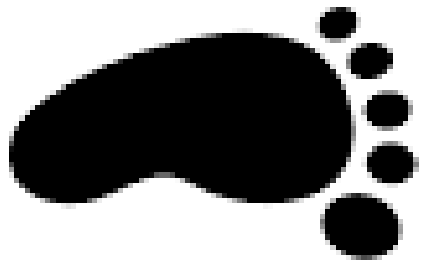


Transferring to High School 2023



The start of the journey...

- In September 2022 you will receive a letter outlining the application process and giving details of login to the online portal.
- The letter should have a pupil's unique identifier number (UID) and the catchment school.
- Details of the Cardinal Newman Catholic School supplementary form.
- It's really important you get your application in on time. Late applications are not considered until after the closing date.
- Closing date is **31st October 2022**




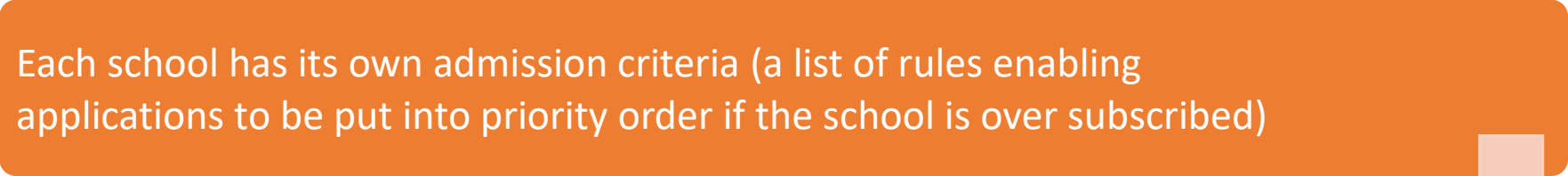
Submitting applications

- Apply online by 23:59 on **31st October 2022**. Ensure you click “submit” and your email is your receipt.
- You can apply for a school place by completing a paper 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. Telephone 01582 54 80 16, Monday to Friday, between 9am and 4pm or email admissions@luton.gov.uk.
- Paper application forms must be returned to your child’s current Luton school or to the Council’s Admissions Team by this date . For school this will be the last day of term (21st October).
- Families living outside of Luton need to apply to their Local Authority Admissions team.
- If you are applying for an out of area school, you apply via Luton Borough Council
- You can view your catchment area online on the Admissions page at Luton Borough Council.
- Those with an Education Health Care Plan have a different process.
- It is NOT “First come first served”.





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)



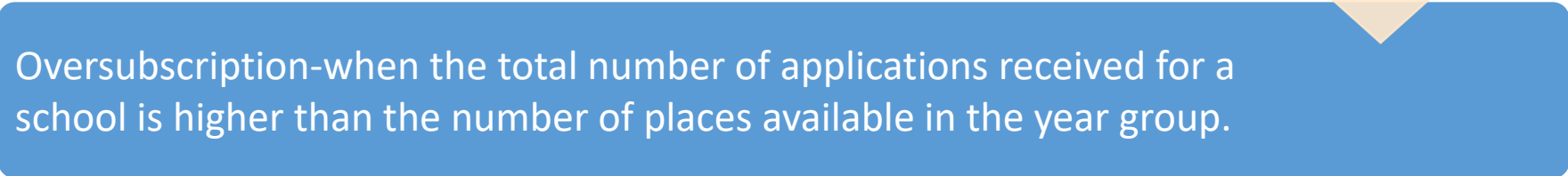
Check each school and see where your child sits within each schools' criteria



Criteria can be viewed online in the pdf of “How to apply for a school place September2023”



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



School	Published admissions number	Number of first, second and third preferences received before 31 October 2021	Number of places allocated in the initial allocation (1 March 2022)	Number of places allocated in the initial allocation under the following criteria:								
				Children with an Education Health Care Plan	Looked after children or children who were previously looked after but immediately after became subject to an adoption, child arrangements or special guardianship order including those who appear to have been in state care outside of England	Pupils living in the catchment area of the school	On medical grounds	Brothers and sisters of pupils attending the school when the pupil starts at the school	Children of staff who work at the school	On the shortest distance	Straight line distance of last child allocated a place	Number of pupils on the waiting list as at 1 August 2022
Lealands High School	210	430	210	4 ✓	2 ✓	112 ✓	0	18 ✓	0	74 ✓	3.834 miles	17

Lealands High School was **unable** to offer a place to all pupils who met the **On the shortest distance** criterion; therefore, the pupils living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2022 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Lealands High School	8	6	2	2	100%	0	0%	0

				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 2021	Number of places allocated in the initial allocation (1 March 2022)	Children with an Education Health Care Plan	Looked after children or children who were previously looked after but immediately after became subject to an adoption, child arrangements or special guardianship order including those who appear to have been in state care outside of England	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 1 August 2022
Lea Manor High School	240	283	221	2 ↙	0	121 ↙	16 ↙	0	82 ↙	N/A	0

Summary of places agreed on appeal



Using the portal


- You may 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

Making an application using the education portal

You must register to the online system if you have not used the online application system in the past year.

Once you have completed the registration, you will be able to access the system using the log in details you have used this year for any future online applications you wish to make.

You will be asked to upload proof of your address to the online system.

 [You must read the checklist before submitting your application.](#)

The closing date for applications to be considered in the initial allocation is **31 October 2022**.

All documents must also be provided by **31 October 2022**. Please note, additional forms must be provided to the relevant Council by **31 October 2022**.

If you specify Cardinal Newman Catholic School as a preference, you must also complete the school's supplementary form and provide both the completed supplementary form and your child's original Baptismal Certificate direct to the school. The documents must be provided by 31 October 2022.

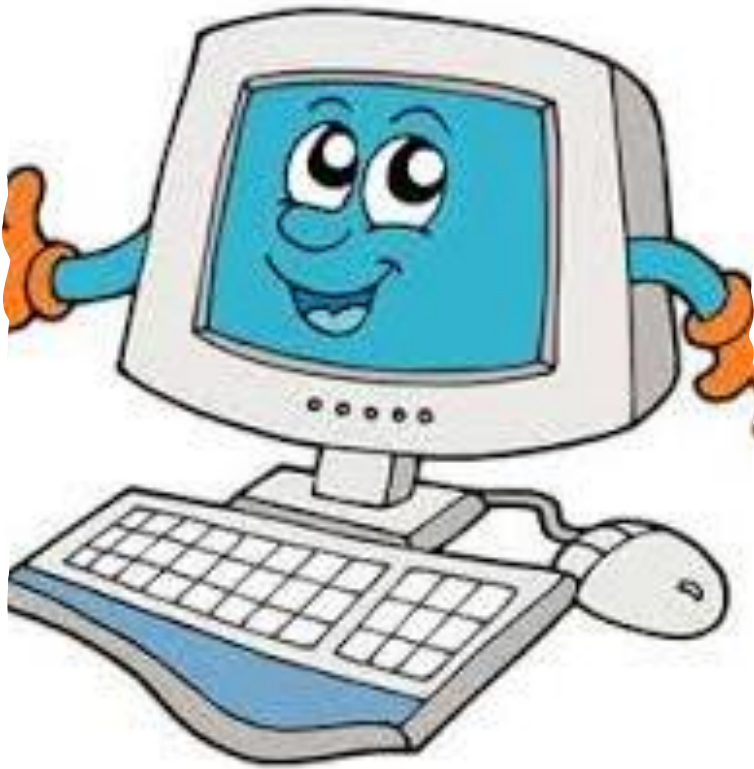
Applications received after **31 October 2022** will be treated as late. Late applications will be processed in April 2023.

This portal must only be used to submit applications to transfer to high school in September 2023 (for pupils currently in Year 6).

[Go to education portal](#)

Please note, the education portal can be used to apply online for a high school place and to keep up to date with the any changes you make to your application.

Applying online



- Use the Unique Number (UID) printed on the letter sent to you by the council. (You will be able to apply without UID number).
- 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.
- Avoid leaving the application until the last minute in case of technical issues.

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.

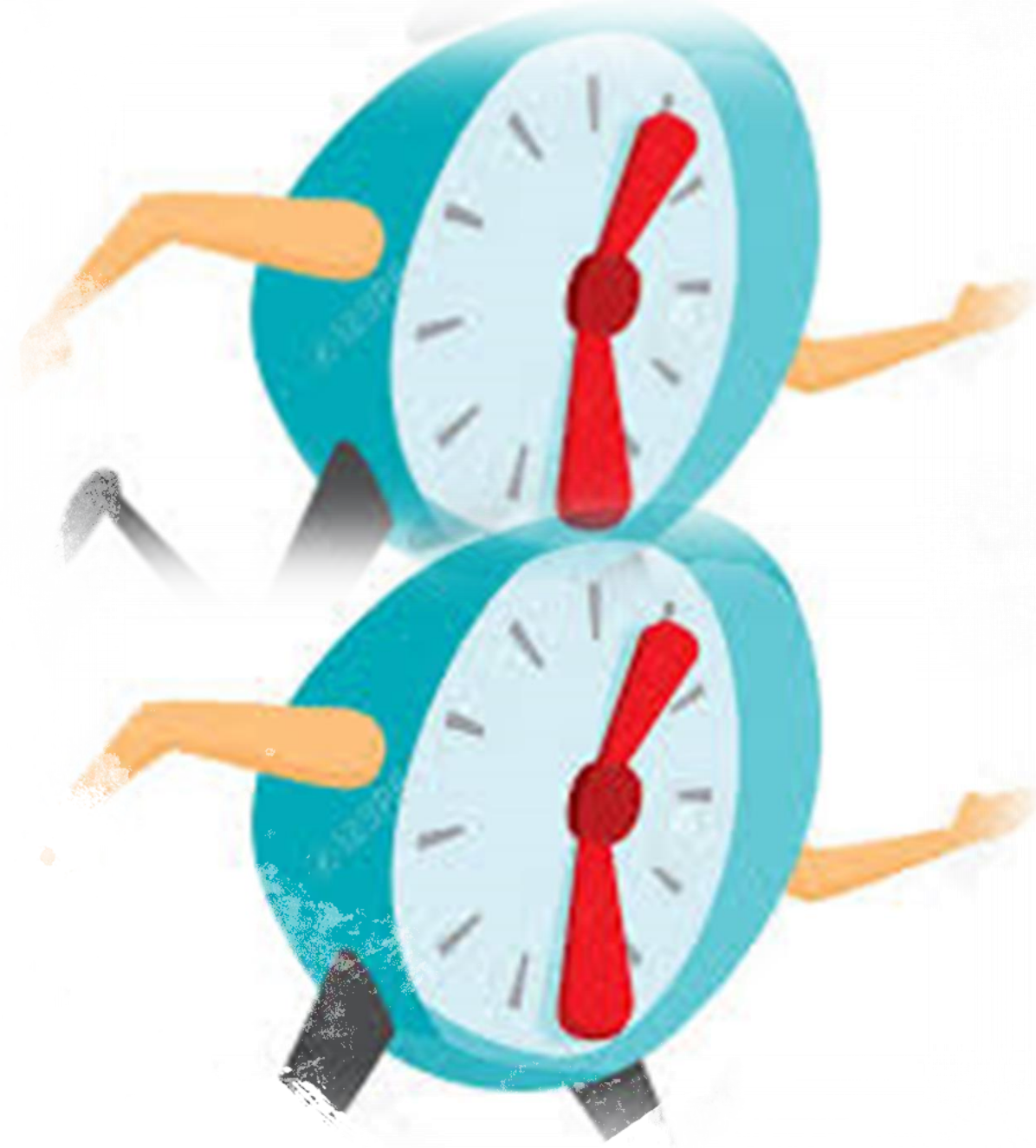
Applying to Catholic schools



- 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

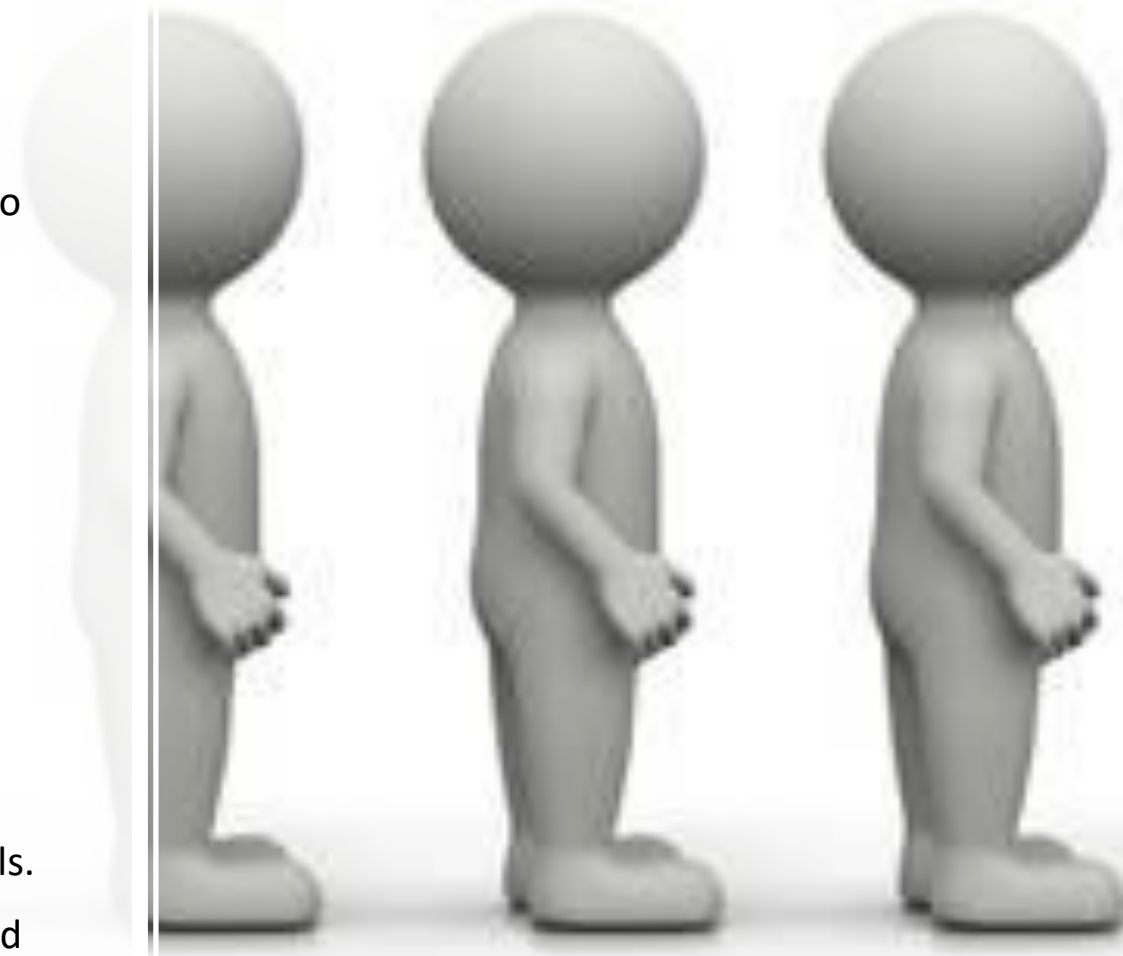
Late or Non-returned applications

- 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 2023
- 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 and in the next slide
- 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.

School	Date	Time
Cardinal Newman Catholic School	6 October 2022	5.30pm – 9pm
Challney High School for Boys	13 October 2022	5.30pm – 7.30pm
Challney High School for Girls	13 October 2022	6pm – 9pm
Chiltern Academy	19 October 2022	5.30pm – 8.30pm
	Open week - week commencing 17 October 2022	By appointment only
Denbigh High School	3 October 2022 - 21 October 2022	By appointment only
Icknield High School	4 October 2022	6pm – 9pm
Lea Manor High School	13 October 2022	4.30pm – 7.30pm
Lealands High School	28 September 2022 Open morning - 5 October 2022 Open morning - 6 October 2022	4pm - 8pm 9am - 11am 9am - 11am
Queen Elizabeth School	27 September 2022	5pm – 7.30pm
Putteridge High School	4 October 2022	5.30pm – 8pm
Stopsley High School	6 October 2022	5pm – 8pm
The Chalk Hills Academy	6 October 2022	4.30pm – 7.30pm
The Stockwood Park Academy	13 October 2022	5pm – 8pm

Remember!

- Submit applications by **31st Oct 2022**
- Check sibling box if required
- Submit any relevant paperwork by deadline
- Visit schools Open Evenings
- **1st March 2023**-Allocations sent to parents!



Help and support



- 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.
- Or Access to Education Team-
accesstoeducation@luton.gov.uk
- Lauren Middleton-Access to Education Officer
07725607058
- Tracey Back-Access to Education Family Worker
07818014511
- Tracy Gentle -Access to Education Manager
07920072030

Any questions?

