

Application for **a school place for 2023**

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 2023 for one of the following admission rounds:

- Transfer to Upper 2022 - **Closing date 31 October 2022**
- Transfer to Secondary 2022 - **Closing date 31 October 2022**
- Transfer to Middle 2022 - **Closing date 15 January 2023**
- Starting School 2022 - **Closing date 15 January 2023**

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 2023' 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:

admissions@centralbedfordshire.gov.uk

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/Secondary1 **March 2023**
 - Starting School/ Transfer to Middle **17 April 2023**
- 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 before submitting your application.
- 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 2023 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 2023 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

Email: admissions@centralbedfordshire.gov.uk

Telephone: 0300 300 8037

Application for a school place for 2023

Please use the name of your child as it appears on the Birth Certificate or Legal Deed Poll

Child's surname _____

Child's first name (s) _____

Date of Birth ____/____/____ Gender at birth: 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 2023** (children currently in Year 8)
- ☐ **Transfer to Secondary School 2023** (children currently in Year 6)
- ☐ **Transfer to Middle School 2023** (children currently in Year 4)
- ☐ **Starting School 2023** (children born between 01/09/18 and 31/08/19)

School preferences

You may state up to three preference schools

1st preference school _____

2nd preference school _____

3rd preference school _____

It is important to consider how your child will travel to school before submitting your application. You should check the Council's Home to School Transport policy to find out whether they will be entitled to free home to school transport to your preferred school(s) when considering which school(s) to apply for. Information is available at www.centralbedfordshire.gov.uk/schooltransport or you can contact the School Transport Team on 0300 300 8339

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** _____

Email Address _____

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** _____

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 2023 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? ☐ **Yes**

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

If yes, can you please provide one of the following documents:

- Adoption birth certificate
- Residence order
- Special guardianship order

Please submit this supporting document(s) with your application.

Is your Child subject to a Court Order or a Specific Issue Order Yes ☐
No ☐

If yes, please provide a copy of the Court Order or Specific Issue Order at the time you submit your application for transfer 2023

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 Derwent Lower, Eaton Bray Academy, Meppershall CofE Academy, St. Augustine's Academy, St. Mary's CofE VA Lower (Clophill) and Sutton CofE VA Lower.

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 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 2023' 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 2018 (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, other Local Authority Admissions Teams and schools 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 SCHOOLS ONLY

The logo for Central Bedfordshire is a black circle containing the text "Central Bedfordshire" in white. "Central" is on the top line and "Bedfordshire" is on the bottom line, both in a sans-serif font.

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

If you are applying for more than one school, please complete a separate form for each school

To be completed by the parent/carer:

Child's surname _____ Child's name _____

Date of birth ____/____/____

Address _____

School preference _____

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 _____

Email it to: admissions@centralbedfordshire.gov.uk

Confirmation of religious affiliation – Catholic Schools

CENTRAL BEDFORDSHIRE SCHOOLS ONLY

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

St. Mary's Catholic Primary, St. Vincent's Catholic Primary

If you are applying for both schools, please complete a separate form for each school

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 preference _____

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 _____

Email it to: **admissions@centralbedfordshire.gov.uk**