



Central  
Bedfordshire  
~~County~~ council

Appendix D  
Children's Services

## Starting school

A guide for parents of children born between  
1/9/0~~4~~<sup>5</sup> and 31/8/0~~5~~<sup>6</sup>.



Why not apply for a place on-line?

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

Closing date - 30 September 2008

Starting school

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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.

Copyright for the photographs remains with the parents concerned.

## Switch onto the online school application form

### Apply online at

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

We strongly recommend that you apply for your child's lower 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 of ~~30 September 2008~~

*15 January 2010*

**Don't delay. Log on today!**

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



Starting school

## Checklist for Parents

- I understand the different types of school C
- I have considered the admission criteria for my preferred schools and the chances of my child getting a place S
- I understand that the deadline for the application form to be submitted (either online or paper) is ~~30 September 2008~~ *15 January 2010* C
- I confirm that all the schools I have listed are within the ~~existing administrative area of Bedfordshire County Council~~ A

### This section is optional

- I have provided details of any other children who will still be attending the school(s) I have listed V
- I have indicated whether my child has a Statement of Special Educational Needs which names a particular school T
- I have indicated whether the child for whom I am applying for a place is a 'looked after' child i.e. in public care V
- I have listed separately any schools I have applied for which are out of county or independent (paper applications only) V
- 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 V
- I have submitted a copy of my child's baptismal certificate (if required) V
- I am in the process of moving house and know that I need to provide evidence of this move F

### Please complete this section for your records

- I confirm that all the information provided on the 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. F
- I have applied online at [www.bedfordshire.gov.uk/onlineadmissions](http://www.bedfordshire.gov.uk/onlineadmissions) and my application was submitted on..... F
- I have completed a paper application form and returned the form to my first preference school on..... L
- I have completed a paper application form and returned the form by post to the School Admissions Service on.....

	Starting school
<b>Contents</b>	"
Switch onto the online school application form	i
Checklist for Parents	ii
A message from the Director of Children's Services	1
Who to contact	2
The lower school admissions timetable	3
What schools can I apply for?	4
What should I consider ....?	5
What are admissions criteria?	6
How to fill in the application form	7
How you will hear the result...?	12
Home to school transport	13
Local Authority Standard Admissions Criteria	16

Starting school

Directory of Schools

Lower school information sheets - Key

Lower school information sheets

Parent feedback form

Map of ~~Bedfordshire (existing administrative area)~~

18

22

23

110

112

## A message from the Director of Children's Services

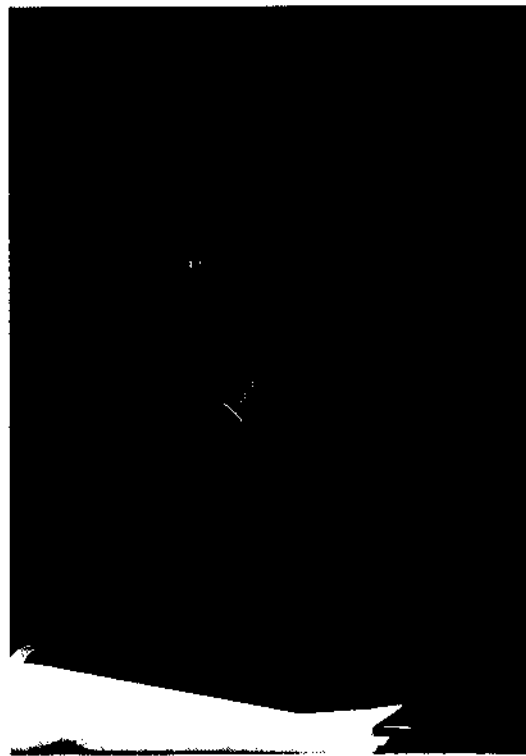
Starting school is a huge milestone in your child's life. It is an exciting time for you and for your child, but involves making some important decisions.

For many parents and carers this will be their first experience of the education service in Bedfordshire. We know that the process of applying for a school place can be confusing so we want to make sure that you have the necessary information to help you through that process.

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 will 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 starting school a happy and positive experience.



*Central Bedfordshire to provide*

**Malcolm Newsam**  
Director of Children's Services

If you need any advice about applying for a school place,

Starting school

## Who to contact

please contact our School Admissions general enquiries line on:

(01234) 718120

Or you can contact us at:

**School Admissions Service**

**Children's Services**

**County Hall**

**Cauldwell Street**

**Bedford**

**MK42 9AP**

E-mail: [admissions@bedsec.gov.uk](mailto:admissions@bedsec.gov.uk)

Fax: (01234) 228846

### 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

Rosa Bonwick, Admissions Manager



# The lower school admissions timetable

## The Lower School Admissions Timetable

*October 2009*  
~~June 2008~~

We will publish our booklet on lower school admissions.  
Available online at [www.bedfordshire.gov.uk/admissions](http://www.bedfordshire.gov.uk/admissions)

*October 2008*      *15 January 2010*  
~~June 2008 to 30 September 2008~~

You can apply online at [www.bedfordshire.gov.uk/onlineadmissions](http://www.bedfordshire.gov.uk/onlineadmissions) or you can complete and return a paper application form to your first preference school.

*15 January 2010*  
~~30 September 2008\*~~

By this date, you must have applied online or returned your application form to your first preference school.

*30 April 2010*  
~~12 December 2008~~

A letter will be posted to you to let you know the outcome of your application.

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

*Insert ①*  
**Introduction**

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 lower schools. We strongly recommend that you make that application using the online facility.

If your child was born between 1 September 2004<sup>5</sup> and 31 August 2005<sup>6</sup>, this booklet will tell you how to apply for a school place.

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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 eligible to start school during the academic year 2010/11.

This means that if your child was born between 1 September 2005 and 31 August 2006 and you are applying for a lower school place for the academic year 2010/11 you can use the same form for applying for a lower school place in Central Bedfordshire or 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.

## What schools can I apply for?

### What schools can I apply for?

We operate a catchment area policy. This means that there will be a lower school which serves the area where you live. You can find out which school serves your local area by logging onto the Bedfordshire County Council website:

- [www.bedfordshire.gov.uk/catchmentareas](http://www.bedfordshire.gov.uk/catchmentareas)

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

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 schools, if your preferred school is not your catchment area school. You may wish to apply for your catchment school, as well. This will usually mean that, if a place is not available at your preferred school, you will still have priority for a place at your catchment area school.

If you do not ask for a place at your catchment school, it could result in your child attending a school some distance from your home. You would be responsible for transporting your child to that school.

### When will my child start school?

Many lower schools admit children into a nursery unit or class at 3 or 4 years of age. If your child has been admitted to a nursery unit or class or been offered a place in one this does **not** automatically mean that a place will be available in the reception year. You **must** formally apply for a reception year place in accordance with the arrangements set out in this booklet. You **must not** use the application form to apply for a place in a nursery unit or class. Individual schools will deal with applications for nursery places.

Children are normally admitted formally to school in the September following their fourth birthday, which is at the start of the reception year.

But some schools are not able to admit children until the term during which they become five (rising 5s). The information sheets at the back of this booklet will tell you when your child can be admitted into the reception year.

Children do not have to start school until they reach statutory school age. The dates when children reach statutory school age are as follows:

Birthday between	Term in which statutory school age
1 September 200 <del>5</del> <sup>6</sup> 31 December 200 <del>5</del> <sup>6</sup>	Spring 201 <del>0</del> <sup>11</sup> (January)
1 January 200 <del>5</del> <sup>6</sup> 31 March 200 <del>5</del> <sup>6</sup>	Summer 201 <del>0</del> <sup>11</sup> (April)
1 April 200 <del>5</del> <sup>6</sup> 31 August 200 <del>5</del> <sup>6</sup>	Autumn 201 <del>0</del> <sup>11</sup> (September)

You should apply for a place at the normal time of admission, although your child does not have to start school until statutory school age. If you wish, you can then ask for the place to be deferred until your child is of statutory school age, but you **must** take up that place by April 201~~0~~<sup>11</sup>. This means that, if your child is of statutory school age in September 201~~0~~<sup>11</sup>, you **cannot** defer admission. If you do you will have to re-apply for a place because the admission would be into a different year group. You may then find that there is no place available.

### When will my child attend school full time?

Your child does not have to attend school full time until he or she is of statutory school age. However, many schools will offer a full time place before statutory school age. The school will explain to you the arrangements for part time / full time education and you should discuss your child's individual needs with the school.

## What should I consider ....?

### What should I consider when deciding what school I would like my child to attend?

At the back of this booklet you will find information about every lower school. The 'key' on page 22 explains the difference between a community school, a voluntary controlled school, a voluntary aided school, a foundation school and a trust school. Some voluntary aided schools do not serve a catchment area. Those schools are listed on page 8.

For each school you will find:

- the address;
- the name of the headteacher;
- the telephone number;
- the fax number;
- the e-mail address;
- the category of the school and the age range;
- the number on roll for January 2008; 9
- the admission number (how many pupils the school can admit).

As well as this basic information you will also find:

- the admission arrangements and the time of admission into the reception year;
- the admissions criteria;
- the number of applications received and the number of places offered for admissions in September 2008; 9

- at which point on the list of admissions criteria the last place was offered for September 2008 admissions.

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 what you need to know about the school, for example:

- the school's aims and objectives;
- details of the curriculum offered;
- National Curriculum Assessment results.

You may also find the following websites helpful:

The Parents' Centre [www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)  
 DfES [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
 OFSTED [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Bedfordshire Online [www.bedfordshire.gov.uk](http://www.bedfordshire.gov.uk)  
 (click 'Education and learning' which has a lot of information about Education in Bedfordshire).

## What are admissions criteria?

### What are 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 on page 16.

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.

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. 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 vary from year to year.

**A school may be oversubscribed one year but have spare places the next. Likewise, the fact that a school has spare places in September 2008 does not mean that you will definitely get a place there in September 2009.**

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

Starting school

## How to fill in the application form

### How to fill in the application 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 application form gives you this opportunity, but we would strongly recommend that you apply online at [www.bedfordshire.gov.uk/onlineadmissions](http://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 9), 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.

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 parents/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.**

#### 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 9. **Do not** include in this section independent schools or schools that do not come under the Bedfordshire\* Local Authority. If you want your child to attend a school in another local authority area you should contact that 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 9).

\*Within the existing administrative area of Bedfordshire County Council

13/64

Starting school

## How to fill in the application form

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.

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 22 gives the definitions of the various types of school.

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

Ashton St Peters (C of E) VA, Dunstable

Pulford (C of E) VA, Leighton Buzzard

Thomas Whitehead (C of E) VA,  
Houghton Regis

~~St John Rigby (Catholic) VA, Bedford~~

~~St Josephs (Catholic) VA, Bedford~~

St Marys (Catholic) VA, Caddington

St Vincents (Catholic) VA, Houghton Regis

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

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

**Because of this, if you do not make a request for your catchment area school according to the published admission arrangements it could result in a place not being available at that school. It could also affect your entitlement to free transport (see the section on home to school transport on pages 13 – 15).**

~~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 form. Otherwise, go straight to the Declaration on page 3 of the 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 child already goes to that school but this is not a guarantee of a place. **If, at the time of admission, 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.

Starting school

## 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.

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 this process, please contact the Assessment and Monitoring Team, tel: (01234) 228762, 228375 or 228996 where someone will be pleased to help you.**

### ii) Looked After Children

'Looked after' children have the highest priority for admission. You will find the definition of a 'looked after' child on page 16. **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.

### iv) 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 school which you do not need.

#### Nursery unit/class or playgroup

Some schools give a higher priority to children from outside the catchment area who attend the nursery unit/class or the local playgroup. But this does not guarantee a place. **If any of the schools you nominate in Section B have this as part of their admissions criteria, we will take it into account when we consider your application.**

—The existing administrative area of Bedfordshire County Council—



Insert ②

To be included under section E. D

✓ 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

Starting school

If your child is admitted to a nursery unit/class or local playgroup after the allocation process is completed 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.

**Section 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.

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

If you are applying for a place at the following schools 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 form:

- Ashton St Peter's, Dunstable
- Christopher Reeves, Podington
- John Donne, Blunham
- Meppershall
- Northill
- Pulford, Leighton Buzzard
- Ravensden
- Riseley
- Roxton
- St James', Biddenham
- St Lawrence, Wymington
- St Leonards, Heath and Reach
- St Mary's, Clophill
- Sutton
- Thomas Whitehead, Houghton Regis
- Wilden

*insert ③*  
If you are applying for a place on religious grounds at the following schools 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.

- St Joseph's, Bedford
- St Mary's, Caddington
- St John Rigby, Bedford
- St Vincent's, Houghton Regis

~~If you are applying for a place at the following school, you do not have to provide any additional information to support your application:~~

~~All Saints, Clifton~~

13/68

Insert ③

Page 10 Addition

Some Voluntary Controlled Schools give a higher priority to applicants who apply on religious grounds. If you are applying for a place at Dunton, St Andrews and St Marys VC Lower Schools 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\ADMISS\WORD\TRANSFER\Sept2010\BookletPage 10 Addition.doc

## 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 for admission into the reception year. The headteachers of these schools **are not** authorised to offer your child a place in the reception year. 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 start in the reception year at one of these schools. However, if you are applying for a place in a nursery unit or class, before admission into the reception year, the school **will** be authorised to deal with your application and will let you know if a place is available. If your child has a statement of special educational needs please see Section D on page 9.

### Academy, Foundation, Voluntary Aided and Trust schools

The admission authority for <sup>an Academy,</sup> 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 in the reception year. You must have a letter from **us** offering your child a place before your child can start in the reception year at one of these schools. A letter from the school is not a valid offer. However, if you are applying for a place in a nursery unit or class, before admission into the reception year, the school will be authorised to deal with your application and will let you know if a place is available. If your child has a statement of special educational needs please see Section D on page 9.

## 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 30 places and there are 45 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.

<sup>K Insert 4</sup> Pupils living within the ~~existing administrative area of Bedfordshire County Council~~ who have not been allocated a place at any of their preferred schools, or whose parent/carers did not express a written preference, will be allocated a place at the nearest ~~Bedfordshire\*~~ Local Authority school to their home address with vacancies.

<sup>X Insert 5</sup> ~~<sup>a) You live within the existing administrative area covered by Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.</sup>~~

## Late applications

The closing date for applications in the normal admissions round is ~~30 September 2008~~ <sup>15 January 2010</sup>. As far as is reasonably practicable we will accept applications for places in the normal admissions round that are received late for good reason.

<sup>\*</sup>~~The existing administrative area of Bedfordshire County Council~~

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.

#### Classes of 30 children

If this happens at a school where children are taught in classes of 30 we cannot offer a place at the school to the other child/ren in the family as it is against the law for Key Stage 1 classes to be over 30 children (please see page 5).

*The offer referred to above will be determined by alphabetical order.*

#### Classes with fewer than 30 children

If the first child is offered a community or voluntary-controlled school which has fewer than 30 children in a class then it may be possible to 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 so long as this would not take the class over 30.

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

## How you will hear the result..?

If we receive applications late with good reason after the allocation procedure has begun we will consider them if it is practicable 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 within the ~~existing-administrative area of Bedfordshire County Council~~<sup>a)</sup>, 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.

~~a) You live within the existing administrative area covered by 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 ~~December 2008~~<sup>April 2010</sup> to tell you where your child has a place. Please note that we will not be able to give you that 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~~<sup>a)</sup> we will offer your child a place at:

- the catchment area school, if there are still places available; or
- the next nearest ~~Bedfordshire\*~~ 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 your personal circumstances have changed significantly since you completed your original application form.

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, ~~228375~~<sup>228</sup> or 228490: ~~996~~

## 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 the waiting list which will be prioritised according to the admission criteria for individual schools. If a place becomes available we will contact you, even if you have accepted a place at another school.

For the majority of schools the waiting lists will be maintained until ~~the half term break in October 2009~~<sup>the end of the autumn term</sup>. Please contact us for further information. Some foundation voluntary aided and trust schools may have different arrangements for maintaining their waiting lists and you should contact those schools for further information.

\* The existing administrative area of Bedfordshire County Council

## Home to school transport

### 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 Section, Customer Contact Centre, County Hall, Bedford – Telephone: (01234) 228431 or from the County Council's website [www.bedfordshire.gov.uk](http://www.bedfordshire.gov.uk) (click the 'Education and learning' tab Schools and Colleges-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~~<sup>a)</sup>.

if they:

- go to their designated catchment school; or
- go to the appropriate school nearest to their home which is able to offer them a place;

and if they:

- live more than 2 miles (under 8 years of age) or 3 miles (8 years of age and over) away from the school.

Children under eight years of age will continue to receive free transport until the end of the academic year in which they reach the age of eight.

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 2 miles from the school.

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 more than half a mile from the school, if the journey to the catchment area school, or the nearest school, would involve the use of roads without footpaths or lighting.

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

If you do not make a request for your catchment area school in the way this booklet describes, there may not be a place for your child at that school. If this happens we will not provide transport to an alternative school, even if that school is more than 2 miles (under 8 years of age) or 3 miles (8 years of age or over unless you qualify for transport as a low income family) from your child's home.

### Children under statutory school age

Children under statutory school age who meet the criteria for free transport are not entitled to receive free transport until they are of statutory school age. You may wish to refer to the table on page 4 which tells you when your child is of statutory school age. Transport may be provided for pupils of pre-statutory school age at concessionary rates if spaces are available on existing routes and following full consultation with the headteacher and parents concerned.

<sup>a)</sup>You live within the existing administrative area covered by Bedfordshire County Council if you pay council tax to Bedford Borough Council, Mid Bedfordshire District Council or South Bedfordshire District Council.



## Home to school transport

### **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 (children aged 8 - 11 years only). 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 2 miles (under 8 years of age) or 3 miles (8 years of age or over unless you qualify for transport as a low income family) from that school by the shortest walking route.

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

### **Transport 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, 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;
- your home address is more than 2 miles (under 8 years of age) or 3 miles (8 years of age or over) from the school;

The only exception is for the following lower schools:

#### **St Josephs and St John Rigby Catholic Lower Schools (Bedford)**

Two separate transport areas have been set up dividing Bedford and the surrounding outlying area between these two schools. Transport is usually only provided to Catholic pupils living more than the statutory walking distance from the school serving their transport area.

#### **St Mary's, Caddington and St Vincents, Houghton Regis Catholic Lower Schools**

Transport areas have been set up which allows free transport for those pupils living more than the statutory walking distance from the preferred school, even if it is not the Catholic school nearest to the child's home. Outside the transport area pupils continue to receive free transport only to the nearest Catholic 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 application form. The School Admissions Service will pass the information to the School Transport Entitlement Team and they will assess whether your child is entitled to free transport.

If, when your child reaches the age of 8 years, 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 School 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 School Transport Entitlement Team at County Hall.

You do not need to apply to the School Transport Entitlement Team for transport.

*insert 6*

### **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 Customer Services Manager,  
Customer Contact Centre,  
~~County~~ Hall,  
Cauldwell Street,  
Bedford,  
MK42 9AP.

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

**Bedfordshire's Sustainable Modes of Travel Strategy for Schools**



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](http://www.bedfordshire.gov.uk).

## Local Authority Standard Admissions Criteria

### Local Authority Standard Admissions Criteria for Community and Voluntary Controlled Schools

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

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.

#### Definitions

##### 'Looked after' children

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

##### 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

## Local Authority Standard Admissions Criteria

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 normally resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against official documentation.

Starting school

Location	School Name	Category	Page
Clifton	All Saints' Lower	VA (C of E)	23
Clophill	St Mary's (Clophill) Lower	VA (C of E)	90
Cople	Cople Lower	Community	35
Cotton End	Cotton End Lower	Community	36
Cranfield	Cranfield Lower	VC	36
Dunstable	Ardley Hill Lower	Community	23
Dunstable	Ashton St Peter's Lower	VA (C of E)	24
Dunstable	Beecroft Lower	Community	27
Dunstable	Downside Lower	Community	38
Dunstable	Dunstable Icknield Lower	Community	38
Dunstable	Hadrian Lower	Community	46
Dunstable	Lancot Lower	Community	56
Dunstable	Lark Rise Lower	Community	57
Dunstable	St Christopher's Lower	Community	83
Dunstable	Watling Lower	Community	105
Dunton	Dunton Lower	VC	39
Eaton Bray	Eaton Bray Lower	Community	39
Elstow	Elstow Lower	Community	41
Eversholt	Eversholt Lower	Community	41
Everton	Everton Lower	Community	42
Felmersham	Pinchmill Lower	Trust	65
Flitwick	Flitwick Lower	Community	43
Flitwick	Kingsmoor Lower	Community	54
Flitwick	Templefield Lower	Community	98
Gravenhurst	Gravenhurst Lower	Community	44
Great Barford	Great Barford Lower	Community	45
Greenfield	Greenfield Lower	VC	45
Harlington	Harlington Lower	Community	47
Harrold	Harrold Lower	Trust	47
Haynes	Haynes Lower	Community	48
Heath And Reach	St Leonard's Lower	VA (C of E)	88
Henlow	Derwent Lower	Community	37
Henlow	Raynsford Lower	VC	71
Hockliffe	Hockliffe Lower	Community	50
Houghton Conquest	Houghton Conquest Lower	Community	50
Houghton Regis	Hawthorn Park Lower	Community	48
Houghton Regis	Houghton Regis Lower	Community	51
Houghton Regis	St Vincent's Lower	VA (Catholic)	93

VA: Voluntary Aided VC: Voluntary Controlled  
The key on page 22 explains the different categories of schools.

13/80

Starting school

## Lower Schools Information Sheets

### Lower 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

<b>Community</b>	The Local Authority is responsible for the admission arrangements. Religious Education in community schools follows the Agreed Religious Education Syllabus for the <del>County</del> <i>Authority</i> .
<b>Foundation</b>	The Governing Body is responsible for the admission arrangements in a Foundation school. <i>Religious Education in Foundation Schools follows the agreed Religious Education syllabus for the Authority</i>
<b>Trust</b>	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.
<i>Copy from above.</i> <b>VA</b>	<i>Religious</i> Voluntary Aided. The Governing Body is responsible for the admission arrangements in a VA school. Religious education follows the teaching of the Church of England (if C of E) or the Catholic faith (if Catholic). The <del>County</del> 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.
<b>VC</b>	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 <del>County</del> <i>Authority</i> . The Governors have greater control over the use of the premises than in a Community School.
<b>Admission Number</b>	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.
<b>NOR 200<del>8</del><sup>9</sup></b>	Number on Roll. We have included the roll for January 200 <del>8</del> <sup>9</sup> to show you the likely size of the school.
<b>Admissions in September 200<del>8</del><sup>9</sup></b>	We have included this information as you may find it helpful when considering whether or not places are likely to be available at your preferred school. You should be aware, however, that numbers vary from year to year and the availability of places in September 200 <del>8</del> <sup>9</sup> will not mean that places will be available in September 200 <del>9</del> <sup>10</sup> . Likewise oversubscription in September 200 <del>8</del> <sup>9</sup> will not mean oversubscription in September 200 <del>9</del> <sup>10</sup> .
<b>Uses of email addresses</b>	<b>Notice to companies and other bulk e-mail sources.</b> DO NOT use the e-mail addresses in this list to send e-mail to all <del>Bedfordshire</del> lower schools. If you do, subsequent mail from your address will be blocked. If you wish to contact all <del>Bedfordshire</del> lower schools for a valid reason, please send one e-mail to: support@schools.bedfordshire.gov.uk. We will forward it if it is appropriate to do so.
<b>Admissions criteria definitions</b>	Some schools have definitions as part of their admissions criteria to help you understand if you meet a particular criterion, for example an explanation of what is meant by 'regular attendance' at a church. Therefore, if you want your religious leader to sign your form to confirm your religious affiliation you <b>must</b> take this book for them to check the school's criteria.

Starting school

## Lower school information sheets

→ website: [www.allsaints.beds.sch.uk](http://www.allsaints.beds.sch.uk)

All Saints Lower School Church Street, Clifton, Shefford, Bedfordshire SG17 5ES		Category Age Range	NOR 200%	Admission Number 200%
Head: Mrs M Gravell Tel: (01462) 628444 Fax: (01462) 628440 e-mail: <a href="mailto:allsaintslower@schools.bedfordshire.gov.uk">allsaintslower@schools.bedfordshire.gov.uk</a>		VA (C of E) Up to 9 years	<del>150</del> 155	30
<b>Admission Arrangements</b>	<b>Annual formal admission into the Reception Year. Nursery class for younger children.</b>			
<b>Date of Birth</b>	1/9/04 – 31/12/04	1/1/05 – 31/3/05	1/4/05 – 31/8/05	
<b>Date of Admission</b>	September 2009	September 2009	September 2009	
<b>Admission Criteria</b> Places will be allocated in the following order of priority: <ol style="list-style-type: none"> <li>All 'looked after' children</li> <li>Pupils living in the catchment area</li> <li>'Very Exceptional' medical grounds</li> <li>Siblings of pupils of All Saints</li> <li>Children of parents <sup>who have attended</sup> on the electoral Roll of All Saints Church, Clifton <sup>once per month for a period of six months prior to application. Parents must be signatories of the Roll and an application form.</sup></li> <li>Children who are cared for on a daily basis by person/persons living in Clifton</li> <li>Any other children.</li> </ol>				
<b>Admissions in September 2009</b>				
Admission number: 30 ✓	Requests received: <del>33</del> 35	Places offered: 30 ✓	At the time of the initial allocation in December 2007 all <sup>applicants</sup> children were admitted under criteria 1-5 and some were admitted under criteria 6 as described in the 'Starting School' booklet for September 2008.	

Ardley Hill Lower School Lowther Road, Dunstable Bedfordshire LU6 3NZ		Category Age Range	NOR 200%	Admission Number 200%
Head: Mrs S Watts Tel: (01582) 667955 Fax: (01582) 606933 e-mail: <a href="mailto:ardleyhilllower@schools.bedfordshire.gov.uk">ardleyhilllower@schools.bedfordshire.gov.uk</a>		Community Up to 9 years	<del>204</del> 195	60 ✓
<b>Admission Arrangements</b>	<b>Annual admission into the Reception Year.</b>			
<b>Date of Birth</b>	1/9/04 – 31/12/04	1/1/05 – 31/3/05	1/4/05 – 31/8/05	
<b>Date of Admission</b>	September 2009	September 2009	September 2009	
<b>Admission Criteria</b> Places will be allocated in the following order of priority: <ol style="list-style-type: none"> <li>All 'looked after' children</li> <li>Pupils living in the catchment area</li> <li>'Very exceptional' medical grounds</li> <li>Siblings</li> <li>Any other children</li> </ol>				
<b>Admissions in September 2009</b>				
Admission number: 60 ✓	Requests received: <del>35</del> 32	Places offered: <del>35</del> 32	At the time of the initial allocation in December 2007 all applicants were offered a place.	

13/82



Starting school

## Parent feedback form



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

**please tick appropriate box**

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

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

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

If YES, please give details:

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**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?

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**Did you find the admission process straightforward?** YES  NO

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

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**If you contacted the Admissions Service, did you find the staff helpful?** YES  NO

Please comment:

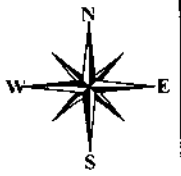
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13/83

Central Bedfordshire (with parish boundary)



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 Date: 06/05/09

Based Scale: 1:250000  
 Plot @: 1:215000