

Luton Council's In-Year Application Form



2022-2023



Luton Council's In-Year Application Form

This form should be used to request a place at:

Beech Hill Primary School	Beechwood Primary school	Bushmead Primary School	Bramingham Primary School	Chantry Primary Academy	Crawley Green Infant School	Challney High School for Boys	Challney High School for Girls
Chiltern Academy	Dallow Primary School	Denbigh High School	Denbigh Primary School	Downside Primary School	Farley Junior School	The Ferrars Academy	Ferrars Junior School
Foxdell Primary School	Foxdell Junior School	Hillborough Infant School	Hillborough Junior School	Icknield Primary School	Icknield High School	Lealands High School	Maidenhall Primary School
Norton Road Primary School	Parklea Primary School	Pirton Hill Primary School	Putteridge High School	Putteridge Primary School	Queen Elizabeth School	Ramridge Primary School	River Bank Primary School
Lea Manor High School	Someris Junior School	Southfield Primary School	Stopsley High School	Stopsley Primary School	Surrey Street Primary school	St Matthews Primary School	Tennyson Road Primary School
The Meads Primary School	Warden Hill Infant School	Warden Hill Junior School	Waulud Primary School	Wenlock Junior School	Whipperley Infant Academy	Whitefield Primary School	Wigmore Primary School
William Austin Infant School	William Austin Junior School	For office use only: CATCHMENT:					

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Information and advice can be obtained by calling the Admissions helpline on **01582 54 80 16**

Please read through the In-Year School Transfer Guide before completing this application form.

I wish to request a place for my child at:

First preference school:		For office use only: Measurement:
Second preference school:		For office use only: Measurement:
Third preference school:		For office use only: Measurement:

Please indicate the date the place is required for:

Child's details:

Legal first name(s): Legal last name:

Gender: Male Female

Date of Birth:

Full home address:

Postcode:



Does your child have a sibling (brother or sister) attending any of your preferred schools? YES / NO

If YES, please give details:

Legal first name(s)	Legal last name	Date of birth	Gender	Address	School Attending

Does your child have an Education Health Care Plan? YES / NO

Are you requesting admission for your child on medical grounds? YES / NO

If YES, please enclose a medical certificate with your application

Is your child 'looked after' by a local authority? YES / NO

If YES, please state which local authority is responsible for the child:

Please also provide a letter from the social worker confirming the child's legal status and details of the local authority responsible for the child.

Name of social worker:
Telephone number:

Was your child previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order? YES / NO

If YES, please provide documentation to confirm that they were previously 'looked after'.

Was your child previously in state care outside of England and ceased to be in care as a result of being adopted? YES / NO

If YES, please provide documentation to confirm the status.

Child of staff (only for schools with this in their oversubscription criteria)

Is one or both parents currently employed at one of your preferred schools? YES / NO

If YES, please complete the details below:

Name of parent:	Name of school employed at and job title:

Is one or both parents currently working as part of the UK service personnel?

(For monitoring purposes)

YES / NO



Child's current/previous school details:

Name of school:

Address:

Postcode:

Telephone number:

Name of head of year/class teacher:

Date child last attended school:

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If your child attended her/his current/previous school for less than a year, please provide the Admissions Team with details of the school s/he attended before in the boxes below:

Name of school:

Address:

Postcode:

Telephone number:

Name of head of year/class teacher:

Date child last attended school:



Additional information

Please answer the questions below:

How well does your child speak English?

Beginner / Intermediate / Fluent

Can your child speak any other languages?

YES / NO

Have you had contact with the Education Welfare Service?

YES / NO

Has your child had contact with the Behaviour Service or the Psychological Service?

YES / NO

Has your child had a fixed term exclusion in the past two years?

YES / NO

Has your child been permanently excluded from school?

YES / NO

If you have answered **YES** to any of the above questions, please give further details.

Reason for request (please tick appropriate box[es])

Moved house within Luton

Removed from roll following extended leave

Moved into Luton

Child has been placed in local authority care

Starting school for the first time

Childcare arrangements

To join sibling(s) at school

Issues in current school - (please note, your request will be passed to a Manager in the Admissions Team who will contact you to discuss your application.)

If your request is due to a house move, please provide your previous address below:

Full home address:

Postcode:

If you are planning to move in the near future, please indicate your new address and the date you are expected to move:

Full home address:

Postcode:

Date of move:



Additional information

Please use this space to outline any additional reasons for your application, e.g. religious convictions, medical or social reasons. Please continue on a separate sheet if necessary.

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Transfer requests within Luton for reasons other than a house move

If you are requesting a transfer to another local school or your child is experiencing any difficulties at their present school, it is important for you to discuss this with the headteacher of your child's present school and ask them to complete and sign this form. Luton Council would expect discussions to take place before you make any decision about transferring your child to another school.

Headteacher's comments:

Signed:

Print name:

If the form has not been signed it will be returned to you.



Checklist:

- ✓ I have stated a first, second and third preference.
- ✓ I have provided names and dates in the places where they are requested on the form.
- ✓ I have checked to make sure all the information I have given is correct.
- ✓ I have provided the supporting documentation where necessary (*e.g. child's birth certificate, proof of address, medical certificate*). The documentation is in the name of the person with parental responsibility who made the application.
- ✓ The form has been signed by my child's current headteacher (*only for school transfers within Luton where the child has not moved house*). I understand that if this has not been completed my application form will be returned to me.
- ✓ I have signed and dated the application form.
- ✓ I give permission to the Council to check any information given or to make any necessary enquiries. I authorise and request any person or body to give the Council any information necessary for that purpose.

I understand that any false or deliberately misleading information on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Parent/carer's details:

Mother's name (capitals)
Father's name (capitals)
Telephone number(s):
Parent's email address:

You may receive emails via this email address, if this email address changes, please inform the Admissions Team.

Name of applicant:

Relationship to pupil:

Do you have parental responsibility for the pupil? YES / NO

Signature of person with parental responsibility:

Date:

Please note that this form will be returned if all questions are not answered fully. This will result in a delay in your application being processed.

When you have completed this form, please send it direct to:

**Admissions Team, Children, Families and Education Directorate, Luton Council, Town Hall,
George Street, Luton LU1 2BQ**

Your request will be processed as quickly as possible, normally within 15 school days and you will be notified in writing to confirm whether a place is available. If you have not received any correspondence after 15 school days, please telephone the Admissions helpline on **01582 54 80 16**, Monday to Friday between 9am and 4pm.



Supporting information for admission to Wenlock Church of England Junior School

Please note that this supplementary form should ONLY be used when applying for a place at Wenlock Voluntary Aided Church of England Junior School

Child's Surname:	Forename:
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Date of Birth:

Address:
Postcode:

Telephone Number:

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Current school:

Parent/Guardian's name:

Address: (if different from above)
Postcode:

Category of application:

Please refer to the admissions criteria within our admissions policy to determine under which category you are applying. If applying under categories 4 a,b,c or 5 a letter would be required verifying the required level of attendance to accompany applications.

Signature of Parent/Carer:

Parents must also ensure they complete an application form for their child.

For Wenlock School Office Use Only

Date of Receipt of application:

Category checked by:

Category No. Established:



Privacy Notice

Luton Council is committed to protecting the privacy of your child and your information.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Council at **feedback@luton.gov.uk**.






Data Controller	Luton Council, Town Hall, George Street, Luton, LU1 2BQ
Data Protection Officer	Katy Bodycombe feedback@luton.gov.uk
Personal Data	Name; current and past address; gender, date of birth, Looked After status, parents/ carers details, parental responsibility status, sibling details, contact with other educational professionals/services, exclusion history, medical details, special educational needs, school, additional information provided on the application form and any supplementary form(s) to the Council, We will seek information from your child's previous school(s) on their behaviour history, attendance and attainment to determine whether your application should be processed using the Council's In-Year Fair Access Protocol.
Purpose for using it	To provide your child with a school place
Lawful basis	To carry out the performance of a public task Special category data such as medical details are used in the public interest of supporting each child according to their needs and to take care of their well being whilst in the school setting
Who we share it with	Local authorities; education providers; NHS; safeguarding partners; catering services; pastoral support such as counselling; after school clubs; appeal panellists
Why we share it with them	To meet the statutory requirement for monitoring by the Department of Education To provide access to education To provide pastoral care, food and safeguarding where necessary
Any automated decision making	None
Transfer of data to a non-EU country	None
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you

If you want more information about how we keep your data safe please see our main privacy statement at **www.luton.gov.uk/privacy-cookies**.







 01582 54 80 16
 admissions@luton.gov.uk
 www.luton.gov.uk/learning
 @lutoncouncil
 lutoncouncil

Admissions Team
Children, Families and Education Directorate
Luton Council
Town Hall, George Street
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