

How to apply for a high school place 2021

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Moving on to high school

Sadly this year we cannot be with you in person at school information sessions however we hope that these slides will answer any questions you may have and help you when applying for your child's high school place.

Moving on to high school is an important time for your child, therefore please take the time to read through the information provided.

Look out for information from your child's school on additional advice services from the Access to Education Team.

National closing date

31ST OCTOBER 2020

It is vital that parents submit an online application or return their completed application form before the closing date. Late applications will not be processed until after the relevant offer date, except in very exceptional circumstances.

Things to remember

Look up your catchment area school at www.luton.gov.uk/admissions or by contacting the Admissions helpline. Remember, if you want a place at your catchment area school, you must still apply and name that school as one of your preferences.

Prepare the additional documents that you will need to upload such as:

Proof of address is needed for some schools: Challney High school for Boys, Challney High school for Girls, Chiltern Academy, Denbigh High School and Putteridge High School.

Catholic school applications will need your child's original Baptismal Certificate and a supplementary form.

Look at the 'How to apply for a school place 2021' guide available at [Luton School Admissions home page](#) The guide gives information on individual schools and academies in Luton allowing you to judge your chances of securing a place at your preferred schools.

Have your email address and password ready as you will need these during the registration process.

Ways to apply

Online applications

You can apply online for a school place at www.luton.gov.uk/admissions
Input the unique number printed on the letter sent to you by the Council. You can apply online even if you do not have a unique number.

Paper application form

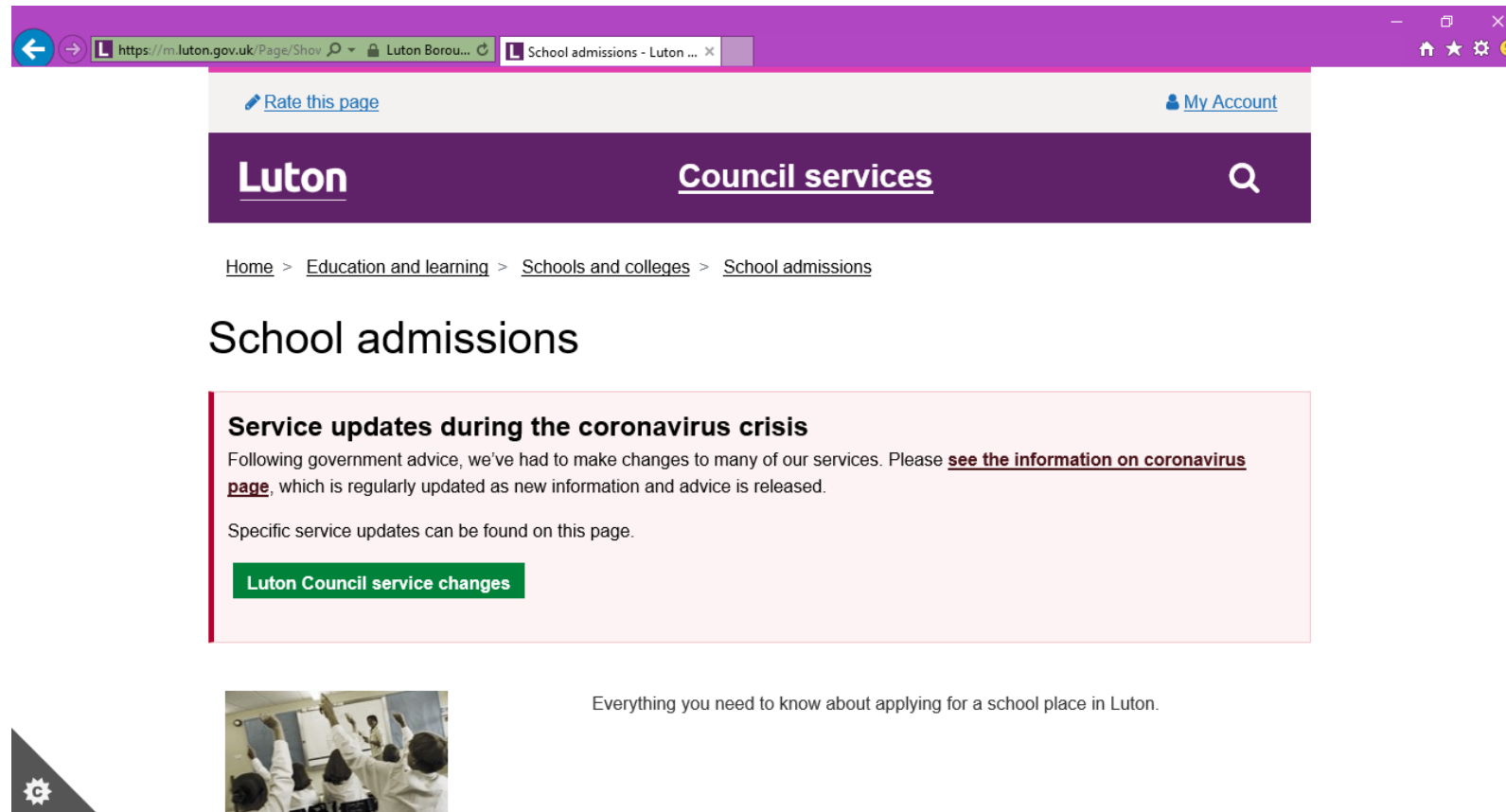
You can apply for a school place by completing an application form. The application form can be downloaded at **www.luton.gov.uk/admissions** or you can get a paper copy from the Admissions Team.

Completed application forms must be returned to your child's current Luton school or to the Admissions Team by the relevant closing date.

How to apply online stage 1

Go to [Luton School Admissions home page](#)

It should look like the image from the web page below

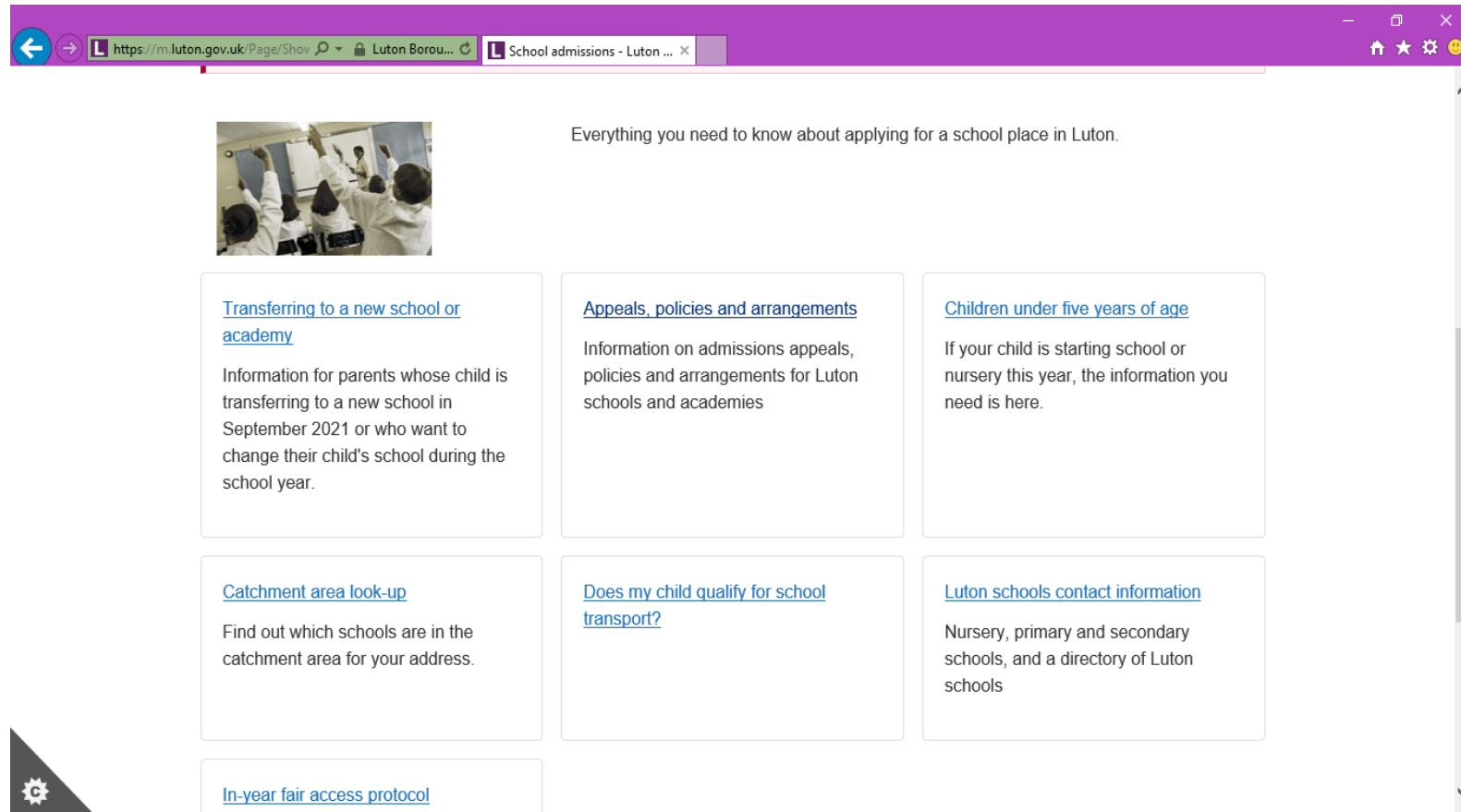


How to apply online stage 2

Scroll down to view all options

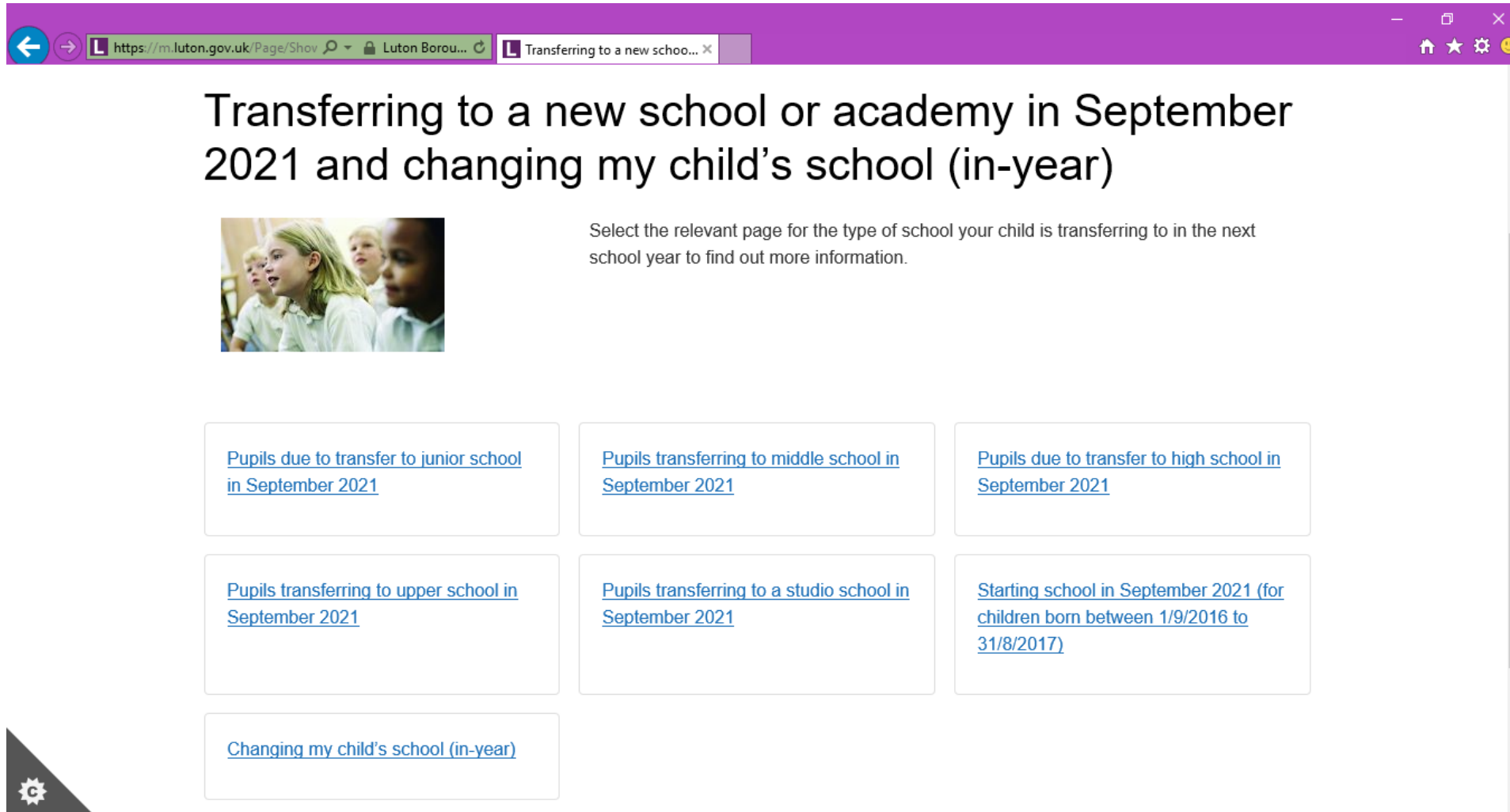
It should look like the image below

Click on Transferring to a new school or academy



How to apply online stage 3

Click on Pupils due to transfer to High School in September 2021 as shown in the image below



Transferring to a new school or academy in September 2021 and changing my child's school (in-year)

Select the relevant page for the type of school your child is transferring to in the next school year to find out more information.

[Pupils due to transfer to junior school in September 2021](#)

[Pupils transferring to middle school in September 2021](#)

[Pupils due to transfer to high school in September 2021](#)

[Pupils transferring to upper school in September 2021](#)

[Pupils transferring to a studio school in September 2021](#)

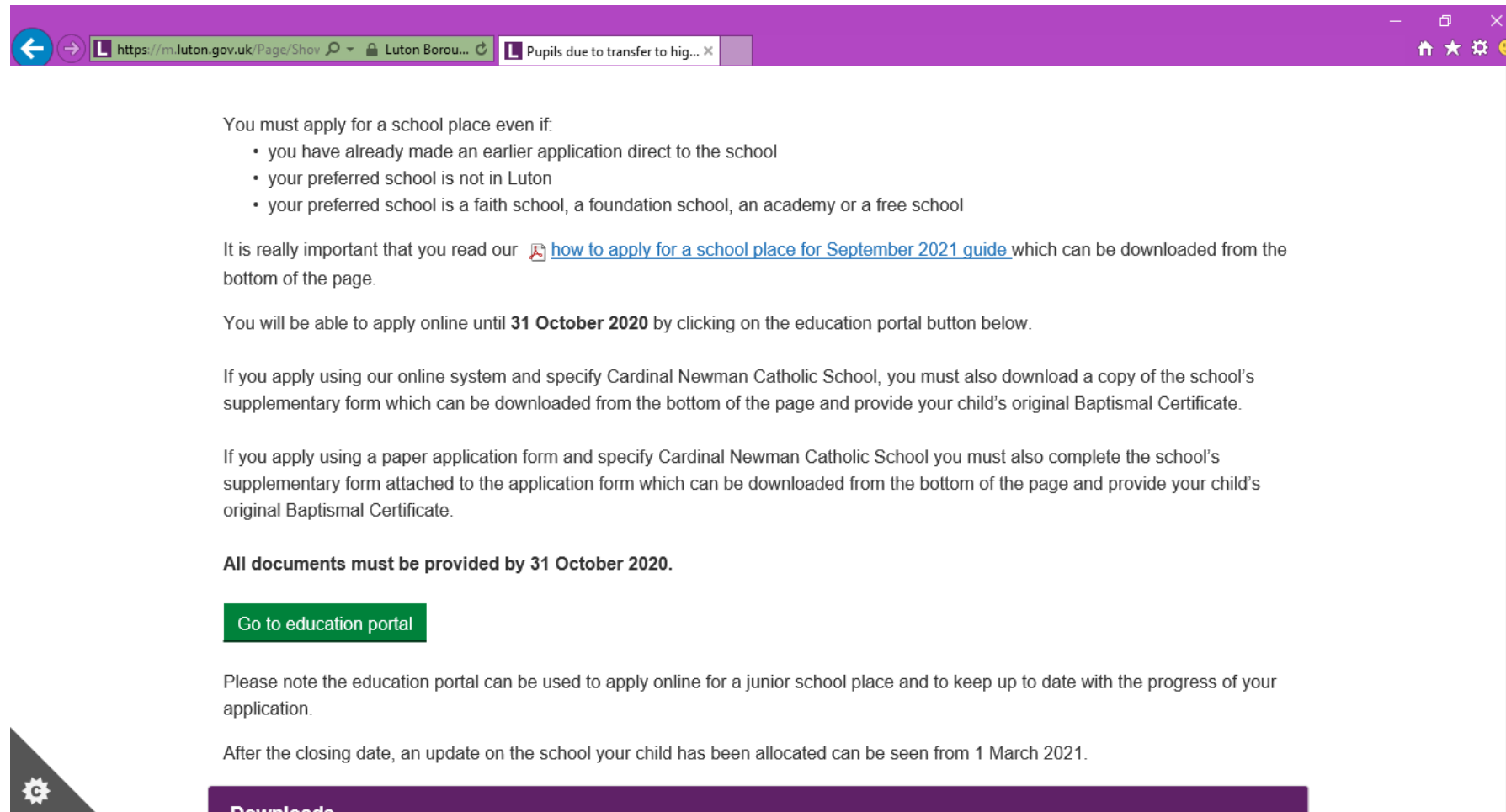
[Starting school in September 2021 \(for children born between 1/9/2016 to 31/8/2017\)](#)

[Changing my child's school \(in-year\)](#)

Luton

How to apply online stage 4

The image below shows where you can find the How to apply for a school place guide. If you scroll down you will find the green link Go to education portal.



The screenshot shows a web browser window with the address bar displaying <https://m.luton.gov.uk/Page/Show>. The page content is as follows:

You must apply for a school place even if:

- you have already made an earlier application direct to the school
- your preferred school is not in Luton
- your preferred school is a faith school, a foundation school, an academy or a free school

It is really important that you read our [how to apply for a school place for September 2021 guide](#) which can be downloaded from the bottom of the page.

You will be able to apply online until **31 October 2020** by clicking on the education portal button below.

If you apply using our online system and specify Cardinal Newman Catholic School, you must also download a copy of the school's supplementary form which can be downloaded from the bottom of the page and provide your child's original Baptismal Certificate.

If you apply using a paper application form and specify Cardinal Newman Catholic School you must also complete the school's supplementary form attached to the application form which can be downloaded from the bottom of the page and provide your child's original Baptismal Certificate.

All documents must be provided by 31 October 2020.

[Go to education portal](#)

Please note the education portal can be used to apply online for a junior school place and to keep up to date with the progress of your application.

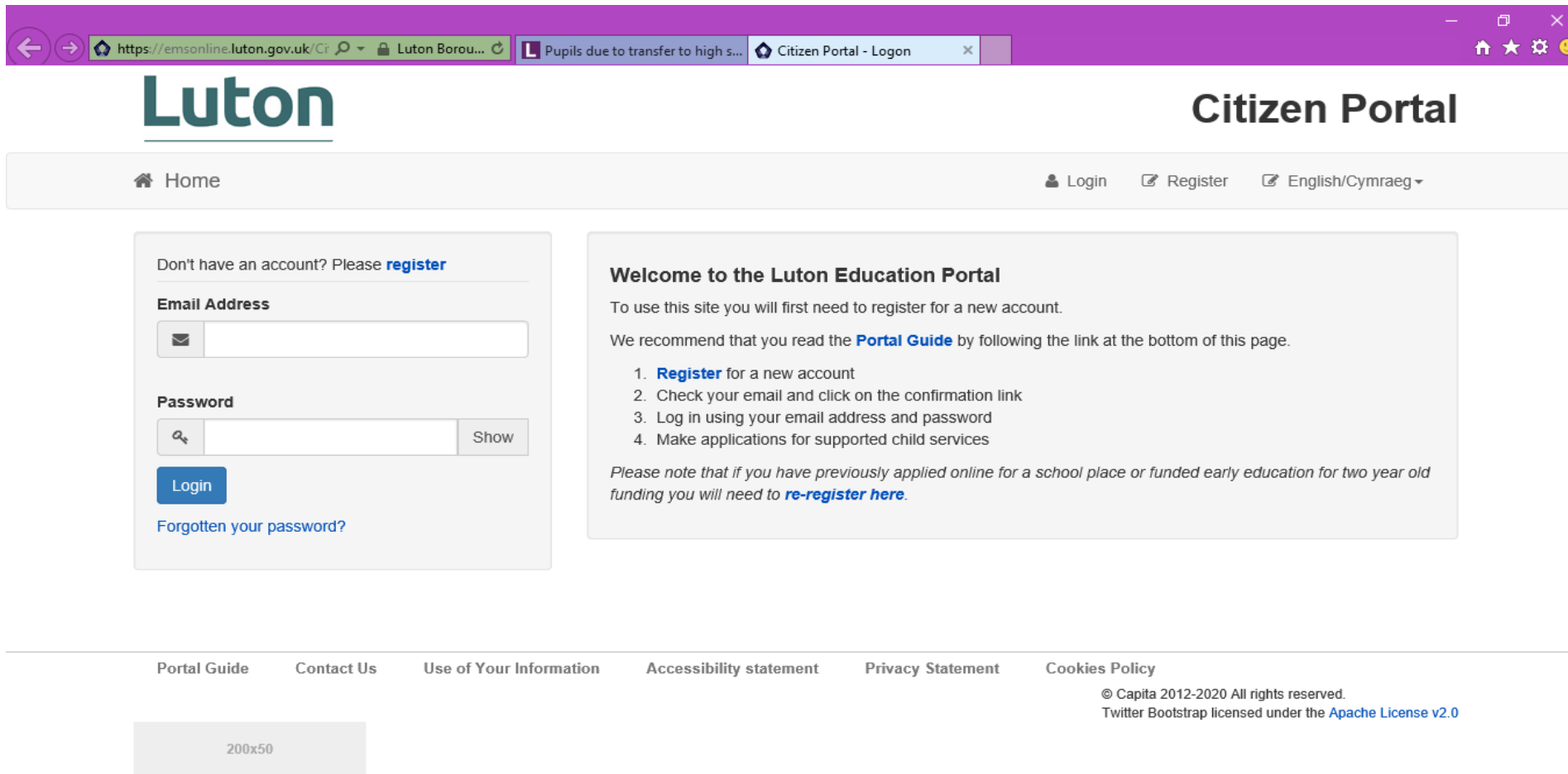
After the closing date, an update on the school your child has been allocated can be seen from 1 March 2021.

Downloads

Luton

How to apply online stage 5

Once you have clicked on Go to education portal the screen will look like the image below



The screenshot shows a web browser window with the URL <https://emsonline.luton.gov.uk/CitizenPortal>. The page features the Luton logo and the title "Citizen Portal". A navigation bar includes links for Home, Login, Register, and a language selector (English/Cymraeg). The main content area is divided into two sections. On the left, there is a registration and login form with fields for Email Address and Password, a Login button, and a link for "Forgotten your password?". On the right, a welcome message states that users must register for a new account and provides a list of four steps: 1. Register for a new account, 2. Check your email and click on the confirmation link, 3. Log in using your email address and password, and 4. Make applications for supported child services. A note mentions that users who have previously applied for a school place or funded early education for two-year-old funding need to re-register. The footer contains links to the Portal Guide, Contact Us, Use of Your Information, Accessibility statement, Privacy Statement, and Cookies Policy, along with copyright information for Capita 2012-2020 and a license for Twitter Bootstrap.

https://emsonline.luton.gov.uk/CitizenPortal

Luton

Citizen Portal

Home Login Register English/Cymraeg

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to the Luton Education Portal

To use this site you will first need to register for a new account.

We recommend that you read the [Portal Guide](#) by following the link at the bottom of this page.

1. [Register](#) for a new account
2. Check your email and click on the confirmation link
3. Log in using your email address and password
4. Make applications for supported child services

Please note that if you have previously applied online for a school place or funded early education for two year old funding you will need to [re-register here](#).

Portal Guide Contact Us Use of Your Information Accessibility statement Privacy Statement Cookies Policy

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Tips and hints on how to use the portal

- You will need to register for a new account, even if you have used the portal before.
- You will be sent an email and click on the confirmation link.
- You are ready to log in using your email address and password.
- Follow the steps.
- You can go back into the portal as many times as you like prior to the closing date if you wish to make changes. Preferences can be changed at any time until the closing date.
- **Remember** to put information of siblings who will be attending the preferred school at the time your child transfers.
- At the end remember to click **submit**.

Preferences

- You can apply for three schools – these are called preferences and all three will be given equal consideration. Parents/carers must identify their first, second and third preference schools on their application. It is important to name three different schools.
- It is vital that you understand how places will be allocated if there are more applicants for your preferred schools than places available (see pages 86–111 for transfer to high school of the How to apply for a school place 2021 guide).
- Ensure that you consider realistic ‘back-up’ preferences. Think about scenarios and the logistics should the preferred school(s) not be allocated.
- You can apply to any school or academy. Remember to consider how likely you are going to be and refer to the booklet to gauge what your chances are. Always consider putting the catchment area school as a back up preference.
- Applications for Luton schools and out of borough schools should be applied for via Luton Borough Council.
- Apply directly via the school if applying for a private school.

What to consider when thinking about preferences?

- **How will your child get there?** Remember any transport costs are usually the responsibility of the parents (*see pages 16 - 17 'How to apply for a school place 2021' guide for information on eligibility for assistance with transport*).
- **What are the views of your child?** Does My child like it here? Will they be happy? Ask your child, they may have strong ideas about the school they would prefer to attend.
- **Range of facilities.** All schools and academies have similar facilities but look into whether the school has any unique specialist areas.
- **Keep an open mind.**
- **Consider realistic 'back-up' options.** Visit your catchment school.

Frequently asked questions

- **If I apply early I will get my first choice school?** No, applications are not processed on a first come first served basis. Places are allocated using the schools admissions criteria which you can find in the How to apply for a school place 2021 guide.
- **If I apply for the same school three times will I stand a better chance?** No, you should apply for three different schools.
- **We might move house, shall I wait until we move?** You must apply at the address you are living at prior to the closing date.
- **We have other children attending our preferred school, will this guarantee a place for my child?** Please remember to add the sibling to the application however this does not guarantee you a place automatically.
- **My child has a cousin at the school, do they count as a sibling?** No, cousins do not count as siblings.

Applying to Catholic schools

- Parents wishing to apply for a place at Cardinal Newman Catholic School must also complete the school's supplementary form and provide the original Baptismal certificate.
- The supplementary form and Baptismal certificate can be returned to the child's current school or Admissions Team.
- Part 2 of supplementary form should be left blank. Do not take the form to your Priest/ Minister – the school will request completion from the Priest/ Minister after the closing date.
- Supplementary forms and baptismal certificates MUST be submitted by the closing date.
- For out of borough Catholic Schools please refer to the individual schools for their application process.

Applying to Private or Grammar schools

- Private schools should be applied directly via the schools and not on the Local Authority application form. Parents/ carers should still apply for Luton schools before the closing date in case of a change of circumstances.
- Apply for the Grammar school via LA application form
(Make sure to contact the relevant local authority about your child sitting the entry tests).

When do we hear which school has been allocated?

National Offer date is 1st March 2021

Decision letters will be sent to parents on 1st March 2021.

Later on, the allocated school will provide you with further information with details of induction days so your child gets to know his or her new school.

Appeal Process

- If it is not possible to allocate your child a place at one of your preferred schools you can ask for your case to be considered by an independent appeal panel.
- Parents/ carers can apply for an appeal for any school preference that they have applied for and have been unsuccessful.
- An appeal application needs to be submitted within 20 school days from receipt of the offer letter to be considered in the first round of appeals.
- There are no guarantees that an appeal will be upheld. It is important that you do not rely on the appeal process to gain a place at your preferred school.
- You can only appeal once per academic year unless there are significant and material changes to circumstances.

Additional support

The Access to Education Team will be sending further information through your child's school advising of opportunities to join us via virtual question and answer sessions prior to the closing date. Please do join us.

If you still have questions or would like to receive assistance with completing your child's application please do not hesitate to contact the Access to Education Team by contacting accesstoeducation@luton.gov.uk or call 07725607058/ 07818014511 to make an appointment for support.

We wish your child every success with their transition to high school.