

For official use only

## Transfer to Middle School Application Form 2012

APPLY ONLINE

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

- It's quick, safe and secure and 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 middle school, you must apply online or complete this application form. Please apply online or, if you use this form, return it to the lower 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 2012 booklet, available at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

If your child is not currently attending a lower school, please send this form directly to the address on 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 send your application by **15 January 2012**. 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.

## 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:

### Transfer to Middle School



**October 2011**

We will send you information on the middle school transfer through your child's lower 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.



**30 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 also be sent an email.

If you require a hard copy of the School Transfer 2012 booklet, please contact the School Admissions Service on 01234 718120 or email [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

### Mythbusters and tips to help you complete your application

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.

You should list the schools in the order that you would **most prefer them**, not the order you think you might get them.

Many schools have more applications than there are places available. To decide which children to offer places to, a set of admission criteria is used. Different schools have different criteria so it is important that you check the admission arrangements for all the schools you are interested in. You can do this at: [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

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

| Location         | School                           | Date & Time of Open Evening   |
|------------------|----------------------------------|---|
| Ampthill         | Alameda Middle School            | 10 November 6.00pm-8.00pm   |
| Arlesey          | Etonbury Middle School           | TBC   |
| Barton-le-Clay   | Arnold Middle School             | 9 November<br>"School at work" 10.30am-12.30pm<br>and 1.30pm-3.00pm<br>Evening Session One: 5.45pm Talk One: 7.00pm<br>Evening Session Two: 7.45pm Talk Two: 8.15pm |
| Biggleswade      | Edward Peake Middle School       | 2 November 6.30pm-8.00pm  |
|                  | Holmemead Middle School          | 9 November<br>Open Day 9.30am-12.00pm and 1.45pm-3.15pm<br>Open Evening: 6.30-8.30pm  |
| Caddington       | Caddington Village School        | TBC   |
|                  | Streetfield Middle School        | 15 November 7.00pm  |
| Cranfield        | Holywell Middle School           |   |
| Dunstable        | Ashton Middle School             | 10 November 6.15pm<br>Open Week 14-18 November<br>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<br>Flitwick Lower children – 5.30pm<br>Kingsmoor Lower children – 6.15pm<br>Templefield Lower children – 7.00pm  |
| Henlow           | Henlow Middle School             | TBC   |
| Houghton Regis   | Kings Houghton Middle School     | 1 November 6.30pm-8.30pm  |
| Leighton Buzzard | Brooklands Middle School         | 10 November 7.00pm-8.30pm<br>Open Week 7 November-11 November<br>9.30am-10.45am and 1.30pm-3.00pm   |
|                  | Gilbert Inglefield Middle School | TBC   |
|                  | Leighton Middle School           | 12 November (Saturday) 9.30am-11.30am   |
|                  | Linslade Middle School           | TBC   |
| Potton           | Burgoyne Middle School           | 16 November 7.00pm-8.30pm   |
| Sandy            | Sandye Place Academy             | 10 November 6.30pm  |
| Shefford         | Robert Bloomfield Middle School  | TBC   |
| Toddington       | Parkfields Middle School         | TBC   |
| Woburn Sands     | Fulbrook Middle School           | TBC   |

### Bedford Borough Middle 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.

| Location      | School                               | Date & Time of Open Evening   |
|---------------|--------------------------------------|-------------------------------|
| Bedford       | St. Gregory's Catholic Middle School | 10 November – 6.30pm – 8pm    |
| Great Barford | Alban C of E Academy                 | 17 November – 7.00pm – 8.30pm |
| Stewartby     | Marston Vale Middle School           | TBC                           |



## 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**  
(Please see the 'How to complete the application' section in the School Transfer 2012 booklet)

Please tick

Yes

No

- i) Does your child have a statement of Special Educational Needs?  Yes  No
- ii) Is your child a 'looked after' child? (See definition in the School Transfer 2012 booklet)  Yes  No
- iii) Does your child have a 'very exceptional' medical reason why he/she should be given priority of admission to one of the schools in Section B? (See definition in the School Transfer 2012 booklet).  Yes  No

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

## 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 D plus any additional information to support your application. If necessary, please continue on a separate sheet.

## 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 the School Transfer 2012 booklet for further information).

Name of parent or carer with parental responsibility

Signature of parent or carer with parental responsibility:

Date

*If you are applying for a place at a school on religious or faith grounds, please complete the appropriate Confirmation of Religious Affiliation form.*

## **Data Protection**

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.

## **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)**

# SCHOOL ADMISSIONS SERVICE



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** Middle Schools or you are applying for a Bedford Borough Middle 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)

**Ashton Middle  
Edward Peake Middle  
Henlow Middle  
Holywell Middle**

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:  
15 January 2012**

# SCHOOL ADMISSIONS SERVICE



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## APPLICATION FOR CATHOLIC SCHOOLS ONLY CONFIRMATION OF RELIGIOUS AFFILIATION

If your application for a place at the following **Catholic** Middle 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. Gregory's Middle

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:  
15 January 2012**