

Application for a school place for 2017

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 2017 for one of the following admission rounds:

- Transfer to Upper 2017 - **Closing date 31 October 2016**
- Transfer to Secondary 2017 - **Closing date 31 October 2016**
- Transfer to Middle 2017 - **Closing date 15 January 2017**
- Starting School 2017 - **Closing date 15 January 2017**

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 2017' booklet, available at 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 2017**
 - Starting School/ Transfer to Middle **18 April 2017**
- 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 or by contacting the School Admissions Team.

For Starting School 2017 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 2017 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
Telephone: 0300 300 8037

Application for a school place for 2017

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 2017** (children currently in Year 8)
- Transfer to Secondary School 2017** (children currently in Year 6)
- Transfer to Middle School 2017** (children currently in Year 4)
- Starting School 2017** (children born between 01/09/12 and 31/08/13)

School preferences

You may state up to three preference schools

1st preference school _____

2nd preference school _____

3rd 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 st Pref Criterion	2 nd Pref Criterion	3 rd 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** _____

Address (if different from child) _____

2nd 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** _____

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 2017 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? i.e in care of the Local Authority Yes No
If yes which Local Authority is/was responsible for the child?

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?

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:

Please use this box for any additional information to support your application

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 2017' 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

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

Manshead School, Edward Peake CofE Middle, Henlow CofE Academy, Holywell Middle, Ashton St. Peter's Primary, Clifton All Saints Academy, Dunton VC Lower, John Donne Lower, 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 Primary, 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

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

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

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

Parent's Guide to Home to School Transport

Free home to school transport is provided to pupils who meet the criteria as set out in the Council's Home to School Transport Policy, a copy of which can be found on the Council's website www.centralbedfordshire.gov.uk/schooltransport a hard copy is available upon request.

A brief overview of the different criteria is described below; however if you do have any questions regarding the eligibility for free home to school transport then please contact the Transport Commissioning and Entitlement Team (TCET) on 0300 300 8339 or at school.transport@centralbedfordshire.gov.uk

1. Pupils attending mainstream schools

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

- Pupils aged 4 – 8 years old (Reception year to the end of year 3) who live more than the statutory walking distance of 2 miles, by the shortest available walking route to the nearest school or designated catchment school.
- If the pupil is entitled to transport under the above distance criteria whilst under the age of 8 years, they will continue to receive free transport until the end of the academic year in which he/she reaches the age of 8 (Year 3)
- 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 the nearest school or the designated catchment school.

The statutory walking distance may not apply where the route which the pupil would be expected to walk to their nearest or designated catchment school (when accompanied by an appropriate adult) is assessed as unsafe. If you have any questions regarding the walking route then please contact us on the number or email at the top of the page.

The pupil may also be entitled to transport in the event that you are not successful when applying for one or all of your school preferences via the School Admissions Team. If the School Admissions Team identifies a school, which was not on your list of preferences and you meet any of the above criteria, the pupil may be entitled to transport.

2. Transport for 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 a mainstream school and meets the criteria stated in section 1
- The pupil is attending the nearest special school with spaces available which is over the statutory walking distance relevant to their age (see section 1) and has been identified by the Council as being able to appropriately meet their needs.
- If the pupil attends their nearest or designated catchment mainstream school or their nearest appropriate special school with places available and they live under the statutory walking distance and there are no road safety concerns, then their needs may be assessed to ascertain whether it would be reasonable or safe for them to walk to school when accompanied by an appropriate adult. A medical needs or special educational needs application form would need to be completed and returned to us for it to be assessed. These forms are available on the Council's website www.centralbedfordshire.gov.uk/schooltransport

A Passenger Assistant is provided if the Council believes that the health and safety of the pupil, driver or anyone else travelling in the vehicle would be at risk if not provided.

The Council will consider transport to the nearest suitable school. If by parental preference a more distant school is named in the pupil's statement or EHCP but the Authority's view differs, transport will not be provided.

A school designated by the Council as the most appropriate school for a particular pupil will normally be deemed to be the nearest suitable school.

3. Low Income

Pupils from low income families may be entitled to free transport. The pupil will be entitled if they are eligible for free school meals or parents receive the maximum amount of Working Tax Credits. 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 three miles or the shortest motorised route if over three miles.

If you wish to apply for free home to school transport based on low income eligibility, then please complete the Low Income Application form which is on the Council's website www.centralbedfordshire.gov.uk/schooltransport or by contacting us directly.

4. Children Attending a School on the Grounds of Religion or Belief

Travel assistance will not be provided by the Council to a parent/carer of a pupil attending school on the grounds of religion or belief ('denominational grounds') with the exception of where a pupil is from a low income family (see section 3).

- A pupil aged between 11 – 16 years old (Years 7-11) who attends his/her nearest suitable school preferred by his/her parents on grounds of religion or belief and lives between 2 miles and 15 miles from the school, by the shortest available walking route if up to three miles or the shortest motorised route if over three miles.

5. Pupils with Temporary Medical Problems

Free travel assistance may be considered where a pupil lives within the defined walking distance to school relevant to his or her age (see section 1) and is attending the nearest or designated catchment school with spaces available but is unable to walk to school because of a medical condition.

For pupils who have a current statement of special educational needs or EHCP and have a medical condition which impacts on their ability to walk to school, then transport may be considered to the nearest school which has been assessed by the Council as being able to meet their needs.

To apply for transport on medical grounds please complete and return a medical needs application form which can be found on the Council's website www.centralbedfordshire.gov.uk/schooltransport or by contacting us.

6. Parents with a Disability

The Council may exercise its discretion to provide transport where a child lives within the walking distance (see section 1) to school but where his/her parents are unable to accompany him/her on the walk to school because of a medical condition or disability.

Please contact us to discuss transport on these grounds and be aware that you will be asked to provide evidence which demonstrates that you are unable to walk the pupil to school due to your disability.

7. Temporary Residential Circumstances

Where a family is forced to re-locate temporarily to alternative accommodation owing to circumstances outside their control the Council may provide transport. Each case is assessed on its merits, and will be subject to assessment against the statutory walking distance. Pupils placed in refuges, whose safety may be at risk may be provided with transport without taking distance in to account.

An application to the Transport Commissioning and Entitlement Team will be required and supporting evidence may be required.

8. When transport is not provided

There are certain circumstances where free home to school transport is not provided by the Council and transport would be parental responsibility. These include:

- if the school attended is not the one which the Council deems to be the nearest suitable school;
- to an address which is not the primary registered address. The primary registered address is where the pupil will spend the majority of their time and will be registered with the school as the primary domiciliary address.
- to enable the pupil to attend extra curricular activities or between institutions within the school day. (For these journeys the organising school or institution will be responsible for transport arrangements);
- to attend dental or hospital appointments, or other non-educational appointments;
- in the event of sickness, where the pupil has to be collected from school (or returned to residential school midweek);
- for parents/carers attending review meetings;
- where the pupil is attending a school which is not the nearest or designated catchment school and the attendance is due to parental preference;
- to attend work experience;
- to attend an induction day at another establishment;
- to accompany a friend home;
- where the journey is to a nursery or pre-school setting;
- following misbehaviour occurring on transport, which threatens the Health and Safety of staff and/or other pupils;
- when the pupil travels at lunchtimes or at any time other than the normal start and end of the school day. Travel between these times will remain a parental responsibility.
- where other parental responsibilities such as other children or work commitments prevent them from being able to walk the pupil to school. It would be parental responsibility to make alternative arrangements.
- respite/Social Care Transport is not arranged by the Transport Commissioning & Entitlement Team. Please continue to contact Social Workers for this transport.

9. Concessions

When there is a Council operated school bus with spare seats available after all the entitled pupils have been offered their seats, 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.

For further discussions regarding concessionary places, please contact the Mainstream Transport Team on 0300 300 8167 or at mainstream.transport@centralbedfordshire.gov.uk

10. Definitions

Maximum Journey Time

Best practice suggests that the maximum each way length of journey for a pupil of primary school age might be considered to be 45 minutes; whilst a pupil of secondary school age might be expected to travel up to 75 minutes each way (which may not be possible to an out-of-county provision). However, a pupil's special educational needs and/or disability might be such that it implies a shorter maximum journey time.

Catchment Area School

The catchment area school is defined as the school designated by the Council to serve the home address of the pupil at the time of application. Information on school catchment areas is available from www.centralbedfordshire.gov.uk/admissions

Walking Route - Distance Measurement

The walking distance between home and school, is measured by the shortest route along which a pupil, accompanied as necessary, may walk with reasonable safety. The route measured may include footpaths, bridleways, and other pathways, as well as recognised roads with suitable pedestrian access.

Home Address

The home address is defined as the primary registered address. Pupils who live in a joint home arrangement will be provided with transport only to and from the primary home address registered with their school and the Council. The Council will not provide travel assistance to or from any other address.

EHCP

On 1st September 2014 government legislation has introduced the Education Health Care Plan to replace the Statement of Special Educational Needs for all pupils assessed after that date. The term Statement of Special Educational Needs will continue to be used for a period of 3 years (Aug 2017) for pupils who already have a Statement.

How to Contact us:

If you have any queries about entitlement or changes in your child's transport please phone the Transport Commissioning & Entitlement Team (TC&ET) on:

by telephone: 0300 300 8339

by email: school.transport@centralbedfordshire.gov.uk

For more in depth details view the 2016-17 Home to School Policy online, go to: www.centralbedfordshire.gov.uk/schooltransport