

Children's Services

School Transfer 2012

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



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Why not apply for a place online?

Apply online at:

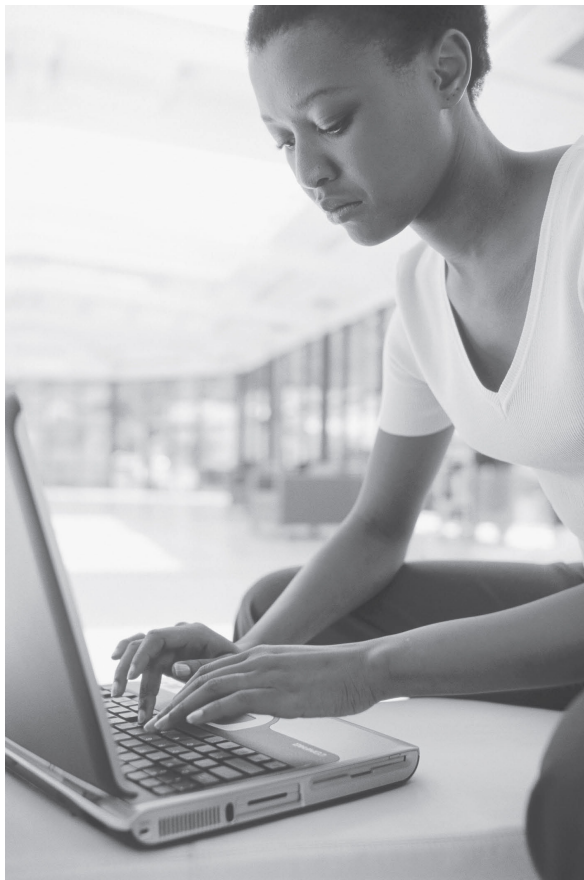
www.centralbedfordshire.gov.uk/onlineadmissions

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

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

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

Don't delay. Log on today!



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A message from the Portfolio Holder for Children's Services

Welcome to the Central Bedfordshire Council's School Transfer Information Booklet. This booklet is for parents/carers of children who are due to transfer to a middle or upper school in September 2012. Transferring from a lower to middle school or from a middle to an upper school is an important time in your child's life and you may have already been thinking about the school that you would like your child to attend. As the Portfolio Holder for Children's Services in Central Bedfordshire, I want to make sure that you have the necessary information to enable you to make an informed decision regarding your child's education.

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

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

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

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

Picture to be inserted

Mark Versallion
Portfolio Holder for Children's Services

Introduction

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

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

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

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

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

Who to contact

The School Admissions Service

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

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

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

Contact details for school admission teams in neighbouring authorities

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

The transfer process timetable – Upper school

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

September 2011

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



September/October 2011

Schools will hold their open evenings



31 October 2011*

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



1 March 2012

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

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

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

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

The transfer process timetable – Middle school

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

October 2011

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



November 2011

Schools will hold their open days/evenings



15 January 2012*

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



31 March 2012

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

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

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

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

Applying to a Central Bedfordshire school

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

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

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

What you should consider when expressing a preference for a school

What schools are available?

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

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

As well as this basic information you will also find:

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

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

Information about individual schools

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

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

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

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

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

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

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

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

Telephone - **0808 100 8000**.

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

For school inspection reports please log onto:

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

For information about education in Central Bedfordshire please visit:

www.centralbedfordshire.gov.uk

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

Oversubscription

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

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

Admissions Criteria

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

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

Standard Admissions Policy 2012 Community and Voluntary Controlled Schools

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

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

Notes

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

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

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

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

Definitions

‘Looked after’ children

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

Sibling

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

‘Very Exceptional’ Medical Grounds

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

Home Address

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

How to complete the application

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

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

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

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

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

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

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

Pupil's Details

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

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

School preferences

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

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

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

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

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

www.centralbedfordshire.gov.uk/admissions

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

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

- Ashton Church of England Middle School, Dunstable

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

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

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

Other children

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

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

Other Information

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

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

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

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

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

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

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

ii) 'Looked after' children

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

iii) 'Very Exceptional' medical grounds

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

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

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

iv) Nearest school

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

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

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

Independent school

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

Religious/Faith Grounds

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

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

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

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

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

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

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

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

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

Feeder Schools

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

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

Declaration

Please complete, this part of the application.

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

Data Protection Act 1998

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

Who allocates places?

Community and Voluntary Controlled schools

The Local Authority is the admission authority for Community and Voluntary Controlled schools. This means that we allocate places at these schools. The headteachers of these schools **are not** authorised to offer your child a place. If the headteacher of one of these schools indicates that he or she will offer your child a place, you **cannot** assume that this will be so. You must have a letter from **us** offering your child a place before your child can attend one of these schools. If your child has a statement of special educational needs please see Other Information.

Academy, Foundation, Voluntary Aided and Trust schools

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

Late applications

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

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

How are places allocated?

All our schools operate an equal preference system for allocating places. This means that there are two stages in the allocation process.

Stage 1:

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

Stage 2:

If we are able to offer a place at more than one school, the school ranked higher by the parent (i.e. first or second preference on the application) will be offered and any lower ranking offers will be disregarded. For example, a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

Offers

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

Fair Access Protocol

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

How you will hear the result of your application

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

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

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

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

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

Waiting lists

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

Home to school transport *(to be verified)*

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

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

How we decide who is entitled to free transport

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

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

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

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

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

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

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

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

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

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

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

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

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

Transport assistance if the catchment area school is full

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

Transport for pupils with special needs

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

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

Living outside Central Bedfordshire

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

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

Applying for Transport

How do I apply for transport for my child?

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

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

Sustainable Modes of Travel Strategy for Schools

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

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

Further information

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

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

Email: school.transport@centralbedfordshire.gov.uk

For general enquiries about transport, please telephone 0300 300 8133

Location of schools and their open days/evenings Autumn 2011

Central Bedfordshire middle schools

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

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

Location of schools and their open days/evenings Autumn 2011

Central Bedfordshire upper schools

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

Bedford Borough schools

Middle and Upper Schools

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

Middle Schools

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

Upper Schools

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

Middle and upper schools information sheets - Key

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

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

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

Middle school information sheets

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

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

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

Upper school information sheets

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

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

Central Bedfordshire schools admissions criteria

Standard Admissions Policy 2012

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

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

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

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

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

Sandy Upper School
Stratton Upper School

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

Middle Schools

Alameda Middle School

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

Upper Schools

All Saints Academy

Places will be allocated in the following order of priority*

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

* Subject to Secretary of State approval

Harlington Upper School

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

Manshead Upper School

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

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

Contact us

on the telephone...

01234 718120

by email...

admissions@bedford.gov.uk

on the web...

www.centralbedfordshire.gov.uk

Alternatively, you can write to:

School Admissions Service,

Borough Hall, Cauldwell Street Bedford, MK42 9AP

Find out more...

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

More information

Për Informacion

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**Central
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