



Transferring to High School

The start of the journey...



- In September 2019 you will receive a letter outlining the application process and giving details of
- Letter showing the pupil's unique identifier number (UID)
- Flyer detailing the importance of submitting an application before the closing date and details on how to apply online
- Cardinal Newman Catholic School supplementary form
- Translation leaflet
- It's REALLY important you get your application in on time.
- Closing date is **31st October 2019**


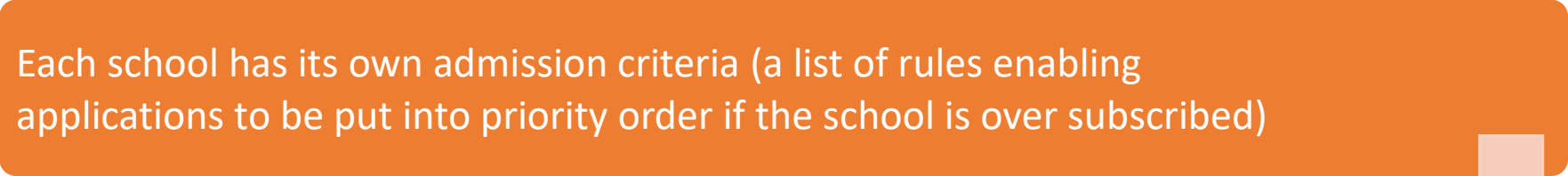
Submitting applications

- Apply online by 23:59 on 31st October 2019. Ensure you click “submit” and your email is your receipt.
- Via your child’s primary or junior school by 31st October 2019
- By 31st October 2019 if delivered to Luton Borough Council, Town Hall. Deliver by hand do not post!
- Most applications are done online, paper forms are available by printing off from Admissions page or ask Family Workers.
- Families living outside of Luton need to apply to their Local Authority Admissions team.





Admissions criteria

Each school has its own admission criteria (a list of rules enabling applications to be put into priority order if the school is over subscribed)



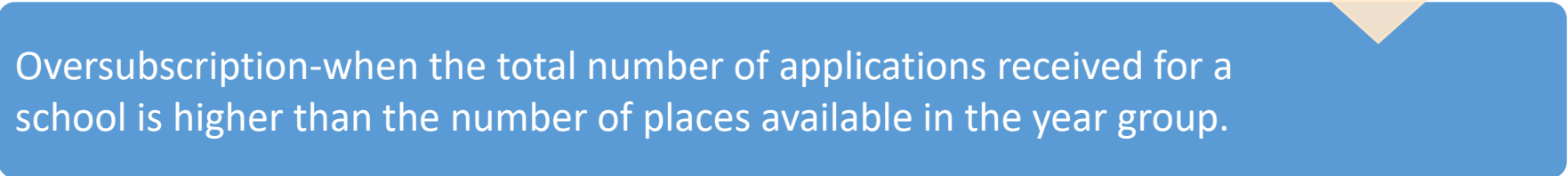
Check each school and see where your child sits within each schools criteria



Criteria can be viewed online.



Oversubscription-when the total number of applications received for a school is higher than the number of places available in the year group.



Criteria examples

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Luton Borough Council [GB] | https://www.luton.gov.uk/Education_and_Learning/Lists/LutonDocuments/PDF/LEA%20Documents%20and%20Publications/Admissions%20guides%20and%20app

preference in the initial allocation.

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

Number of places allocated in the initial allocation under the following criteria:

School	Published admissions number	Number of first, second and third preferences received before 31 October 2018	Number of places allocated in the initial allocation (1 March 2019)	Education Health Care plan/Special Educational Needs	Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order	Students having their permanent residence within the catchment area	Siblings of children attending the school at the time of proposed admission	Students seeking admission on medical grounds	Any other applicants	Straight line distance of last child allocated a place	Number of pupils on the waiting list as at 3 May 2019
Lea Manor High School	240	381	238	3 ✗	0	155 ✓	13 ✓	0	67 ✓	N/A	0

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Summary of places agreed on appeal

September 2019 transfer

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Lea Manor High School	No appeals lodged for this school							

13:17 04/09/2019

Criteria example

school as a preference in the initial allocation:

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

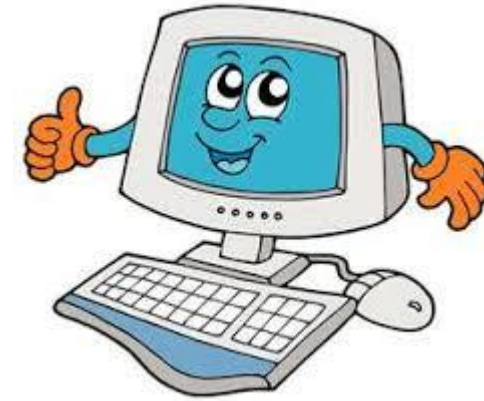
School	Published admissions number	Number of first, second and third preferences received before 31 October 2018	Number of places allocated in the initial allocation (1 March 2019)	Education Health Care plan/Special Educational Needs	Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order	Number of places allocated in the initial allocation under the following criteria:									Number of pupils on the waiting list as at 3 May 2019
						Baptised Catholic children with siblings at Cardinal Newman Catholic School at the time of proposed admission	Practising baptised Catholic children whose application is supported by their parish priest or the priest where they practice	Baptised Catholic children attending St Mary's Primary School, St Vincent's Primary School, St Martin de Porres Primary School, St Joseph's Primary School, St Margaret of Scotland Primary School or Sacred Heart Primary School	Other baptised Catholic children	Siblings other than Catholic currently at Cardinal Newman Catholic School at the time of proposed admission	Children of staff	Children from other Christian denominations whose parents wish them to receive a Christian education and whose application is supported by their priest of minister of religion	Children from other faith backgrounds whose application is supported by their minister of religion	Other children	
Cardinal Newman Catholic School	270	536	270	3 ✓	6 ✓	85 ✓	146 ✓	7 ✓	14 ✓	9 x	0	0	0	0	34

The Admissions Committee at Cardinal Newman Catholic School was **unable** to offer a place to all pupils who met the **Siblings other than Catholic currently at Cardinal Newman Catholic School at the time of proposed admission** criterion, therefore, pupils were selected by random allocation by an independent panel.

Summary of places agreed on appeal

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Applying online



- Use the Unique Number (UID) printed on the letter sent to you by the (You will be able to apply without UID number).
- Remember to input any siblings attending the preferred school when applying- if you do not state that your child has a sibling, he or she will not be considered under sibling criterion.
- If you consider the application to be medical you must provide medical evidence from a medical professional to be considered under the medical criteria.
- Automatic confirmation shows that your application has been received.
- Remember to click 'submit'. Check your email for submission receipt.
- You can change your application but remember to 'submit' any changes.

Preferences



- All three of your preferences will be given equal consideration.
- For example if you can be offered a place at all three, you will be offered a place for your highest preference school.
- Do not state the same preference three times as it will only count as **one** choice. Stating the same one three times does not mean a greater chance of securing a place.
- Use your preferences carefully and make sure you have a realistic 'back-up' preference.
- It does not matter when you apply it is not first come first served, ensure you apply by the deadline.
- Please only apply once. Whether on paper or online, all applications are considered equally.
- Applications for Luton schools and out of borough schools should be applied for via Luton Borough Council.
- Private schools should be applied directly via the schools (it is strongly advised to put in an application for Luton schools in case admission to private is unsuccessful)

Preferences



- You are not automatically allocated your catchment school. If you want your catchment school you still need to apply.
- Make realistic choices based on the admissions criteria and other factors such as ..how will your child get/from school.
- Please tick the sibling box as the systems do not link siblings/family names.
- Apply for your circumstances **now**, even if you have plans to move in the near future . Applications can be amended should there be a change of circumstance.
- Applications to the Katherine Warrington School cannot be made via the online portal but by paper copy only.

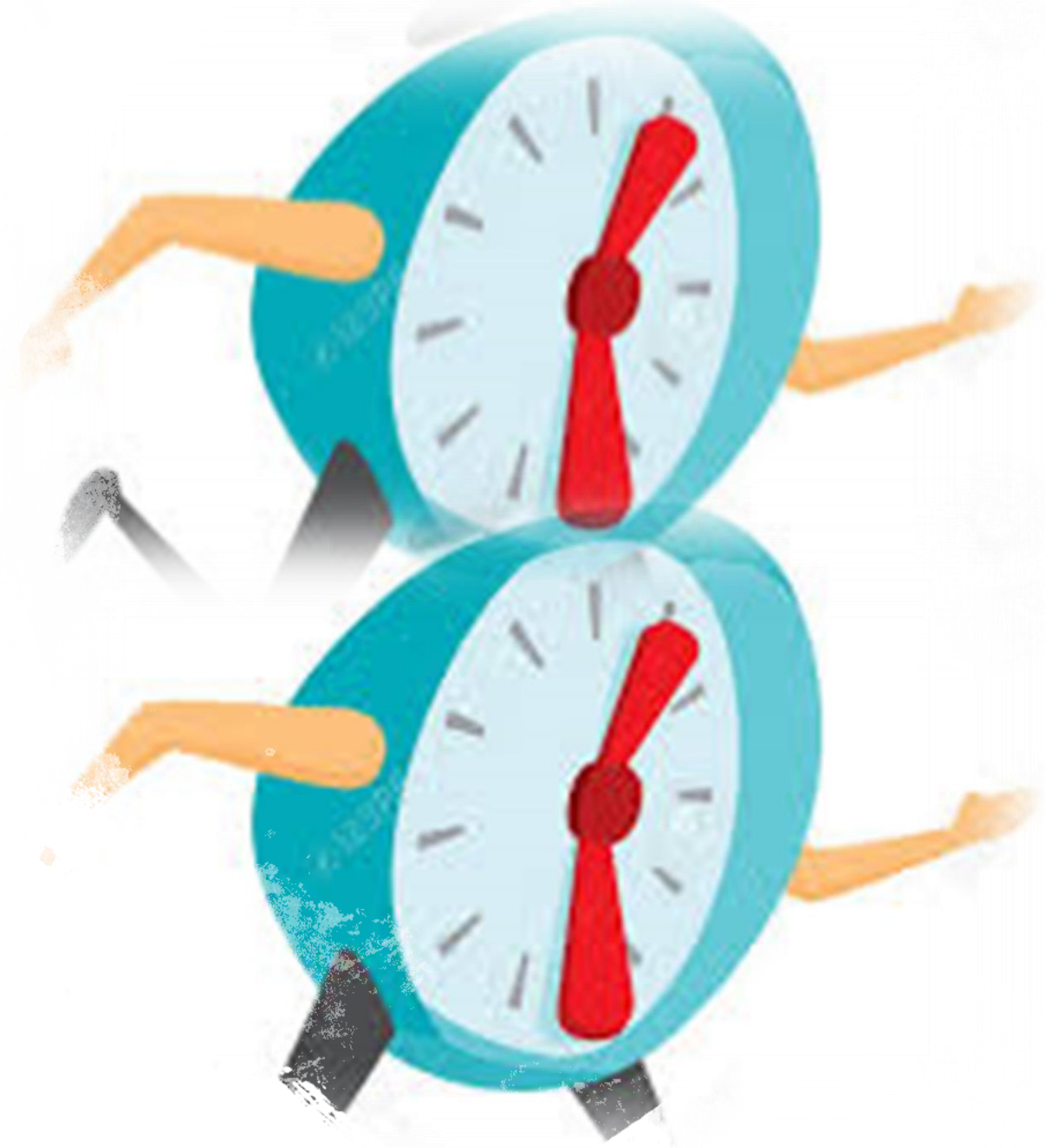
Applying to Catholic schools



- The school will require a supplementary form and original Baptismal certificate
- These can be returned to the current school or Admissions
- Part 2 of the supplementary forms to be left blank
- Supplementary forms and Baptismal certificates must be submitted by the closing date

Late or Non-returned applications

- Late applications are logged but are not processed until after the closing date. The first round of late applications will not be processed until June. The second round of late applications are not processed until late July.
- Impact of children is huge if they do not have a High School place before we break up for the Summer.



Allocation, Appeals and waiting lists

- Allocation means that a place has been given to your child at one of your ranked schools or, if that is not possible, an alternative school.
- The council will write to you confirming the place Decision letters are sent to your child's primary school on March 1st 2020
- Later on, the school will provide you with further information about admission including details of induction days so your child gets to know his or her new school.
- If it is not possible to allocate your child a place at one of your ranked schools you can ask for your case to be considered by an independent appeal panel.
- You can appeal a decision if you have not been allocated a school of your preference.
- Your child's name will be placed on the waiting list for your preferred schools.
- Waiting lists operate to each school's criteria, for some schools you will need to request for your child to be placed on the waiting list, always best to check with admissions.



Appeals



- Parents/carers can apply for an appeal for any school preference that they have applied for and have been unsuccessful.
- There can be one appeal per academic year (unless there are significant changes to circumstances)
- An appeal application needs to be submitted within 20 school days of the offer letter.
- There are no guarantees the appeal will be upheld.

Open evenings

- Please consider attending the open evenings even if you are familiar with the school. Open evening dates are published in the booklet online.
- Does the school have a specialism which suits your child's interests or strengths?
- Location. How will your child get there?
- Views of your child?
- Keep an open mind. Try to attend the open evenings with your child. You can attend as many open evenings as you wish.
- If you cannot attend an Open evening, contact the schools to see if they have any day sessions or possibility for a separate visit.
- Consider realistic 'back-up' options.



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Starting High School in September 2020

High school and academy open evenings

It is strongly recommended that parents/carers and pupils attend the open evenings of the high schools and academies that interest them. Open evenings give parents and pupils the opportunity to gain a good overview of the school by meeting staff and pupils and gathering information about the school or academy.

School	Date	Time
Ashcroft High School	2 October 2019	4.30pm – 7.30pm
Cardinal Newman Catholic School	10 October 2019	5.30pm – 9pm
Challney High School for Boys	10 October 2019	5pm – 7pm
Challney High School for Girls	10 October 2019	6pm – 8.30pm
Chiltern Academy	16 October 2019	5.30pm - 8.30pm
Denbigh High School	3 October 2019	6pm – 9pm
Icknield High School	1 October 2019	6pm – 8.30pm
Lea Manor High School	9 October 2019 10 October 2019 11 October 2019	5.30pm – 8pm 9am – 1pm 9am – 1pm
Lealands High School	2 October 2019	5pm - 9pm
Putteridge High School	1 October 2019	5.30pm – 8pm
Stopsley High School	3 October 2019 4 October 2019	6pm – 8pm 8.45am – 10.30am
The Chalk Hills Academy	3 October 2019	4.30pm – 8pm
The Stockwood Park Academy	26 September 2019	5.30pm – 8.30pm

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Windows Taskbar

System Tray

Remember!

- Submit applications by 31st Oct 2019
- Check sibling box if required
- Submit any relevant paperwork by deadline
- Visit schools Open Evenings





Help

- If you would like any help or support completing your High School application or any part of the process please see one of the Family workers or contact us on clegg@bramingham.net or galtaf@bramingham.net
- You can also contact the Admissions Team on 548016 or by email admissions@luton.gov.uk they can get very busy at certain times of year so keep trying.