

Transfer to Upper 2020

Information for parents and carers of Year 8 children applying for upper school

There is no automatic transfer to upper school even if you live in the catchment area and/or attend a feeder school you must still make an application to School Admissions. All the information you will need regarding your Transfer to Upper 2020 application is available on our website.

Making your application

Legislation requires you to apply through your home local authority. If you live outside of Central Bedfordshire you must contact the local authority you live in and apply to them.

We recommend that you apply online as it is quick, simple and safe. However you can alternatively make a paper application; the forms can be downloaded from our website, are available from all Central Bedfordshire schools or we can post one out to you (just call us to request one).

In 2019, 96% of parents/carers applied online.

Do not make both a paper and online application, if you do, only your latest application (submitted before the closing date) will be processed and your first application will be discarded.

How to make your application

If you live within Central Bedfordshire you can either apply:

- online at www.centralbedfordshire.gov.uk/admissions or
- complete a paper application; this can be downloaded from our website, you can get a copy from any Central Bedfordshire middle or upper school or you can call us on 0300 300 8037 and we will post one out to you.

Children being educated out of year group

If your child is currently being educated out of their normal year group you will not be able to apply using the online application system as it will not recognise your child's date of birth. Instead you will need to complete a paper application form and ensure it is received by the School Admissions Team by 31 October 2019.

Transfer to Upper 2020 application closing date - 31 October 2019

Contact the School Admissions Team ...

by telephone: 0300 300 8037

by email: admissions@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk/admissions

Write to School Admissions, Central Bedfordshire Council, Watling House,
High Street North, Dunstable, Bedfordshire LU6 1LF

Children with an Education, Health and Care Plan

The arrangements for admitting a child or young person with an Education, Health and Care Plan (EHC) are different to those for children/young people who do not. Admissions to school for children and young people with an EHC Plan are dealt with by the SEND Team and not by School Admissions. During the summer term of the penultimate year at the current school, the school will invite you to a review meeting called a 'Transfer Review'. This will be held during the second half of the Autumn Term of the final year if in an Early Years setting. At this meeting, the school that you would like your child to transfer to will be discussed and the request will be processed by the SEND Team. You will be notified of your child's confirmed school by 15 February for pre-16 placements. Further information relating to this process can be found online within Central Bedfordshire's Local Offer: <http://www.centralbedfordshire.gov.uk/children/sen-disability/education/annual-reviews.aspx>

Your child's current school will also be able to provide you with an information booklet regarding this process.

If you have any further queries or concerns about this process, please contact the SEND Team on 0300 300 8356. If you prefer to email you can do so at Statass@centralbedfordshire.gov.uk

Applying from outside of Central Bedfordshire

If you **live outside of Central Bedfordshire** you need to make an application through your home Local Authority (where you pay your council tax). If you are applying for schools in Central Bedfordshire they will forward your application onto us. They will write to you on the offer day with the outcome of your application.

You also need to check with them about school transport as you will not be eligible for free transport from Central Bedfordshire Council and cannot assume you will be offered a concessionary bus pass.

For families living in our neighbouring authorities we have included below the web address for their School Admissions webpages, which should include details about how to make your application:

Bedford Borough Council

www.bedford.gov.uk/admissions

Buckinghamshire County Council

www.buckscc.gov.uk/apply-for-a-school-place

Cambridgeshire County Council

www.cambridgeshire.gov.uk/admissions

Hertfordshire County Council

www.hertsdirect.org/admissions

Luton Borough Council

www.luton.gov.uk/admissions

Milton Keynes Council

www.milton-keynes.gov.uk/schooladmissions

Dates of upper school open events

Location	School	Date and Time of open events
Ampthill	Redborne Upper	Thursday 3 October 2019 5.00pm - 7.30pm
Biggleswade	Stratton Upper	Thursday 26 September 2019 6.00pm - 8:30pm Presentations at 6.00pm and 7.00pm
Clifton	Samuel Whitbread Academy	Tuesday 24 September 2019 6.00pm - 8.30pm Henlow Academy pupils and out of catchment pupils (presentations at 6.30pm, 7.00pm and 7.30pm)
		Tuesday 1 October 2019 6.00pm - 8.30pm Robert Bloomfield Academy pupils (presentations at 6.30pm, 7.00pm and 7.30pm)
Harlington	Harlington Upper	Wednesday 2 October 2019 6.00pm - 8.30pm Presentations at 6.30pm and 7.30pm
Leighton Buzzard	Cedars Upper	Thursday 26 September 2019 6.00pm - 9.00pm
	Vandyke Upper	Thursday 3 October 2019 6.00pm - 9.00pm
		Open Mornings on Friday 4 October and in the two weeks thereafter between 9.00am and 11.00am with no appointment necessary
Sandy	Sandy Secondary	Thursday 26 September 2019 5.15pm - 8.30pm
		Tours available throughout the day on request please email office@sandysecondaryschool.com

Bedford Borough

Location	School	Date and Time of open evening
Wootton	Wootton Academy	Thursday 26 September 2019 5.00pm - 8.00pm

Transfer to Upper 2020 application closing date - 31 October 2019

Important things to consider before applying

Can my child attend our catchment school?

You need to make your application on-time in order to be considered for your preferred school(s). Living in the catchment area will give your child priority however it does not automatically guarantee a place at your catchment school. If there are more applications than places available, the admissions criteria for the school will be applied. Should you not get your preferred school(s), we will ensure that your child is offered a place at the next nearest school with places available.

Do I have to apply for my catchment or local school?

No. You have the right to express a preference for up to 3 schools/academies which provide education suitable for your child's age. You may wish to apply for your catchment school as this will usually mean that if a place is not available at your preferred school, you may still have priority for a place at your catchment school. If you do not ask for a place at your catchment school, it could result in your child attending a school some distance from your home. You may be responsible for transporting your child to that school.

Are places offered on a 'first come, first served' basis?

All applications received by the deadline are considered at the same time and priority is not given to those who put the school as a first preference. Decisions about who to offer places to are made solely using the oversubscription criteria for the school, no other information is taken into consideration.

Do I have to apply for three schools?

No, you can apply for up to three schools. Naming more than one school will not weaken your chance of gaining a place at your first preference school. Similarly naming the same school more than once will not increase your chance of gaining a place at that school, so therefore it is worth considering other local schools in case a place cannot be offered at your preferred school.

Will my child be entitled to school transport?

It is important to consider how your child will travel to school before submitting your application. Attached to this leaflet is a guide to help you see if your child is eligible for assistance with transport for a school and how to apply. Information is available at www.centralbedfordshire.gov.uk/schooltransport or you can contact the School Transport Team on 0300 300 8339 or school.transport@centralbedfordshire.gov.uk

Fraudulent applications

Central Bedfordshire Council takes very seriously any attempt to obtain a school place by fraud. All fraud allegations are investigated.

If you know someone who intends to or has used a false address to get a school place, you can report this confidentially to our Fraud Investigation Team by emailing benefitfraud@centralbedfordshire.gov.uk or calling 0300 300 5476.

You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

If we find that a school place was obtained using a false address we may withdraw our offer, even after the child has started school, and give it to the child who was entitled to the place.

We consider every school place obtained through deception denies another child their legitimate place.

We will not accept a temporary address if you still have a property that was previously used as a home address, nor will we accept a temporary address used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

Conflicting Applications

We will only accept one application per child. Where parents disagree on school preferences for their child, they must settle their differences between each other and submit only one application. Where different applications are received or we are made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until such time that:

- **one joint application is made, signed by all parties; or**
- **written agreement is provided from both parents; or**
- **a court order is obtained confirming which parents' application carries precedence**

Conflicting applications that are not resolved by the closing date (31 October 2019) will be placed on hold until resolved and therefore will not be considered until the late allocation.

Whilst we appreciate differences between parents can be a difficult time for all involved, including possible court action, without a court order, the School Admissions Team must remain neutral and treat both parties equally.

Change of circumstances

Applications are processed in the on-time allocation as they are on 31 October 2019. A change in your circumstances could have an effect on the criterion your application is processed under and therefore whether you are successful in being offered a place at your preferred school. Changes in circumstances which may affect the criterion your application is processed under can include; moving to another address, no longer receiving Child Benefit, an older sibling starting at your preferred school, your child starting at a named feeder school etc.

If your circumstances change it is your responsibility to inform us in writing of the change and when this took place. If we are not notified of the change then your application may be processed inaccurately.

If the change of circumstances takes place before or on 31 October 2019 and we are notified by this date then we will add the information to your application and it will be considered in the on-time allocation. If we find that your circumstances have changed before 31 October 2019 but you have not notified us of this, then we will amend the application to reflect the changes.

If the change of circumstances takes place after 31 October 2019, or we are notified after this date, then the information will not be added to your application until after the on-time allocation.

If you notify us of a change in your circumstances and it will not have an impact on the criterion your application is processed under we will let you know.

We will also amend an address if circumstances have changed but we have not been notified by yourself.

Changing your mind

If you would like to change the school preferences on your application, or the order you have listed them, you need to complete a **change of preference form** which is available on our website (or we can post one out to you on request). Changes received by the School Admissions Team before or on the 31 October 2019 will be processed as on-time, your application will be amended to reflect the changes and these will be considered in the allocation.

If you make a change to your application from 1 November 2019, these changes will not be processed until the late allocation round. Your original application will be processed in the on-time allocation as normal, we will write to you with the results of the original allocation on offer day, and the application will not be amended until after this time. The late changes of preference will be processed in the late allocation rounds.

Making a change of preference means:

- any previous preferences will be discarded on submission of the form
- if a place can be offered at any of the new preference schools, the original offer will be automatically withdrawn
- if you want your child to stay on the waiting list(s) for school(s) at which you have been declined for, you need to include this as higher preferences on the form

Which address to use on your application?

Applications are processed based on your child's address as of the closing date of 31 October 2019.

We verify addresses as part of the allocation process. If we find that you have moved address prior to 31 October 2019 and have not notified us of the move then we will amend your application accordingly and your application will be processed on your new address.

Below are some situations that may be applicable to you but if you have any other type of house move please contact us for specific advice.

If you move house after submitting your application it is your responsibility to inform us in writing of your new address and the exact date you moved address.

Child living between two addresses (such as due to parents being separated/divorced)

If your child lives at more than one address because childcare arrangements are shared jointly either parent may apply but we will consider the relevant address to be the one where the child sleeps for most of the school week (Sunday to Thursday). If your child lives at two addresses equally, we will use the address of the parent or carer who claims the Child Benefit or Child Tax Credit. This is considered the child's main address. If you don't get Child Benefit or Child Tax Credit, we'll ask you for alternative documentation.

Moving within Central Bedfordshire or from within England

If you want us to consider a new address in the on-time allocation, you must have exchanged contracts or have a signed tenancy agreement and informed us of this by the 31 October 2019.

It is not sufficient to put details of pending moves in the additional details section on your application form/online account.

If you have not yet exchanged contracts or have a signed tenancy agreement by 31 October 2019 for a property within Central Bedfordshire then you need to apply to the local authority

(where you pay council tax) by 31 October 2019. If you have listed Central Bedfordshire schools on your application they will send your application to us for consideration in our allocation.

Changes of address which take place after the closing date will be processed using the original address. We will post your application outcome to your new address; however it will not be updated on our system until the late allocation round.

Currently living abroad, but moving back to a Central Bedfordshire property

If you own a property in Central Bedfordshire but you live abroad (for example, you're working abroad), we won't use your Central Bedfordshire address if it is being occupied (either being rented to tenants or other family members are staying in the property). In these instances, your application will be processed using the address at which you and your child are living as at the closing date. We will only consider this address to be your home address at the point in which you and your child are living in the property.

If you own a property in Central Bedfordshire but you live abroad and the property is empty then your application will be processed using this address.

Owning a number of properties within England

If you own a number of properties within England, you must apply using the address at which you and your child reside. It cannot be a property which is being rented out to tenants, being lived in by other family members or an empty property.

Renovating an address that you have purchased/own

If you own a property in Central Bedfordshire but are not living in it because of renovation work at the property, we will consider this address, not the temporary address of the property you are living at during the work, providing that the property being renovated is not being occupied. We will require proof that you own the property being renovated.

Moving into a property owned by a partner or family member

We will only process the application using this address once you and your child have moved into the property. We will need a letter from the property owner confirming that you and your child are living at the address (mentioning you all by full name) and proof that they own the property. Applications are processed based on your child's address as of the closing date of 31 October 2019.

Moving into a property to live with a partner or family member

We will only process the application using this address once you and your child have moved into the property. We will need a copy of recent documentation e.g. bank statement showing that you reside at the property, dated within three months of the closing date of 31 October 2019. Applications are processed based on your child's address as of the closing date of 31 October 2019.

How are school places allocated?

All applications received between September 2019 and 31 October 2019 will be considered at the same time. We will only use your order of preference (rank) if it's possible to offer your child a place at more than one of your preferred schools. If this is the case, we'll offer you a place at the highest ranked school possible.

If a school receives fewer applications than places available, then all applicants will be offered a place at the school, regardless of where they live.

If a school has more applications than places available then all applicants will be ranked using the school's oversubscription criteria. The oversubscription criteria for all schools and academies in Central Bedfordshire is available on our website.

Where applicants have the same criteria, they will then be ranked using straight line distance with those living closer to the school having higher priority. Home to school distances for admission allocation purposes will be measured along a straight line between a child's address and the relevant school/academy. The measurement is taken from the NLPG (National Land and Property Gazetteer) address point of the child's house to the designated measuring point of the school. Address point data is a nationally recognised method of identifying individual residences. This is an objective method of measuring home to school distances consistently when applying admission criteria. It does not take into account the actual or expected route a child will travel to school. The distance is measured using the local authority's computerised measuring system (Synergy Admissions database). Other mapping tools (such as Google maps) are not used in the allocation of school places.

What if I am not offered a place at my preferred school(s)?

Those not offered a place will be added to the school's waiting list and applicants will have the right of appeal.

If a place cannot be offered at any of the schools listed on the application, and the child lives within Central Bedfordshire, then we will allocate a place at the nearest school which has a place available following the allocation. More information on this will be sent to these applicants with their decision letter.

Late applications

All applications received by the School Admissions Team after 31 October 2019 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.**

Transfer to Upper 2020 Important dates

Date	Event
September 2019	Online Transfer to Secondary 2020 system opens for parents/carers to apply. Paper application forms will also be available on our website, from schools and by contacting the School Admissions Team
September - October 2019	Schools hold their open evenings for prospective parents and children
31 October 2019	National closing date for applications to be received by the School Admissions Team
1 November 2019 - 16 March 2020	Late applications received during these dates will be processed in the late allocation round in April
2 March 2020	National offer day for on-time applications All online applicants will receive an email between 9am and 4pm with the outcome of their application. Parents who applied by paper application form will have their decision letter posted to them
16 March 2020	Parents/carers who are declining the place offered or wish to change their on-time preferences need to have completed a change of preference form. This must be received by the School Admission Team by this date to be considered in the late allocation round
20 April 2020	Late allocation round offer day. Decision letters will be posted to late applicants and any on-time applicants offered places in the late allocation
During May 2020	Late applications received after 17 March 2020 will be processed

HOME TO SCHOOL TRANSPORT

Central Bedfordshire Council currently provides transport assistance to pupils who meet certain criteria as set out in the Council's current Home to School Transport Policy, full details of which can be found on the Council's website, www.centralbedfordshire.gov.uk/schooltransport

We have enclosed a guide to help you see if your child is eligible for assistance with transport to a school. If you think your child may be eligible and you would like to apply for a place on council-organised transport, you will need to apply using the application form that can be found on our website at <http://www.centralbedfordshire.gov.uk/school/transport/apply-online.aspx>. If your child is not eligible and you would like to know about other ways of getting to and from school, please speak to your child's school or visit www.cbtravelchoices.co.uk.

Deadlines for applications

To help us ensure we are able to put transport in place for the start of the academic year you will need to have completed your application via our website by the following dates:

Upper and secondary schools **30th March 2020**
Primary, Lower and middle schools **15th May 2020**

When applications are received after these deadlines, we cannot guarantee transport will be in place until the October half term.

Travel for non-eligible students

When you are considering an offer of a school place for your child, you should think seriously about how he/she will travel to and from school, as the Council will only be able to offer transport assistance to qualifying schools as mentioned above. **If you accept a place for your child at a non-qualifying school, you will be responsible for ensuring that suitable transport arrangements are in place**

When there is a Council operated school bus with spare seats available after all entitled pupils have been offered places, the Council may sell these as concessions to non-eligible pupils. They are sold on a first, first served basis, one term at a time and being accepted for a place for one term does not guarantee a place for the next term. **The current price is £267 per term.**

Further information

If you have any queries about entitlement or changes in your child's transport, please contact the School Transport Team by email school.transport@centralbedfordshire.gov.uk or 0300 300 8339

Is my child entitled to School Transport Assistance?

