

School Transfer 2009/10

Is your child transferring to a new school
in September 2009/10



This booklet tells you what you need to know.

Why not apply for a place on-line?

www.bedfordshire.gov.uk/onlineadmissions

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We would like to thank the parents of the children who appear on the cover for permission to use these photographs.

Switch onto the online school application form

Apply online at

www.bedfordshire.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

It is available 24 hours a day 7 days a week up until the closing date. **Don't delay.**

Log on today!

www.bedfordshire.gov.uk/onlineadmissions



Checklist for Parents

- I understand the different types of school
- I have considered the admission criteria for my preferred schools and the chances of my child getting a place
- I understand that the deadline for the application form to be submitted (either online or paper) is as indicated on page 3
- I confirm that all the schools I have listed are within the ~~existing administrative~~ area of ~~Bedfordshire County~~ Council

This section is optional

- I have provided details of any other children who will still be attending the school(s) I have listed
- I have indicated whether my child has a Statement of Special Educational Needs which names a particular school
- I have indicated whether the child for whom I am applying for a place is a 'looked after' child i.e. in public care
- I have listed separately any schools I have applied for which are out of county or independent (paper applications only)
- I have asked my priest, minister or faith leader to sign the declaration to confirm that I meet the religious criteria for admission and have submitted this separately if I have made an online application
- I have submitted a copy of my child's baptismal certificate (if required)
- I am in the process of moving house and know that I need to provide evidence of this move

Please complete this section for your records

- I confirm that all the information provided on this form is true and I understand that if I have provided false information the offer of a place will be withdrawn. I have completed the declaration to confirm this.
- I have applied online at ~~www.bedfordshire~~ www.bedfordshire.gov.uk/onlineadmissions and my application was submitted on
- I have completed a paper application form and returned the form to my child's current school on
- I have completed a paper application form and returned the form by post to the School Admissions Service on

Contents

Switch onto the online school application form	i
Checklist for parents	ii
A message from the Director of Children's Services	1
Introduction	2
Who to contact	2
The transfer process – timetable	3
Applying to a Bedfordshire school if you live outside Bedfordshire	4
What you should consider when expressing a preference for a school	4
Admissions Criteria	5
Information about individual schools	6
How to fill in the Transfer Form	8
Who allocates places?	12
Late applications	12
How are places allocated?	13
How you will hear the result of your application	13

Waiting lists	14
Home to school transport	14
Open days and evenings	17
Directory of schools	23
School Information Sheets	25
Middle Schools	27
Upper Schools	50
Parent Feedback Form	61
Map of Bedfordshire (existing administrative area)	63

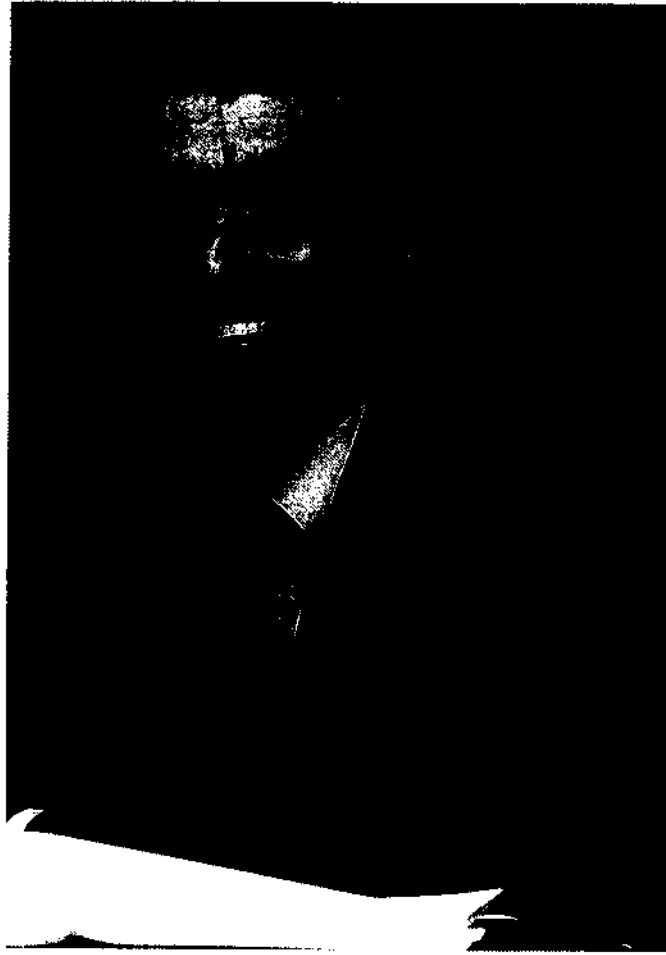
A message from the Director of Children's Services

Transferring from a lower school to a middle school or from a middle school to an upper school is an exciting time for you and your child, but it involves making some important decisions. We want to make sure that you have all the information you need to help you make that decision.

We have introduced online admissions to make the process of applying for a school more convenient for you. Applying for a school place online is a quick, safe and efficient way of making your application. The many benefits of applying online are set out for you in this booklet and we hope that you will use our online application system.

We have tried to provide as much detail as we can in this booklet but there may be questions that are not covered. My staff in the School Admissions Service will be happy to provide further guidance, support and advice if you are unclear about any aspect of the admissions process.

We hope that your child will find transferring school a happy and positive experience.



Malcolm Newsam
Director of Children's Services

Central Bedfordshire to provide

Introduction

Insert ①

You may be aware that from 1 April 2009 responsibility for the County Council's functions will transfer to the new unitary authorities for Bedfordshire. As the allocation of places for admissions in September 2009 has to be completed before that time, the School Admissions Service will be co-ordinating the application procedure for all maintained schools within the existing administrative area of Bedfordshire County Council. This means that you need only complete one application form for admission into any of those middle or upper schools. We strongly recommend that you make that application using the online facility.

Please make the time to visit the schools before you apply so that you have all the information you need. We hope you find the information in this booklet useful. Please let us have your views by completing the feedback form at the back of this booklet. Please return the form to:

School Admissions Service, Children's Services, County Hall, Cauldwell Street, Bedford, MK42 9AP
May we take this opportunity to wish your child every success at his/her new school.

Who to contact

The School Admissions Service

We are based at ^{Borough} County 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

E-mail: admissions@bedsec.gov.uk

The members of the School Admissions Service are:

~~Keith Lakin, Senior Admissions Officer~~
~~Sue Lockett, Admissions Officer~~
~~Jo Sunyara, Assistant Admissions Officer~~
~~Brenda Farrer, Assistant Admissions Officer~~
~~Tasha Callender, Assistant Admissions Officer~~
~~Ali Schofield, Admissions Assistant~~
~~Rosa Bonwick, Admissions Manager~~

insert ①

Information booklets 2010

Introduction

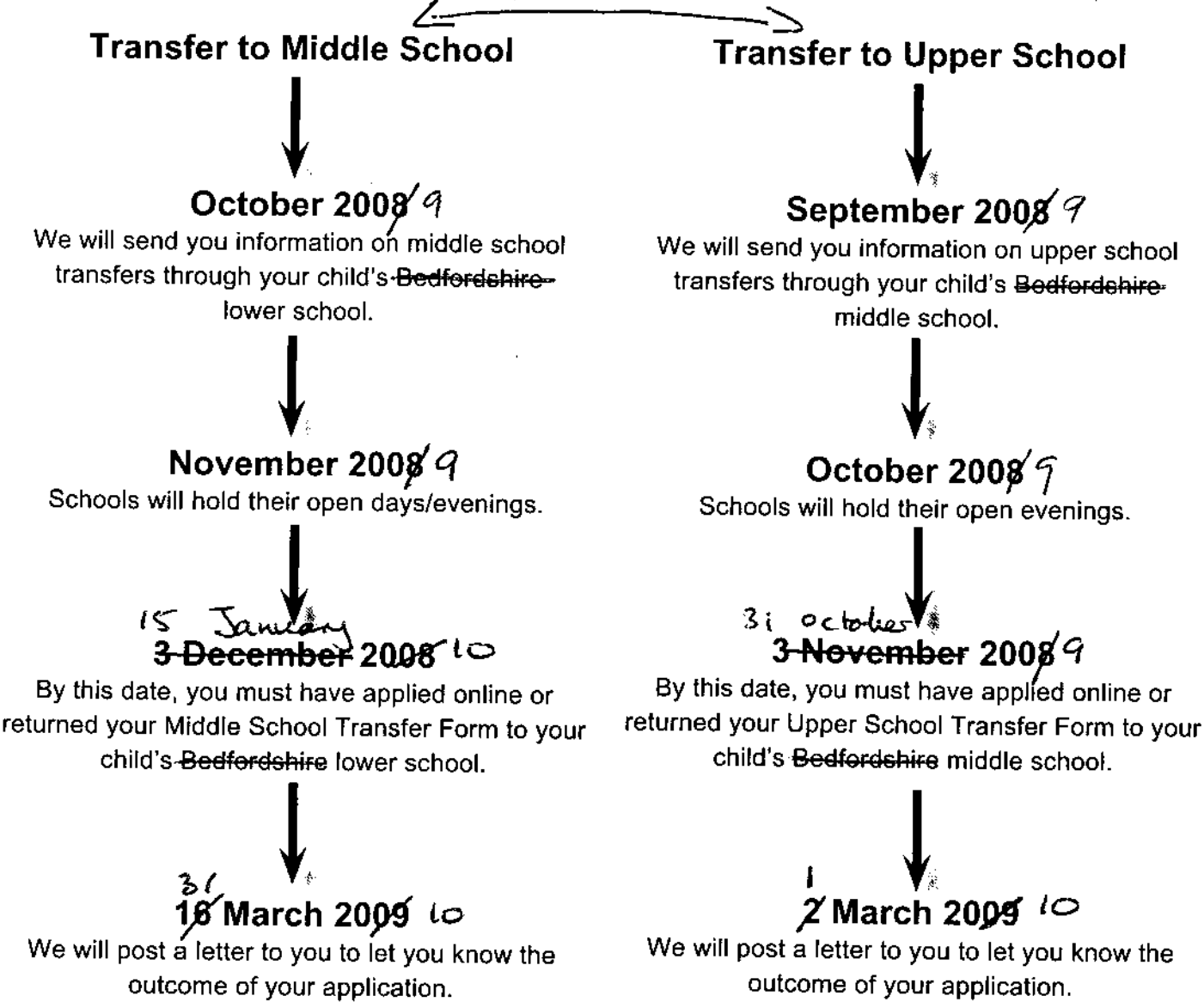
The Central Bedfordshire Council and the Bedford Borough Council have agreed to provide a shared School Admissions Service to parents / carers of children living in these local authority areas and whose children are transferring to middle or upper school in September 2010.

This means that if your child is transferring to a middle school you can use the same form for applying for a middle school place in Central Bedfordshire or Bedford Borough. However, if your child is transferring to an upper school 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 upper schools on this form even if they are schools within Bedford Borough.

Don't forget that you can apply for a school place using the online application facility and we strongly recommend that you make an online application.

The transfer process – 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:



It is very important to apply by the date shown, so that we have time to deal properly with all the applications before we write to notify you of the outcome.

If your child does not attend a ~~Bedfordshire~~ middle or lower school, please apply online or return your form to:

School Admissions Service, ^{Borough} Children's Services, County Hall, Cauldwell Street, Bedford MK42 9AP.

If you live outside of the ~~existing administrative area~~ of Bedfordshire County Council and are applying for a place at a ~~Bedfordshire~~ upper school, you must return your application form to your own Local Authority (see page 4).

~~*You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.~~

Applying to a ~~Bedfordshire~~ School...

Applying to a ~~Bedfordshire~~ School if you live outside ~~Bedfordshire~~

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

This does not apply to middle school transfers

Even if your Local Authority accepts more than three preferences, please note that we will only accept a maximum of three ~~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 ^{an academy} a community school, a voluntary controlled school, a voluntary aided school, a foundation school and a trust school. For each school you will find:

- the address;
- the name of the headteacher;
- the telephone number;
- the fax number;
- the email address;
- the website address (where applicable);
- the category of the school and the age range;
- the number on roll for January 2008/9;
- the admissions number (how many pupils the school can admit).

As well as this basic information you will also find

- the admissions criteria;
- the number of applications received and the number of places offered for admission in September 2008/9;
- at which point on the list of admissions criteria the last place was offered for admission in September 2008/9

What schools are oversubscribed?

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 2009. ^{LC} Please refer to the admission limit for each school.

You may find this information helpful when you are considering whether or not spare places are likely to be available at your preferred school. But be aware that subscription levels may vary from year to year.

A school may be oversubscribed one year but have spare places the next. Likewise, the fact that a school had spare places in September 2008/9 does not mean that you will definitely get a place there in September 2009. ^{LC}

Each school has a prospectus which includes details about the level of oversubscription and how places for September 2008/9 were allocated.

Applying to a Bedfordshire School...

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 of these in the information sheets. This will help you to judge whether you meet the criteria for admission to a particular school. It will also help you to fill in the application form.

Local Authority Standard Admissions Criteria

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 than the number of places available:

1. All "Looked after" children
2. Pupils living in the catchment area
3. "Very exceptional" medical grounds
4. Siblings
5. 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 a computerised mapping system.

The Local Authority will measure the distance from the address point of the pupil's home to a central point on the school site determined by 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 give overriding priority to the admission of pupils who have a Statement of Special Educational Needs which names the school. Priority will also be given to the admission of pupils, in accordance with the In-Year Fair Access Protocol (this does not apply at the normal time of transfer).

3. 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. 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, the Local Authority will offer a place at the nearest local authority maintained school to the pupil's home address which caters for pupils of the same age.

Sometimes a foundation, trust or voluntary aided school 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 existing administrative area* of Bedfordshire County Council but you do not express a preference for a school or schools.

*You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

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).

Applying to a ~~Bedfordshire~~ School...

Sibling

A sibling is defined as a brother or sister, or any other child who permanently resides at the same address and for whom the applicant has parental responsibility. That 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 own 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, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parents or carers with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is resident and where the child normally 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 official documentation.

Information about individual schools

We ask the headteacher of every middle and upper school to arrange an open evening for parents 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 17– 22.

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 – they don't give you the full picture.

Applying to a Bedfordshire School...

If you would like a copy of 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 Children, Schools and Families, telephone **0800 242322**. Alternatively, the information is available from the DCSF website or the ~~Bedfordshire~~ Bedfordshire-Online website. These websites also contain other useful information and statistics about schools, as does the OFSTED website.

Department for Children, Schools and Families
www.dcsf.gov.uk

OFSTED www.ofsted.gov.uk

Bedfordshire Online www.bedfordshire.gov.uk

When using the ~~Bedfordshire~~ Bedfordshire-Online website, the "Education and Learning" section has a range of information about Education in Bedfordshire.

How to fill in the transfer form

How to fill in the transfer form

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 enclosed transfer form gives you this opportunity but we would strongly recommend that you apply online at www.bedfordshire.gov.uk/onlineadmissions. Although the admissions procedures for children with statements of special educational needs are different from those of other children (see Section D on page 10), we ask parents to use this form to confirm the school they would like their child to attend.

You should complete only one application form 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, the paper application will be disregarded.

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

- your child's personal details;
- the name of the middle or upper school for the catchment area in which you live (if your child goes to a Bedfordshire school, but you live in Luton or another Council area, it will say 'Out County')

If your child goes to a Bedfordshire middle school, but you live in the area of another Council (for example, Luton) you will not receive a form. Instead we will send you a letter which explains how to apply.

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 wrong or if you move before September 2009. 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 Section B on page 9.

The following notes and the notes on the form are designed to help you fill in the form. Please read them carefully and answer all the relevant questions, giving further details where the form asks for them. If you are not sure how to complete the form, please ring us.

Section A: Personal Details

Please complete your child's personal details in all the boxes in this section of the form.

Please note that we regard a pupil's home address as the address of the parent, or carer with parental responsibility, with whom the child normally lives. This will not usually include grandparents, aunts or uncles. If a child spends time with parents at more than one address, the address we use to allocate a school place will be the one where the child normally lives and where the child spends most of the school week (Mondays to Fridays) including nights. If there is any query on a home address we will check this against official documentation.

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 at a later date.

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.

How to fill in the transfer form

Section B: ~~Bedfordshire Schools*~~

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

This form also applies if your child has a statement of special educational needs, but please refer to Section D on page 10. Do not include in this section independent schools or schools that do not come under the ~~Bedfordshire~~ Local Authority.

If you want to apply for a place at a secondary school in another Local Authority, please contact us for a separate application form.

If you are applying for an upper school place and do not live within the ~~existing administrative area~~ of ~~Bedfordshire County~~ Council, 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 form. 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 priority. This may not apply if your child has a statement of special educational needs. (see Section D on page 10).

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.bedfordshire.gov.uk/catchmentareas

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

* within the existing administrative area of Bedfordshire County Council

^{a)} You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

The school information sheets at the back of 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.

Some schools do not serve a local catchment area. These are:

- Ashton Church of England Middle School, Dunstable;
- ~~St Gregory's Catholic Middle School, Bedford;~~
- ~~St Thomas More Catholic Upper School, Bedford.~~

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

~~If your first preference is for the catchment area school, you do not need to complete the rest of the form unless your child is a "looked after" child or has a Statement of Special Needs.~~ If your child is a "looked after" child or has a Statement of Special Educational Needs, please go to Section D and then sign the Declaration on page 3 of the transfer form. Otherwise, go straight to the Declaration on page 3 of the transfer form.

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 on pages 14 and 15).

**See definition of "Looked after" Children on page 5

How to fill in the transfer form

Section C: Other children

In some cases your child may have a greater chance of being offered a place at a school if an older sibling*** already goes to that school but this is not a guarantee of a place. **If, in September 2009, you will have another child still going to one of the schools you have nominated in Section B, please put their name, date of birth and the school they attend, in the boxes provided on the form.** 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.

Section D: Other Information

i) Children with a statement of special educational needs

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.

***See definition of 'Sibling' on page 6

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, tel: (01234)-~~228762, 228376~~, 220 or 228996 where someone will be pleased to help you.

(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 form. 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 your 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.

**See definition of "Looked after" Children on page 5

How to fill in the transfer form

¹ ✓ x) Nearest school

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

If you have nominated Queensbury School in Section B and you meet this criterion, you must complete this section on the transfer form.

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.

v) insert ② **Section E: Independent/out of county school**

If you are applying for a place at an independent school or a school outside the county, please put the name of the school in the box provided. You should also keep us informed about the progress of your application. This will avoid us allocating a place for your child at a ~~Bedfordshire~~ school which you do not need.

Sections F and G: Religious/Faith Grounds

Voluntary Aided schools provide religious education that follows the teaching of a particular faith. We have Church of England schools and Catholic schools. 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. But it does not always 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.

* The existing administrative area of Bedfordshire County Council

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

If you are applying for a place at Alban, Ashton, Holywell Middle Schools or Manshead Upper 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 page 4 of the transfer form.

* insert ③
If you are applying for a place on religious grounds at St Gregory's or St Thomas More because your child has been baptised, you must provide a copy of their baptismal certificate.

In addition if you are a practising member of a religion or faith you must make sure that your priest, minister or faith leader completes the religious declaration on page 5 of the form.

We also use this information to determine if you are entitled to free transport (see transport on denominational grounds on page 15).

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 school information sheets). **But 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 in Section B have feeder schools as part of their admissions criteria, we will 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

insert ②

To be included under section E

V ii) Children supported at Action or Action Plus

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 start school or transfer to a new school, you can talk in confidence with the Parent Partnership Service.

~~Bedford Borough~~ 01234 316353
Central Bedfordshire 0300 300 8088

Insert (3)

Page 11 Addition

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 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 page 4 of the transfer form.

G:\PAB\ADMISSWORD\TRANSFER\Sept2010\BookletPage 11 Addition.doc

Who Allocates Places?

there will be no guarantee of a place at the school(s) concerned.

Declaration

Please complete, sign and date this part of the form.

If you are applying for a place at a school on religious/faith grounds, please remember to complete section F and/or section G.

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 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 Section D on page 10.

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 Section D on page 10.

Late applications

The closing date for applications in the normal admissions round is ^{31 October} ~~3 November 2008~~ for upper schools and ^{15 January 2010} ~~3 December 2008~~ 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 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 ~~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 ~~Bedfordshire~~ children in rural areas whose application is late for good reason.

* The existing administrative area of Bedfordshire County Council

How are places allocated?

How are places allocated?

All our schools now 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 schools' 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 form or on - line 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.

A Insert ④
Pupils living in the ~~existing administrative area~~^{of Bedfordshire County 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 ~~Bedfordshire~~^{Bedfordshire} Local Authority school to their home address with vacancies.

X Insert ⑤
^{a)} You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.

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 in March 200~~9~~¹⁰ to tell you where your child has a place. 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, *but 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 ~~existing administrative area~~^{of Bedfordshire County Council} of Bedfordshire County Council, we will offer your child a place at:

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

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, we will not be able to consider an application from you for a place at a school that is already full, unless there has been a change of circumstances relevant to the application in accordance with the code of practice.

Similarly 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.

Insert ④

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 secondary school, we will offer a place to the subsequent child/ren even if it takes the school over their agreed number.

If this happens at a voluntary-aided or foundation school we would ask the school to admit the subsequent child/ren.

Insert (5)

Information for booklets 2010

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.

g:\pab\admiss\word\transfer\sept2010\booklets fair access.doc

Home to school transport

This also applies if you have been offered a place at your preferred school, but change your mind.

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, tel: (01234) 228762, ~~228975~~ ²²⁸⁹⁷⁶ or 228996.

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. We will maintain the waiting lists for community and voluntary controlled schools until the ^{end of the Autumn term 10} ~~half term break in October 2009~~. 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 a foundation, trust or voluntary aided school, you will need to contact that school to find out about the arrangements for pupils to remain on the waiting list.

Home to school transport

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 Transport Entitlement Team, Customer Contact Centre, County Hall, Bedford MK42 9AP – Telephone: (01234) 228431 or from the ~~County~~ Council's website www.bedfordshire.gov.uk (click the "Education and Learning" tab select schools and colleges then school transport)

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 (5–16 years) who live in the ~~existing administrative area of Bedfordshire County~~ 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 3 miles away (for children of 8 years of age and over) from the school.

In addition, for low income families of primary aged children 8 - 11 years, free transport will be provided to the nearest suitable school for those children living more than two miles from the school. For low income families of secondary aged children 11 - 16 years, free transport will be provided to any of the nearest three suitable schools, providing the one they attend is more than two miles and less than six miles from their homes.

A low income family is defined as one whose children are entitled to free school meals or who are in receipt of their 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 three miles or less (but more than half a mile) from the catchment area school or the nearest school.

~~*You live within the existing administrative area of Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.~~

13/27

Home to school transport

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 book 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 (see page 14).

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 (see page 14). 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 three miles from that school by the shortest walking route, unless you qualify for transport as a low income family (see page 14).

The same is true if you express a preference for a foundation, trust or voluntary aided school which is also your catchment area school and the school is full.

Transport on denominational grounds

We will provide transport on denominational grounds for pupils whose parents belong to the relevant religious denomination, for example a Catholic pupil going to a Catholic School or a Church of England pupil going to a Church of England School, or a Jewish pupil going to a Jewish School.

We provide denominational transport if you meet the following criteria:

- your child's admission to the school is on denominational grounds as defined above and the school and governors confirm this;
- the school your child goes to is the nearest denominational school of the correct age group, even if this nearest school is not in Bedfordshire;
- your home address is more than three miles from the school.

In addition, for low income families of secondary aged children 11 - 16 years, free transport will be provided to the nearest school preferred on grounds of religion or belief where they live more than two miles but not more than 15 miles from the school.

Transport for pupils with special needs

Transport will usually be provided only to special schools or recognised units within mainstream schools. Transport will not usually be provided for pupils with special educational needs to the local catchment area or nearest school, unless it is included as a requirement in their statement or they meet the standard mileage criteria.

Home to school transport

Living outside Bedfordshire

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

If you do not live in ~~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 filled in the transfer form. The School Admissions Service will pass the information to the 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 transport helpline for an application form.

In the case of denominational transport, each school sends the Transport Entitlement Team a list of new pupils and confirms those who have entered the school on denominational grounds. We then assess whether they are entitled to free transport.

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 Transport Entitlement Team at ~~County-Hall~~.

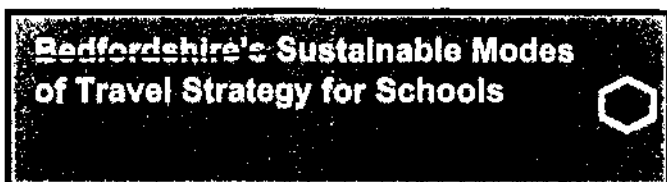
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Further information

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 and write to:

**The School Transport Entitlement Manager,
Customer Contact Centre
~~County-Hall~~
Cauldwell Street
Bedford
MK42 9AP.**

For general enquiries about transport, please telephone the transport helpline (01234) 228431.



Increased car use and the impact of the 'school run' is a problem everywhere and travel to nurseries and schools in Bedfordshire generates a significant number of car journeys contributing to peak time traffic congestion.

There are also increasing concerns around road safety at schools and poor health in young people, both in terms of inactive lifestyles and the effect on air quality and climate change.

In line with government requirements Bedfordshire has developed a Sustainable Modes of Travel Strategy that sets out how the authority will assess the travel and transport needs of its pupils and promote sustainable travel to school, for the first time bringing educational issues and travel and transport into one place.

The Strategy document aims to improve educational choice by providing details of the safe and sustainable modes of travel available to parents and pupils.

This Strategy intends to help achieve the Government's aim for every child to get the education they need to enable them to reach their full potential.

Insert (6)

By detailing the current educational provision in Bedfordshire, together with the variety of initiatives that already exist to promote sustainable travel and transport, the strategy sets out a framework for the future.

To find out more about travelling to school or to view the full sustainable modes of travel document go to www.bedfordshire.gov.uk.

Schedule of open days/evenings autumn 2008⁹ Bedfordshire Middle Schools

Bedford Area School

Date

ABBEY MIDDLE SCHOOL
Mowbray Road, Bedford Thursday 13 November 2008
Time: 7.00pm

BEAUCHAMP MIDDLE SCHOOL
Hawk Drive, Bedford Thursday 13 November 2008
Time: 7.00pm

GOLDINGTON MIDDLE SCHOOL
Haylands Way, Bedford Thursday 6 November 2008
Time: 7.00pm - 9.00pm

HARROWDEN MIDDLE SCHOOL
Oak Road, Bedford Tuesday 11 November 2008
Time: 6.30pm

NEWNHAM MIDDLE SCHOOL
Polhill Avenue, Bedford Wednesday 12 November 2008
Time: 7.00pm - 9.00pm

ST GREGORYS VA CATHOLIC MIDDLE SCHOOL
Biddenham Turn, Bedford Thursday 20 November 2008
Time: 7.00pm

WESTFIELD MIDDLE SCHOOL
Chester Road, Bedford Tuesday 4 November 2008
Time: 7.00pm - 9.00pm

WOODSIDE MIDDLE SCHOOL
Church Lane, Bedford Thursday 20 November 2008
Time: 7.00pm

Kempston/Wootton Area School

Date

DAUBENEY MIDDLE SCHOOL
Orchard Street, Kempston Thursday 13 November 2008
Time: 7.00pm - 9.00pm

ROBERT BRUCE MIDDLE SCHOOL
Hillgrounds, Bedford Road, Kempston Thursday 6 November 2008
Time: 7.00pm - 9.00pm

HOLYWELL VA MIDDLE SCHOOL
Red Lion Close, Cranfield Wednesday 12 November 2008
Time: 6.30pm - 9.00pm

MARSTON VALE MIDDLE SCHOOL
The Crescent, Stewartby Wednesday 19 November 2008
Time: 7.00pm

Directory of Schools

This list will help you to find the schools in your local area.
The individual school information sheets include detailed information about the schools.

a) Middle Schools

Location	School name	Category	Page
Amphill	Alameda Middle	Community	27
Arlesey	Etonbury Middle	Community	34
Barton-le-Cley	Arnold Middle	Trust	29
Bedford	Abbey Middle	Community	27
Bedford	Beauchamp Middle	Community	31
Bedford	Goldington Middle	Community	36
Bedford	Harrowden Middle	Community	37
Bedford	Newnham Middle	Community	44
Bedford	Westfield Middle	Community	48
Bedford	Woodside Middle	Community	49
Biddenham	St Gregory's Middle	VA (Catholic)	47
Biggleswade	Edward Peake Middle	VC	34
Biggleswade	Holmemead Middle	Community	38
Caddington	Caddington Village	Community	33
Caddington	Streetfield Middle	Community	48
Cranfield	Holywell Middle	VA	39
Dunstable	Ashton Middle	VA	30
Dunstable	Brewers Hill Middle	Community	31
Dunstable	Mill Vale Middle	Community	43
Dunstable	Priory Middle	Community	45
Flitwick	Woodland Middle	Community	49
Great Barford	Alban Middle	VA	28
Harrold	Harrold Priory Middle	Trust	36
Henlow	Henlow Middle	VC	37
Houghton Regis	Kings Houghton Middle	Community	40
Kempston	Daubeney Middle	Trust	33
Kempston	Robert Bruce Middle	Trust	46
Leighton Buzzard	Brooklands Middle	Community	32
Leighton Buzzard	Gilbert Inglefield Middle	Community	35
Leighton Buzzard	Leighton Middle	Community	40
Leighton Buzzard	Linslade Middle	Community	41
Oakley	Lincroft Middle	Trust	41
Potton	Burgoyne Middle	Community	32
Riseley	Margaret Beaufort Middle	Trust	42
Sandy	Sandy Place Middle	Community	46
Shefford	Robert Bloomfield Middle	Community	45
Stewartby	Marston Vale Middle	Community	43
Toddington	Parkfields Middle	Trust	44
Woburn Sands	Fulbrook Middle	Community	35

13/32

Middle and Upper Schools Information Sheets

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

Key

Community

The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the Agreed Religious Education Syllabus for the ~~County~~ *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 ~~county~~ *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 ~~county~~ *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 Catholic faith (if Catholic). The ~~County~~ Council 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 ~~County~~ *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.

NOR 2008/9

Number on Roll. We have included the roll for January 2008/9 to show you the likely size of the school.

Academy

Insert ⑦

Page 25 Insert

Academies are all ability schools established by the Department for Children, School and Families 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.

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Middle school information sheets

Abbey Middle School Mowbray Road, Bedford, Bedfordshire MK42 9XA		Category Age Range	NOR 2008	Admission Number 2009
Head: Mr J Gibson (interim) Tel: (01234) 401401 Fax: (01234) 401400 e-mail: abbeymiddle@schools.bedfordshire.gov.uk website: www.abbey.beds.sch.uk		Community 9 to 13	266	100
Admission Criteria 2009				
Places will be allocated in the following order of priority:				
1. All 'looked after' children 2. Pupils living in the catchment area 3. 'Very exceptional' medical grounds 4. Siblings 5. Any other children				
Admissions in September 2008				
Admission number:	Requests received:	Places offered:	At the time of the initial allocation in March 2008 all applicants were offered a place.	
100	67	67		

Alameda Middle School Station Road, Ampthill, Bedfordshire MK45 2QR		Category Age Range	NOR 2008	Admission Number 2009
Head: Mrs T Mostowfi Tel: (01525) 750900 Fax: (01525) 750901 e-mail: alamedamiddle@schools.bedfordshire.gov.uk website: www.alameda.beds.sch.uk		Community 9 to 13	300 553	150 ✓
Admission Criteria 2009 2010				
Places will be allocated in the following order of priority:				
1. All 'looked after' children ✓ 2. Pupils living in the catchment area 3. 'Very exceptional' medical grounds 4. Siblings 5. Any other children ✓ Children attending the feeder lower schools i.e. Maulden, Russell and The Firs 6. Any other children				
Admissions in September 2008 9				
Admission number:	Requests received:	Places offered:	At the time of the initial allocation in March 2008 all ^{applicants} children were admitted under criteria 1-4 and some were admitted under criterion 5 as described in the transfer booklet for September 2008. offered a place.	
150 ✓	151 (37)	150 (37)		

→ School@alameda.beds.sch.uk

13/35



Parent Feedback Form

The School Admissions Service is committed to improving the information given to parents/carers and would welcome your views on this booklet. Please assist us in this by completing and returning this form.

*please delete as appropriate

Did you find the layout of this booklet easy to follow? YES NO *

If NO, please tell us how it could be improved:

Would you like any additional information to be included in the booklet? YES NO

If YES, please give details:

Has the booklet been written in a way you found easy to understand? YES NO

If NO, what parts of the booklet did you find difficult?

Did you find the admission process straightforward? YES NO

If NO, please tell us how it could be improved:

If you contacted the School Admissions Service, did you find the staff helpful?

YES NO

Please comment:

Is your child transferring to:

(Please tick box)

Middle School

Upper School

In which town or village do you live?

If you would like to discuss or follow up any of these issues, please contact the School Admissions Service general enquiries line on (01234) 718120.

Ethnic Origin (please tick box)

White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White Background	<input type="checkbox"/>

Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black Background	<input type="checkbox"/>

Chinese	<input type="checkbox"/>
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Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

Mixed	
White & Black Caribbean	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

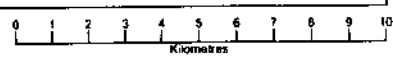
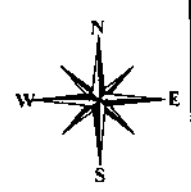
Other ethnic Group please specify

Children, Families and Learning

Borough

Please return this completed form to the School Admissions Service, Children's Services, County Hall, Cauldwell Street, Bedford, MK42 9AP

Central Bedfordshire (with parish boundary)



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 Date: 06/05/09

Based Scale: 1:250000
 Plot #: 1:215000