

## **Agenda Item: 13**

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**Meeting:** Admissions Forum

**Date:** 24 June 2009

**Subject:** Information for Parents

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

**Summary:** To seek approval of the information that is to be distributed to parents in respect of the school admissions processes.

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Contact Officer: Keith Lakin

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### **RECOMMENDATIONS:**

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

### **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. 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 first admissions to lower school. The third is a leaflet and application form regarding an In Year application.

### **Transfer Phase**

3. Last year's booklet has been used as the basis for the 2010 version. As a result, many simple changes are required to reflect the change of authority. Changes requiring a small amount of text have been made on the old booklet whereas more significant amendments have been attached with their position in the booklet marked accordingly.
4. The transfer to upper school form is specific to Central Bedfordshire as the secondary transfer process has to be co-ordinated by the home local authority.

5. The transfer to middle school process does not have to be co-ordinated by the home local authority. As School Admissions is a shared service until July 2010 the application form represents this shared approach and will have the appropriate logo(s).

### **First Admission to Lower School**

6. Last year's booklet has again been used as the basis for the 2010 version. As a result, many simple changes are required to reflect the change of authority. Changes requiring a small amount of text have been made on the old booklet whereas more significant amendments have been attached with their position in the booklet marked accordingly.
7. The application process for first admission to lower is not required to be co-ordinated by the home local authority. As School Admissions is a shared service until July 2010 the application form represents this shared approach and will have the appropriate logo(s).

### **In Year Applications**

8. Last year's leaflet has again been used as the basis for the version to be used from September 2009. As a result, only minor changes are required mostly to reflect the change of authority.
9. The application process is not required to be co-ordinated by the home local authority at this time. As School Admissions is a shared service until July 2010 the application form represents this shared approach and will have the appropriate logo(s).

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### **Appendices:**

Appendix A	Draft transfer booklet
Appendix B	Draft transfer to upper school application form
Appendix C	Draft transfer to middle school application form
Appendix D	Draft Starting School booklet
Appendix E	Draft first admission to lower school application form
Appendix F	Draft In-Year leaflet
Appendix G	Draft In-Year application form