



# Application form for Luton residents

## Starting school admissions round Transfer to junior school Transfer to high school

I am applying for a place in the following admissions round  
(please tick relevant box)

Admissions round:	Closing date (for applications and supplementary forms)	Tick here: ✓
Starting school	15 January 2019	<input type="checkbox"/>
Transfer to junior school	15 January 2019	<input type="checkbox"/>
Transfer to high school	31 October 2018	<input type="checkbox"/>

Please use this application form if your child is transferring to a high school, junior school or infant/primary school in September 2019.

This form is to be used to request a place at a school in Luton or in another local authority area.

Please thoroughly read through the **How to apply for a school place guide** before completing this application form. The guide can be downloaded from [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions) or you can get a copy from the Admissions Team.

**If any information given on your application form or any amendments made to the form changes prior to the relevant closing date, you must notify the Admissions Team in writing immediately.**

**Remember: If you have submitted an online application, there is no need to complete this application form.**

(Please see overleaf)



HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019

# Application Form



## Starting school admissions round

Please return the completed application form to your first preference school, if this is in Luton or to Luton Borough Council's Admissions Team.

If you are applying for a place at a Luton Catholic school, you must also complete the supplementary form (on page 11 of this application form) and provide your child's original Baptismal Certificate to your first preference school, if this is in Luton or to Luton Borough Council's Admissions Team.

**Your completed forms and any relevant paperwork must be provided by 15 January 2019.**

**Remember: If you have submitted an online application, there is no need to complete this application.**

## Transfer to junior school

If your child attends a school in Luton, please return the completed application form to their current school.

If your child attends a school outside of Luton or an independent (private) school, your completed application form must be returned to Luton Borough Council's Admissions Team.

If you are applying for a place at Wenlock Junior School, you must also complete the **Wenlock Church of England Junior School** supplementary form (on page 8 of this application form) and return this, with your completed application form to your child's current school, if this is in Luton.

If your child attends a school outside of Luton or an independent (private) school, your completed form and supplementary form must be returned to Luton Borough Council's Admissions Team.

**Your completed forms and any relevant paperwork must be provided by 15 January 2019.**

2

## Transfer to high school

If your child attends a school in Luton, please return the completed application form to their current school.

If your child attends a school outside of Luton or an independent (private) school, your completed application form must be returned to Luton Borough Council's Admissions Team.

If you are applying for a place at Cardinal Newman Catholic School, you must also complete the **Cardinal Newman Catholic School** supplementary form (on pages 9 and 10 of this application form) and return this, with your completed application form and your child's original Baptismal Certificate to your child's current school, if this is in Luton.

If your child attends a school outside of Luton or an independent (private) school, your completed form, supplementary form and original Baptismal Certificate must be returned to Luton Borough Council's Admissions Team.

**Your completed forms and any relevant paperwork must be provided by 31 October 2018.**

If any of your preferred schools are oversubscribed you may be asked to provide the following documentation to a member of staff at the school, if this is in Luton or to a member of the Admissions Team.

- A **recent** (within the last 12 months) Child Benefit CH84TS form which shows your address at the time of application and your child's name. Alternatively, you can provide your Working Tax Credit/Child Tax Credit award letter for 2018/19, this must include the pages that shows the name of your child.
- A **recent** (within the last three months) gas bill or electricity bill or water bill which shows your address at the time of application. Alternatively, you can provide your 2018/19 council tax bill which shows your address at the time of application. **Please note, the Admissions Team do not accept telephone bills, credit card or bank statements as proof of address.**

If your child attends a school outside of Luton or an independent (private) school, you will also need to provide a copy of your child's birth certificate.

Help in completing this form is available from the Admissions helpline on 01582 54 80 16, Monday to Friday between 9am and 4pm.

Admissions Team, People Directorate, Luton Borough Council, Town Hall, George Street, Luton LU1 2BQ.

# Application Form

CATCHMENT:  
FOR OFFICE USE  
ONLY

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019

## Application form for Luton residents

Starting school admissions round  
Transfer to junior school  
Transfer to high school

If any information given on your application form or any amendments made to the form changes prior to the relevant closing date, you must notify the Admissions Team in writing immediately

Legal first name(s):

Legal last name:

Date of birth:

Gender:

Male / Female \*delete as appropriate

Home address:

If you are applying for a place at Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Putteridge High School or Dallow Primary School you must provide proof of address/residence (see page 11 of the How to apply for a school place for September 2019 guide).

Postcode:

If one of your preferred schools is oversubscribed you may be asked to provide original proof of address documentation to a member of staff at your child's current, if this is in Luton or to a member of the Admissions Team.

Name of current school/nursery:

### Applicant details:

Mother's name:

Father's name:

Home telephone number:	Work telephone number:	Mobile telephone number:

Email address:

Do you have parental responsibility for the pupil?:

Yes

No

Remember: if you have submitted an online application, there is no need to complete this application form.

Starting school admissions round • Transfer to junior school • Transfer to high school

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019



# Application Form



## Name of first preference school:

If you are stating a school outside of Luton as a first preference, please give the school's full name and address, including postcode.

If your child has a sibling (brother or sister) who will be attending your first preference school (or linked infant or junior school for the starting school admissions round and junior school transfer) in September 2019, please specify their legal first name and last name, date of birth, gender and address. This should include siblings whose applications are being processed. **If you do not complete the details below, your application will not be considered under the sibling criterion.**

**If you are applying for a place at Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Putteridge High School or Dallow Primary School you must provide proof of address/residence (see page 11 of the How to apply for a school place for September 2019 guide).**

**If one of your preferred schools is oversubscribed you may be asked to provide original proof of address documentation to a member of staff at your child's current, if this is in Luton or to a member of the Admissions Team.**

SIBLING'S FULL LEGAL NAME	DATE OF BIRTH	GENDER	ADDRESS

4

## Name of second preference school:

If you are stating a school outside of Luton as a second preference, please give the school's full name and address, including postcode.

If your child has a sibling (brother or sister) who will be attending your second preference school (or linked infant or junior school for the starting school admissions round and junior school transfer) in September 2019, please specify their legal first name and last name, date of birth, gender and address. This should include siblings whose applications are being processed. **If you do not complete the details below, your application will not be considered under the sibling criterion.**

**If you are applying for a place at Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Putteridge High School or Dallow Primary School you must provide proof of address/residence (see page 11 of the How to apply for a school place for September 2019 guide).**

**If one of your preferred schools is oversubscribed you may be asked to provide original proof of address documentation to a member of staff at your child's current, if this is in Luton or to a member of the Admissions Team.**

SIBLING'S FULL LEGAL NAME	DATE OF BIRTH	GENDER	ADDRESS



# Application Form

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019

## Name of third preference school:

If you are stating a school outside of Luton as a third preference, please give the school's full name and address, including postcode.

If your child has a sibling (brother or sister) who will be attending your third preference school (or linked infant or junior school for the starting school admissions round and junior school transfer) in September 2019, please specify their legal first name and last name, date of birth, gender and address. This should include siblings whose applications are being processed. **If you do not complete the details below, your application will not be considered under the sibling criterion.**

**If you are applying for a place at Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Putteridge High School or Dallow Primary School you must provide proof of address/residence (see page 11 of the How to apply for a school place for September 2019 guide).**

**If one of your preferred schools is oversubscribed you may be asked to provide original proof of address documentation to a member of staff at your child's current, if this is in Luton or to a member of the Admissions Team.**

SIBLING'S FULL LEGAL NAME	DATE OF BIRTH	GENDER	ADDRESS

Additional information – reasons for preference(s) e.g. religious convictions, medical and social reasons.  
(Please continue on a separate sheet if required.)

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019



# Application Form



Starting school admissions round • Transfer to junior school • Transfer to high school

## Education Health Care Plan/Special Educational Needs

My child has an Education Health Care Plan or a statement of Special Educational Needs and I have made my preference known at review.

Yes

No

## Medical

Are you enclosing medical evidence for your child? (Please note, if you do not provide medical evidence, your application will not be considered under the medical criterion). The evidence must be from a medical professional. Information added to the application form will not be considered.

Yes

No

## Children in care

Is your child 'looked after' by a local authority?

Yes

No

6

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

Please also provide a letter from your child's social worker confirming their 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'.

## Children of staff (only for schools with this in their oversubscription admissions criteria)

Is one or both parents currently employed at one of your preferred schools? If yes, please complete the details below.

**Name of parent:**

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

**Remember: if you have submitted an online application, there is no need to complete this application form.**



# Application Form

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019

Starting school admissions round • Transfer to junior school • Transfer to high school

## Checklist:

- ✓ I have read and understood the How to apply for a school place guide.
- ✓ I have stated a first, second and third preference and have not named the same school two or three times.
- ✓ If I have specified a Luton Catholic school as a preference, I have also completed the relevant supplementary form and provided my child's original Baptismal Certificate.
- ✓ If I have specified Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Putteridge High School (for the high school transfer) or Dallow Primary School (for the starting school admissions round) as a preference, I have provided the documents needed as set out on page 11 of the How to apply for a school place for September 2019 guide.
- ✓ If I have specified Wenlock Junior School as a preference, I have also completed the school's supplementary form.
- ✓ If I am applying for Tennyson Road Primary School, I understand my child will be educated on either the North site or the South site and the site my child will be educated on will be allocated by the School. If I state a preference for each site, I understand that only one preference will be processed as Tennyson Road Primary School.
- ✓ If I have stated a preference for a school(s) outside of Luton, I have checked the school's admission arrangements to see if I need to complete a supplementary form.
- ✓ I understand that if one of my preferred school(s) is oversubscribed, I may be asked to provide original documentation as proof of address.
- ✓ I have provided the Council with a copy of my child's birth certificate (only for pupils new to the Luton maintained school system applying in the transfer to junior and high school admissions round).
- ✓ I understand that if I have not stated that my child has a sibling (brother or sister) who will be attending one of my preferred school(s) by September 2019, my application will not be considered under the sibling criterion.
- ✓ I have attached medical evidence for my child (only for those parents seeking admission for their child on medical grounds). I understand that if I do not provide medical evidence my child will not be considered under medical grounds and that information added to the application form will not be considered.
- ✓ For junior school applications only – I understand that if I have stated a primary school as a preference(s), the preference will be disregarded.
- ✓ I certify that all the information I have given in this application is correct. I understand that any false or deliberately misleading information given on this form and/or supporting information may render my application invalid, or lead to the offer of a place being withdrawn.
- ✓ I understand that if any information I give on my application form or any amendments I have made prior to the relevant closing date, I must notify the Admissions Team in writing immediately.
- ✓ If I am completing this application form as a change of preference, I understand that if a place can be offered the original place allocated will immediately be withdrawn.
- ✓ I have checked to make sure that all the information I have given is correct.
- ✓ I will sign and date 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.

7

## I have read and understood the checklist.

Signature of parent/carer:

Print name:

Date:

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019



# Application Form



## 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

<b>Child's surname:</b>	<b>Forename:</b>
<b>Date of birth:</b>	
<b>Address:</b>	
<b>Post Code:</b>	<b>Tel No:</b>
<b>Infant school attended:</b>	
<b>Parent/Guardian's Name:</b>	
<b>Address if different from above:</b>	
<b>Category of application</b>	

Please refer to the admissions criteria within our admissions policy to determine under which category you are applying. If applying under categories 3a,b,c or 4 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





## Supplementary Admission Form

Part 1 – To be completed by the parent(s)/carer(s)

**Full Name of Child - please write in capital letters:** .....

**Address:** .....

**Post Code:** ..... **Tel No:** .....

**Gender:** Male  Female  **Date of Birth:** .....

**Religion:** Catholic   
Other Christian  Please specify:  
Other (Non Christian)  Please specify:

**Date of baptism:** .....

**Place of baptism** (Parish and Address): .....

**Catholic applicants must provide the child's original Baptismal Certificate to be photocopied**

**Current Junior School/Primary School:** .....

If brother(s) or sister(s) currently attend Cardinal Newman, please give full name(s) and tutor group(s)

**Name:** ..... **Tutor Group:** .....

**Name:** ..... **Tutor Group:** .....

**Details of Parent/Carer 1:** (capitals) .....

**Details of Parent/Carer 2:** (capitals) .....

**Is a Parent/Carer a member of staff at Cardinal Newman School?** Yes  No

**If you are not a Catholic please provide the name, address and telephone number** of a Minister of Religion who knows you and your child and will support your application.

(Please inform your minister that you have given his/her name for this purpose).

**Name:** .....

**Address:** .....

**Telephone:** .....



**HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019**



# Application Form



Part 2 – To be completed by the Catholic Priest/Minister of Religion (as appropriate)

Please note that this section of the supplementary form should be left blank when parents are returning it along with the Admission Form to the Local Authority. Cardinal Newman School will deliver all the forms to the Priests/Ministers and ask for their signatures after the 31 October deadline.

**Please can the Priest/Minister of Religion circle the appropriate response below:**

<p><b>The child is practising his/her faith</b> (Practice means attending Mass weekly)</p>	<p>YES</p>	<p>NO</p>
<p>(If not already baptised) <b>The child is currently enrolled for baptism within this parish/is enrolled on the RCIA programme</b></p>	<p>YES</p>	<p>NO</p>

10

## **Declaration by Priest** (or Minister of Religion as appropriate)

I confirm that these statements about the child named overleaf and his/her practice are true to the best of my knowledge and belief.

.....  
Name:

**Please make sure you provide your child's original Baptismal Certificate to be photocopied.**

**Parent must also ensure they complete an application by either applying online or by completing a paper application form.**

# Application Form

HOW TO APPLY  
FOR A SCHOOL  
PLACE FOR  
SEPTEMBER 2019

## Supplementary Admission Form for Catholic Primary Schools in Luton.

<b>Child's full name:</b>			
<b>Full Address:</b>			
<b>Home phone number:</b>			
<b>Mobile number:</b>			
<b>Date of birth:</b>		<b>Gender</b> Male/Female	
<b>Religion:</b> (Catholic applicants must provide the child's original Baptismal Certificate to be photocopied)			
<b>Catholic</b>		Yes/No	<b>Parish of:</b>
If you are not a Catholic please provide the name, address and telephone number of a Minister of Religion who knows you and your child and will support your application. (Please inform you minister that you have given his/her name for this purpose).			
<b>Details of Minister of Religion:</b>			
<b>Other Christian:</b>		Details...	
<b>Other Non-Christian:</b>		Details...	
<b>Baptism details:</b>		Date and address of Parish/Church	
<b>Details of siblings already attending school</b>	Name:	Name:	Name:
	Class:	Class:	Class:
	Name:	Name:	Name:
	Class:	Class:	Class:
<b>Details of parent/carer 1</b>	Name:	Address:	
		Phone number:	
<b>Details of parent/carer 2</b>	Name:	Address:	
		Phone number:	






## Privacy Notice

Luton Borough 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](mailto:feedback@luton.gov.uk).

<b>Data Controller</b>	Admissions Team, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ
<b>Data Protection Officer</b>	Yvonne Salvin <a href="mailto:feedback@luton.gov.uk">feedback@luton.gov.uk</a>
<b>Personal Data</b>	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.
<b>Purpose for using it</b>	To provide your child with a school place
<b>Lawful basis</b>	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
<b>Who we share it with</b>	Local authorities; education providers; NHS; safeguarding partners; catering services; pastoral support such as counselling; after school clubs; appeal panellists
<b>Why we share it with them</b>	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
<b>Any automated decision making</b>	None
<b>Transfer of data to a non-EU country</b>	None
<b>Exercising your rights</b>	<p>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.</p> <p>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</p>

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](http://www.luton.gov.uk/privacy-cookies).

 01582 54 80 16  
 [admissions@luton.gov.uk](mailto:admissions@luton.gov.uk)  
 [www.luton.gov.uk/learning](http://www.luton.gov.uk/learning)  
 @lutoncouncil  
 lutoncouncil

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