

# School Admissions Service

For official use only

## Transfer to Upper School Application Form 2012

APPLY ONLINE  
[www.centralbedfordshire.gov.uk/  
onlineadmissions](http://www.centralbedfordshire.gov.uk/onlineadmissions)

- It's quick, safe and secure and you will receive confirmation of receipt
- You will receive an email on allocation day informing you of the outcome.

If you are a parent or carer with parental responsibility, live within the area covered by Central Bedfordshire Council and you would like to apply for a place at any upper school, you must apply online or complete this application form. Please apply online or, if you use this form, return it to the middle school your child is at now or to the School Admissions Service.

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(s).

Before you apply, please read carefully the School Transfer booklet 2012, which is available at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

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

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

Please complete and return your application by 31 October 2011. If you do not apply by this date, we cannot guarantee to consider your request.

If you need help in understanding or completing this form, or you need this information in another format, please contact the School Admissions Service (see page x for contact details).

# The Upper School Admissions Timetable

Children normally transfer at age 9+ from a lower to a middle school and at 13+ from a middle to an upper school. The timetable for the transfer process is as follows:

## Transfer to Upper School



### September 2011

We will send you 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.

## Schedule of Upper School Open Days/Evenings autumn 2011

Location	School	Date & Time of Open Evening
Ampt Hill	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

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.

Location	School	Date of Open Evening
Bedford	St. Thomas More Catholic School	5 October 6pm – 8.30pm
Wootton	Wootton Upper School	29 September 6.30pm – 8.45pm

### Mythbusters and tips

Listing only one preference does not increase your chance of getting into that school.

Applying for more than one school does not weaken your chances of getting a place at your preferred school.

You are advised to **include your catchment** school as one of your three preferences. However, please note that you are not guaranteed a place at your catchment school.

Have at least one school as a “safety net” where you are likely to be offered a place.

Please fill in this form in **BLOCK LETTERS**, using **BLACK INK**.

## Section A

## Pupil's Details

Pupil's surname:

First name(s):

Pupil's address at time of application:

Postcode:

Date of birth:

Sex (please tick): Male  Female

Name of current school and date admitted:

Name of parent or carer with parental responsibility:

Title (Mr/Mrs etc):

Forename:

Surname:

Relationship to child:

Home tel number:  Mobile tel no:

Please note that any offer made will be withdrawn if we find that the parent(s)/carer(s) have given false information.

## Section B

## School Preferences

**This part of the form relates only to upper schools** (if you are applying for your child to attend an independent school please see Section E). You may nominate up to three preferred upper schools. One of these would normally be your catchment school.

Places will be allocated strictly in accordance with each school's admissions criteria – you need to take this into consideration when nominating your preferred schools. If your child has a Statement of Special Educational Needs please see Other Information on page x of the School Transfer 2012 booklet. Please read the admissions criteria for the schools you are interested in and read the 'How are places allocated?' section in the booklet.

**Order of preference:**      **Name of School:**

Preference:

Preference:

Preference:

\* If a place cannot be offered for my child at any of the schools I have listed above, I wish my child to be considered for a place at my catchment area school.

\* If you do not want your child to be considered for a place at the catchment area school, please delete the sentence above. However, if you do this, a place may not be available at either your catchment area school or a school close to your home.

## Section C

## Other children

If you have an older child who will still be attending one of the schools you have nominated, please give details below:

Name:

Date of birth:

School attending:

Address of sibling if different from Section A:

## Section D

## Other Information

**Other information about your child  
(see booklet, Other Information on page x)**

Please tick

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| i) Does your child have a statement of Special Educational Needs?   | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) Is your child a "looked after" child? (See booklet page x)  | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) Does your child have a very exceptional medical reason why she/he should be given priority of admission to one of the schools in Section B? (See booklet page x) | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) Queensbury applicants only:<br>Is Queensbury the nearest upper school to your child's home address?   | <input type="checkbox"/> | <input type="checkbox"/> |

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

## Section E

## Independent School

If you are applying separately for your child to attend an independent school please give details below.  
Do not include the school in Section B.

## Additional Information

Please use this box for the information required in Section E plus any additional information to support your application.

## Declaration

I confirm that the information given on this form is correct and that I have read the admission arrangements and understood the way in which places are allocated. I agree to provide the School Admissions Service with information regarding my child's address, upon request, as part of the verification process. (See page x of the School Transfer 2011 booklet).

Name of parent or carer with parental

Signature of parent or carer with parental

Date:

## Contact Us

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

School Admissions Service  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP

Telephone General Enquiries Line  
01234 718120

Fax number  
01234 228846

Email: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

### Data Protection Act 1998

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

# SCHOOL ADMISSIONS SERVICE



Central  
Bedfordshire

Bedford Borough Council and  
Central Bedfordshire Council

**working together**

## APPLICATION FOR CHURCH OF ENGLAND SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application is for a place at the following **Church of England** Upper School or you are applying for a Bedford Borough Upper School on **religious or faith grounds** you **must** make sure that your priest, minister or faith leader confirms, by signing the declaration below, that you meet the criteria for admission to the school. You should take the relevant page of the booklet with you so that he/she can confirm that you meet any attendance requirements. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

### Manshead Upper

School (see above)	
Pupil's Surname	
Pupil's First name	
Date of Birth	
Address	

### Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

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

Name of School(s):	
Name and address of priest, minister or faith leader:	
Name of congregation/place of worship:	
Christian denomination or religious faith:	
Signature of priest/minister/faith leader:	
Date:	

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:  
31 October 2011**

# SCHOOL ADMISSIONS SERVICE



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## FOR CATHOLIC SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application for a place at the following **Catholic** Upper School in Bedford Borough, is on religious grounds because your child has been baptised or enrolled in a catechumenate programme, you **must** provide a copy of their Baptismal Certificate or your priest **must** confirm enrolment in the programme. In addition if you are a practising Catholic family, your priest **must** confirm this, by signing the declaration below.

If you are a member of another denomination or faith and you would like your child to attend a Catholic School on religious or faith grounds, your priest, minister or faith leader **must** sign the declaration below to support your application.

You may wish to refer to the relevant page of the booklet for the admissions criteria. If you require a copy of the admissions criteria, please contact the School Admissions Service on 01234 718120 or email [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

### St. Thomas More Upper

School (see above)

Pupil's Surname

Pupil's First name

Date of Birth

Address

I have attached a copy of my child's baptismal certification (Please tick)

Yes

No

### Declaration by Priest, Minister or Faith Leader

I confirm that (Name of parent/carer):

Please tick

The family of this child is a practising Catholic family

This child is not baptised but is enrolled in a catechumenate programme

I support this application

Name and address of priest, minister or faith leader:

Name of congregation/place of worship:

Christian denomination or religious faith:

Signature of priest/minister/ faith leader:

Date:

**Please send this form to the School Admissions Service, Borough Hall, Bedford, MK42 9AP by:  
31 October 2011**