

## Application for a school place for 2018

This application form is for parents and carers with parental responsibility who live within Central Bedfordshire and would like to apply for a place in September 2018 for one of the following admission rounds:

- Transfer to Upper 2018 - **Closing date 31 October 2017**
- Transfer to Secondary 2018 - **Closing date 31 October 2017**
- Transfer to Middle 2018 - **Closing date 15 January 2018**
- Starting School 2018 - **Closing date 15 January 2018**

**The closing dates are nationally set by the Department for Education and apply to all Admissions Teams throughout the country.**

Before you apply, please read carefully the 'Admissions in Central Bedfordshire 2018' booklet, available at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

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

**You must complete one form per child**

### **Send completed forms to:**

School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Bedfordshire, LU6 1LF

If you would like confirmation we have received your application please include a self addressed stamped envelope

# Important things to consider before applying

- **Make sure your application reaches us by the national closing date!**  
All applications we receive after the national closing date will be classed as late and not processed until the late allocation round, which will take place after the national offer day for on time applications. Late applications are not dealt with until after all the on time applications have been considered. Places are not reserved at schools in the on time allocation for late catchment children or any other circumstances.
- Submitting a late application significantly reduces your child's chance of an offer of a place at one of your preferred schools.
- Consider other local schools for your application in case a place cannot be offered at your first preference school.
- Living in the catchment area may give your child priority however it does not automatically guarantee a place at your local school.
- Be realistic about the schools you are applying for.
- If you live outside the catchment area and have an older child at the school, we cannot guarantee your younger child will be offered a place at the same school.
- You will find out where your child has been offered a school place on:
  - Transfer to Upper/Secondary **1 March 2018**
  - Starting School/ Transfer to Middle **16 April 2018**
- If a place cannot be offered at your preferred school(s), the Council will offer a place at a suitable school in the local area.
- Consider whether you would be eligible for free home to school transport; a parent's guide to home to school transport is attached to this application form which will provide information on this.
- All the information you may need to make your application is available on our website [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) or by contacting the School Admissions Team.

## For Starting School 2018 applications only

- **You must include proof of your child's date of birth, with your application. Please send a copy of your child's passport or short birth certificate to the school Admissions Team when you make your application.**
- Even if your child attends a nursery or preschool on the school site, you must still make a Starting School 2018 application to the School Admissions Team as there is no automatic transfer to Reception Year.
- Having a place at the nursery or preschool does not guarantee your child a place in Reception Year.

### Contact us

School Admissions Team, Central Bedfordshire Council,  
Watling House, High Street North, Dunstable LU6 1LF

Email: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)  
Telephone: 0300 300 8037

# Application for a school place for 2018

Child's surname \_\_\_\_\_

Child's first name (s) \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Gender: Male  Female

Child's primary home address \_\_\_\_\_

Postcode \_\_\_\_\_

Name of current school/nursery \_\_\_\_\_

Date admitted \_\_\_\_\_

## Application – please specify which admission round you are applying for:

- Transfer to Upper School 2018** (children currently in Year 8)
- Transfer to Secondary School 2018** (children currently in Year 6)
- Transfer to Middle School 2018** (children currently in Year 4)
- Starting School 2018** (children born between 01/09/13 and 31/08/14)

## School preferences

You may state up to three preference schools

1<sup>st</sup> preference school \_\_\_\_\_

2<sup>nd</sup> preference school \_\_\_\_\_

3<sup>rd</sup> preference school \_\_\_\_\_

Remember to consider whether you would be eligible for free home to school transport; a parent's guide to home to school transport is attached to this application form which will provide information on this

For Office Use Only						
Date Received	Catchment School	1 <sup>st</sup> Pref Criterion	2 <sup>nd</sup> Pref Criterion	3 <sup>rd</sup> Pref Criterion	Logged	Checked
					<input type="checkbox"/>	<input type="checkbox"/>

**Name of parent/carer with parental responsibility**

Title: Ms / Mr / Mrs / Miss / Dr / Other \_\_\_\_\_

Forename \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home tel number \_\_\_\_\_ Mobile tel number \_\_\_\_\_

Email Address \_\_\_\_\_

Address (if different from child) \_\_\_\_\_

2<sup>nd</sup> parent / carer (if applicable)

**Name of parent/carer with parental responsibility**

Title: Ms / Mr / Mrs / Miss / Dr / Other \_\_\_\_\_

Forename \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home tel number \_\_\_\_\_ Mobile tel number \_\_\_\_\_

Email Address \_\_\_\_\_

Address (if different from child) \_\_\_\_\_

We will only communicate with applicants with parental responsibility named on this application. If only one parent/carer is named we can only speak to this person about the application in the first instance.

**Siblings**

If you have an older child who will be attending one of the schools you have stated in September 2018 please give details below

Sibling name \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

School attending \_\_\_\_\_ Current year group \_\_\_\_\_

Address if different \_\_\_\_\_

**Other information**

Does your child have an Education, Health and Care Plan (or a Statement of Special Educational Needs)?  Yes  No

Is your child a 'looked after' or previously 'looked after' child?  Yes  No  
i.e in care of the Local Authority  
If yes which Local Authority is/was responsible for the child?  No

\_\_\_\_\_

**Does your child have a 'very exceptional' medical reason why they should be given priority of admission to one of the schools you have listed?**

**Yes**  
 **No**

Please note this criterion does not apply to all schools/academies

**Is your child eligible for Early Years Pupil Premium (EYPP), Pupil Premium (PP) or Service Premium (SP)**

**Yes**  
 **No**

**If yes which?**

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Please note this only applies for Eaton Bray Academy, St. Augustine's Academy, St. Mary's VA Lower (Clophill) and Sutton VA Lower School.

**If you are a staff member at any of the schools you have selected which give priority to children of staff please give details below:**

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**Please use this box for any additional information to support your application but please be aware that we can only use it in support of the criteria for the school/s you have indicated.**

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

**Declaration**

Please read this declaration carefully before you sign it:

- I/we declare that the information given on this form is correct and that I/we have read and understood the 'Admissions in Central Bedfordshire 2018' booklet and the way in which places are allocated.
- I/we understand that if I/we knowingly give information that is incorrect or misleading that I/we may be liable for legal action and the withdrawal of any offer of a school place
- I/we agree to provide School Admissions with information regarding my/our child's address, upon request, as part of the verification process.
- I/We have parental responsibility for the named child and this is the only application form I/we have completed.
- I/We will advise School Admissions, in writing, of any changes to the information on this form.
- I/we understand that the information I/we have submitted on this form is covered by the Data Protection Act 1988 (please see paragraph below)

**Name of parent(s) or carer(s) with parental responsibility:**

\_\_\_\_\_

**Signature of parent(s) or carer(s) with parental responsibility:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Data Protection**

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information with other relevant teams within the Council and other Local Authority Admissions Teams where necessary. We will safeguard your personal details and these will not be divulged to any individuals or organisations for any other purposes.

## Confirmation of religious affiliation – Church of England Schools



Central  
Bedfordshire

Please complete this form if you are applying for the any of the following schools on religious/faith grounds:

Manshead CE Academy, Edward Peake CofE Middle, Henlow CofE Academy, Holywell Middle, Ashton St. Peter's Primary, Clifton All Saints Academy, Dunton VC Lower, John Donne Church of England Primary School, Meppershall CofE Academy, Northill Lower, Pulford Lower, St. Andrew's Lower (both East and West), St. Leonard's Lower, St. Mary's CofE Academy, St. Mary's Lower (Clophill), Sutton Lower, Thomas Whitehead Academy, Wrestlingworth Lower

### To be completed by the parent/carer:

Child's surname \_\_\_\_\_ Child's name \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

School preferences (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

### To be completed by Priest, Minister or Faith Leader:

I can confirm that (name(s) of parent/carer) \_\_\_\_\_

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

Name of priest/minister/faith leader \_\_\_\_\_

Name of congregation/place of worship \_\_\_\_\_

Christian denomination or religious faith \_\_\_\_\_

Signature of priest/minister/faith leader \_\_\_\_\_

Date \_\_\_\_\_

**Return this completed form to the School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or email it to: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)**

## Confirmation of religious affiliation – Catholic Schools



Please complete this form if you are applying for the any of the following schools **on religious/faith grounds**:

St. Mary's Primary (Caddington), St. Vincent's Primary (Dunstable)

If your application for a place at the above Catholic primary schools is on religious grounds because your child has been baptised or enrolled in a catechumenate programme you must provide a copy of their baptismal certificate or your priest must confirm enrolment in the programme.

### To be completed by the parent/carer:

Child's surname \_\_\_\_\_ Child's name \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

School preferences (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

I have attached a copy of my child's baptismal certification: Yes  No

### To be completed by Priest, Minister or Faith Leader:

I can confirm that (name(s) of parent/carer) \_\_\_\_\_

The family of this child is a practising Catholic family

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

I support this application

Name of priest/minister/faith leader \_\_\_\_\_

Name of congregation/place of worship \_\_\_\_\_

Christian denomination or religious faith \_\_\_\_\_

Signature of priest/minister/faith leader \_\_\_\_\_

Date \_\_\_\_\_

**Return this completed form to the School Admissions Team, Central Bedfordshire Council, Watling House, High Street North, Dunstable LU6 1LF or email it to: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)**



# The following information is provided by the Transport Commissioning & Entitlement Team

## **Parent's Guide to Home to School Transport**

Central Bedfordshire Council currently provides transport assistance to pupils who meet certain criteria as set out in the Council's current Home to School Transport Policy, full details of which can be found on the Council's website:

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

A brief overview of the criteria is given below:

### **Pupils attending mainstream schools**

For pupils attending a mainstream school, transport assistance may be provided if they meet one of the following criteria:

- Pupils aged 5 – 8 years old (up to the end of year 3) who live more than the statutory walking distance of 2 miles, by the shortest available walking route to their nearest school.
- Pupils aged 8 – 16 years old (years 4 – 11) who live more than the statutory walking distance of 3 miles by the shortest available walking route, to their nearest school.

The statutory walking distance may not apply where the route which the pupil would be expected to walk to their nearest school (when accompanied by an appropriate adult) is assessed as unsafe.

### **Pupils with special educational needs**

Having a current statement of special educational needs or an Education Health Care Plan (EHCP) does not guarantee transport. However transport may be provided if:

- The pupil is attending the nearest mainstream school and meets the distance criteria stated above
- The pupil is attending the nearest special school with spaces available which meets the distance criteria stated above and has been identified by the Council as being able to appropriately meet their needs.

### **Low income families**

Pupils from low income families may be entitled to transport assistance. The pupil will be entitled if they are eligible for free school meals.

They must also meet one of the criteria below:

- Pupils aged between 8 – 11 who attend the nearest or designated catchment school and the distance between home and school is over 2 miles by the shortest available walking route.
- Pupils aged between 11 – 16 (Years 7-11) who attend 1 of the 3 nearest appropriate schools between 2 – 6 miles from the home address by the shortest walking route if up to 3 miles or the shortest motorised route if over 3 miles.

### **Concessionary travel**

When there is a Council operated school bus with spare seats available after all entitled pupils have been offered places, the Council may sell these as concessions. They are sold on a first come, first served basis, one term at a time and being accepted for a place for one term does not guarantee a place for the next term.

**Further information**

If you have any queries about entitlement or changes in your child's transport please contact the Transport Commissioning & Entitlement Team (TC&ET) on 0300 300 8339 or by email [school.transport@centralbedfordshire.gov.uk](mailto:school.transport@centralbedfordshire.gov.uk)