live, even though we are sharing the service with Bedford Borough Council. Therefore, if your child was born between 1 September 2006 and 31 August 2007 and you live in Central Bedfordshire you must list all of your preferred schools on the application form, even if the schools are outside of the Central Bedfordshire Council area.

Don't forget that you can apply for a school place using the online application facility in accordance with the following directions:

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

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

Who to contact

School Admissions Service

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

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

Contact details for school admission teams in neighbouring authorities

Buckinghamshire Tel: 01296 383250 admissions@buckscc.gov.uk	Cambridgeshire Tel: 01223 717916/ 718472 (North) Tel: 01223 712755/ 717391 (South) admissions@cambridgeshire.gov.uk	Hertfordshire Tel: 01438 737500 or callers from 01923 or 0208 number should dial 01923 471500
Luton Tel: 01582 548016 admissions@luton.gov.uk	Milton Keynes Tel: 01908 253489/ 253622 education@milton-keynes.gov.uk	Northamptonshire Tel: 01604 236815 admissions@northamptonshire.gov.uk

The lower school admissions timetable

October 2010

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



October 2010 to 15 January 2011

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



15 January 2011*

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



29 April 2011

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

*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.

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 Central Bedfordshire Council website:

- www.centralbedfordshire.gov.uk/admissions

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

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

When will my child start school?

Many schools admit children into a nursery unit or class at 3 or 4 years of age. If your child has been admitted to a nursery unit or class or been offered a place in one this does not automatically mean that a place will be available in the reception year. You must formally apply for a reception year place in accordance with the arrangements set out in this booklet. You must not 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 to school in the September following their fourth birthday, which is at the start of the reception year.

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

Birthday between	Term in which statutory school age
1 September 2006 – 31 December 2006	Spring 2012 (January)
1 January 2007 – 31 March 2007	Summer 2012 (April)
1 April 2007 – 31 August 2007	Autumn 2012 (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 2012. This means that, if your child is of statutory school age in September 2012, you **cannot** defer admission until the September, your child will need to take up the place in the summer term (April). If the place isn't taken up by the summer term you will have to re-apply for a place because the admission would be into a different year group. You may then find that there is no place available.

When will my child attend school full time?

Schools must offer your child a full time place in the September following your child's fourth birthday if that is your wish. However, your child does not have to attend school full time until he or she is of statutory school age. You should discuss your child's individual needs with the school.

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

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

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

What should I consider when deciding which 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 XX explains the difference between a community school, a foundation school, a trust school, a voluntary-aided school and a voluntary-controlled school. Some voluntary aided schools do not serve a catchment area. Those schools are listed on page XX.

For each school you will find:

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

As well as this basic information you will also find:

- the admission arrangements and the time of admission into the reception year;
- the admissions criteria;
- the designated measuring point used in the event of the school being oversubscribed;
- the number of applications received and the number of places offered for admissions in September 2010;
- at which point on the list of admissions criteria the last place was offered for September 2010 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:

- Parents' Centre www.parentscentre.gov.uk
- Department for Education: www.dfe.gov.uk
- OFSTED: www.ofsted.gov.uk
- Central Bedfordshire Council website: www.centralbedfordshire.gov.uk (click on 'Education and learning' which has information about education in Central Bedfordshire).

Oversubscription

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

In some cases the number of places offered was more than the admission number. This may be because the number of children living in the catchment area was higher than the admission number. This does not mean that there will be a similar number of places in September 2011. 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 2010 does not mean that you will definitely get a place there in September 2011. Each school has a prospectus which includes details about the level of oversubscription and how places for September 2010 were allocated.

Admissions criteria

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

We have standard criteria which many schools use. Some schools have additions to our standard criteria and you will find details of these 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 complete the application form.

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

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria.

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

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

Definitions

‘Looked after’ children

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

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer’s partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

‘Very Exceptional’ Medical Grounds

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

Home Address

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

How to complete the application

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

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

Although the admissions procedures for children with statements of special educational needs are different from those of other children (see Section D on page 8), 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 complete 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.

Pupil Details

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

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

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

School Preferences

This section allows you to express a preference for the school or schools you want your child to go to, even if the school is in another local authority area,

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

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

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

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

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

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

The law says that admissions authorities must consider admitting children whose parents have expressed a preference for a school before they consider those whose parents have not expressed any preference. 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 14 – 16).

Other Children

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

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

Other Information

i) Children with a statement of special educational needs

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

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

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

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

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

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

ii) Looked After Children

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

iii) Very Exceptional Medical Grounds

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

Independent school

If you are applying for a place at an independent school, please provide us with 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.

Additional information

Nursery/Pre-School

Some schools give a higher priority to children from outside the catchment area who attend the nursery/pre-school. 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. If your child is admitted to a nursery/pre-school after the allocation process is completed there will be no guarantee of a place at the school(s) concerned.

Declaration:

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

Religious/Faith Grounds

Voluntary Aided schools provide religious education that follows the teaching of a particular faith. We have Church of England schools and Catholic schools. Being a practising member of the appropriate faith, or having been baptised into that faith, may give your child a greater chance of a place at that school according to the school's admissions criteria. 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 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 the application form, or if you are applying online please complete the appropriate supplementary form available on the website www.centralbedfordshire.gov.uk/onlineadmissions:

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

- Sutton Lower School
- Thomas Whitehead Lower School

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

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

If you are applying for a place on religious grounds at the following schools because your child has been baptised, you must provide a copy of their baptismal certificate. In addition, if you are a practicing member of a religion or faith you must make sure that your priest, minister or faith leader completes the religious declaration on the application form or if you are applying online please complete the appropriate supplementary form available on the website: www.centralbedfordshire.gov.uk/onlineadmissions.

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

If you are applying online, please make sure you complete the ‘Confirmation of Religious Affiliation’ form available from: www.centralbedfordshire.gov.uk/onlineadmissions

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

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

Data Protection Act 1998

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

How are places allocated?

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 Other Information.

Foundation, Trust and Voluntary Aided schools

The admission authority for a foundation, trust or voluntary aided 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 Other Information.

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 online application) will be offered and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

Offers

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

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

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

Fair Access Protocol

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

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

Late applications

The closing date for applications in the normal admissions round is 15 January 2011.

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

place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for children in rural areas whose application is late for good reason.

How you will hear the result of your application

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

Please note that we will not be able to give you 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, however appeals are normally held during the summer term. If we are not able to offer a place at any of your preferred schools and you live in the area of Central Bedfordshire Council we will offer your child a place at:

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

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

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

Waiting Lists

If we have not been able to offer you a place at your preferred school(s), we will place your child's name on the waiting list which will be prioritized according to the admission criteria for individual schools. If a place becomes available we will contact you, even if you have accepted a place at another school. Your child's position on the waiting list could change if other children are added or removed. For the majority of schools the waiting lists will be maintained until **the end of Autumn term 2011**. Please contact us for further information. Some foundation, trust and voluntary aided schools may have different arrangements for maintaining their waiting lists and you should contact those schools for further information.

Home to school transport

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

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 area of Central Bedfordshire Council, if they:

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

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

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

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of 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 from the catchment area school or the nearest school.

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

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

Children under statutory school age

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

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

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

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

Transport assistance if the catchment area school is full

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

Transport for pupils with special needs

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

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

Living outside Central Bedfordshire

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

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

Applying for Transport

How do I apply for transport for my child?

There is nothing more you need to do when you have 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 School Transport Entitlement Team for an application form.

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

Sustainable Modes of Travel Strategy for Schools

Increased car use and the impact of the 'school run' is a problem everywhere and travel to nurseries and schools in the area generates a significant number of car journeys contributing to peak time traffic congestion. To find out more about travelling to school or to view the sustainable modes of travel document go to www.centralbedfordshire.gov.uk.

Further information

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

The Team Leader

Home to School Transport

Central Bedfordshire Council

Email: school.transport@centralbedfordshire.gov.uk

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

Directory of Schools

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

Location	School Name	Category	Page
Ampthill	Russell Lower	Community	X
Ampthill	The Firs Lower	Community	X
Arlesey	Gothic Mede Lower	Trust	X

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 Local Authority.
Foundation	The Governing Body is responsible for the admission arrangements in a Foundation school. Religious Education in Foundation Schools follows the agreed Religious Education Syllabus for the Local Authority.
Trust	A Trust school is a Foundation school which is supported by a charitable trust. A Trust may include just one school or a group of schools working with external partners to share best practice and to support transition between phases. The Governing Body is responsible for the admission arrangements in a Trust School. Religious Education in Trust Schools follows the agreed Religious Education Syllabus for the Local Authority.
VA	Voluntary Aided. The Governing Body is responsible for the admission arrangements in a VA school. Religious education follows the teaching of the Church of England (if C of E) or the Catholic faith (if Catholic). The Council maintains the school but the governors employ the staff and have wider responsibilities for the upkeep of the building than in a Community or Controlled School.
VC	Voluntary Controlled. The Local Authority is responsible for the admission arrangements. Religious worship usually follows the teaching of the Church of England, under the direction of the school Governors. Religious education follows the Agreed Religious Education Syllabus for the Local Authority. The Governors have greater control over the use of the premises than in a Community School.
Admission Number	This represents the number of pupils the school can admit in each year. Schools Number 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 2010	Number on Roll. We have included the roll for January 2010 to show you the likely size of the school.

<p>Designated measuring point</p>	<p>If applying the admissions criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site, agreed with the governing body of the school. This point is the designated measuring point.</p>
<p>Admissions in September 2010</p>	<p>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 2010 will not mean that places will be available in September 2011. Likewise oversubscription in September 2010 will not mean oversubscription in September 2011.</p>
<p>Admissions criteria definitions</p>	<p>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.</p>
<p>Uses of email addresses</p>	<p>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 schools. If you do, subsequent mail from your address will be blocked. If you wish to contact all schools for a valid reason, please send one e-mail to: support@schools.bedfordshire.gov.uk. We will forward if it is appropriate to do so.</p>

Lower school information sheets

All Saints Lower School					
Head: Mrs D Gower- Acting Headteacher		Address: Church Street, Clifton, Shefford, Bedfordshire, SG17 5ES		Tel: (01462) 628444	
Website: www.allsaints.beds.sch.uk Email: allsaintslower@schools.bedfordshire.gov.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2010	Admission Number 2011	Admissions in Sept 2010		
VA (C of E) Up to 9 Years	148		Admission Number: 30	Requests Received: 35	Places Offered: 30
At the time of the initial allocation in April 2010 all applicants were admitted under criteria 1-6 as described in the 'Starting School' booklet for September 2010.					

Ardley Hill Lower School					
Head: Mr. J Smith- Acting Headteacher		Address: Lowther Road, Dunstable, Bedfordshire, LU6 3NZ		Tel: (01582) 667995	
Website: www.ardleyhill.org.uk Email: ardleyhilllower@schools.bedfordshire.gov.uk			Designated measuring point: Main entrance		
Category Age Range	NOR 2010	Admission Number 2011	Admissions in Sept 2010		
Community Up to 9 years	200	60	Admission Number: 60	Requests Received: 43	Places Offered: 43
At the time of the initial allocation in April 2010 all applicants were offered a place.					

Ashton St. Peter's Lower School					
Head: Mrs S McGinty		Address: Leighton Court, Dunstable, LU6 1EW		Tel: (01582) 663400	
Website: www.ashtonstpeters.ik.org Email: ashtonstpt@deal.bedfordshire.gov.uk			Designated measuring point: Front door of school		
Category Age Range	NOR 2010	Admission Number 2011	Admissions in Sept 2010		
VA (C of E) Up to 9 years	156		Admission Number: 30	Requests Received: 48	Places Offered: 30
At the time of allocation at the initial allocation in April 2010 all applicants were admitted under criteria 1-3 and some were admitted under criteria 4 as described in the 'Starting School' booklet for September 2010.					

Admissions criteria

Standard Admissions Policy 2011

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

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

The Standard Admissions Policy 2011 applies to the following Schools:

To be inserted here

Listed below are the Central Bedfordshire Upper Schools that do not follow the Standard Admissions Policy 2011 and the criteria that each of these schools will apply when determining admission.

To be inserted here

Parent feedback form

To be inserted

Map of Central Bedfordshire

To be inserted here

Back Page and Cover

This page is intentionally left blank