

## **Agenda Item: 11**

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**Meeting: ADMISSIONS FORUM**

**Date: 23 June 2010**

**Subject: Information for Parents**

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

### **Summary:**

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Contact Officer: Lydia Braisher

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### **RECOMMENDATIONS:**

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

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### **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.

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**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

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