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

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

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

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