

How to apply for a high school place 2023

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Luton

Moving on to high school

We hope these information slides will assist you with applying for your child's high school place.

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

Take a look at the 'How to apply for a school place 2023' guide available via [Luton School Admissions web page](#) This guide provides detailed information of the school admissions process and how school places are allocated.

The logo for Luton, featuring the word "Luton" in a bold, purple, sans-serif font. The text is underlined with a thin purple line.

National closing date 31 October 2022

It is vital that all high school applications are submitted by Monday 31st October 2022.

Late applications will not be processed until after the offer date.

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Choosing school 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 84–116 in the [How to Apply for a school place for September 2023](#) guide
- Consider realistic ‘back-up’ preferences. Think about scenarios and options should it not be possible to allocate your preferred school(s)
- 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
- Look up your catchment area school. Remember, if you want a place at your catchment area school, you must include it as one of your preferences

Things to consider

- **How will your child get there?** Remember any transport costs are usually the responsibility of the parents. For information on eligibility for transport assistance see pages 16 & 17 in the [How to Apply for a school place for September 2023](#) guide
- **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**
- **Attend school open evenings** Dates and times of high school and academy open evenings can be found on page 113 in the [How to Apply for a school place for September 2023](#) 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
- **Consider realistic 'back-up' options** Visit your catchment school

Applying for out of Luton schools or Private and Grammar schools

- Private schools should be applied directly via the schools and not through Luton Council. Parents/ carers should still apply for Luton schools before the closing date in case of change of circumstances
- Luton parents seeking a place at a school(s) outside of Luton, including Grammar schools, must apply through Luton Council
- For Grammar schools, make sure to contact the relevant local authority about your child sitting the entry tests
- If you are applying for a school place outside of Luton you must ensure you have read the schools admission criteria and check whether you need to complete a supplementary form supplied by the school

Applying for Catholic schools

- 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
- For out of borough Catholic Schools please refer to the individual schools for their application process

Frequently asked questions

If I apply early I will get my first choice school? 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 for September 2023](#) 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? 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

Tips for completing an online application via the parent portal

- If you need to register for a new account you will be sent an email and will need to click on the confirmation link
- Log in using your email address and password
- Follow the steps set out
- 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.
- Once you are happy with your application, remember to click **submit**.

How to apply online- step 1

Visit [Luton School Admissions webpage](#)

The link should take you to a page which looks like the image from the web page below.

Click on [Transferring to a new school or academy](#)

School admissions



Everything you need to know about applying for a school place in Luton.

Transferring to a new school or academy

Information for parents whose child is transferring to a new school in September 2023.

[Find out more about transferring to a new school or academy](#)

Changing my child's school (in-year)

Information for parents who want to change their child's school during the school year.

[Find out more about changing my child's school \(in-year\)](#)

Appeals, policies and admission arrangements

Information on admissions appeals, policies and arrangements for Luton schools and academies.

[Find out more about admission, policies and academies](#)

How to apply online – step 2

Scroll down to view all options

It should look like the image below

Click on [Transferring to a high school 2023](#)

Transferring to a new school or academy in September 2023

Applying for a transfer

Transferring to a junior school in September 2023

[Find out more about transferring to a junior school in September 2023](#)

Transferring to a middle school in September 2023

[Find out more about transferring to a middle school in September 2023](#)

Transferring to a high school in September 2023

[Find out more about transferring to a high school in September 2023](#)

Transferring to a upper school in September 2023

[Find out more about transferring to a upper school in September 2023](#)

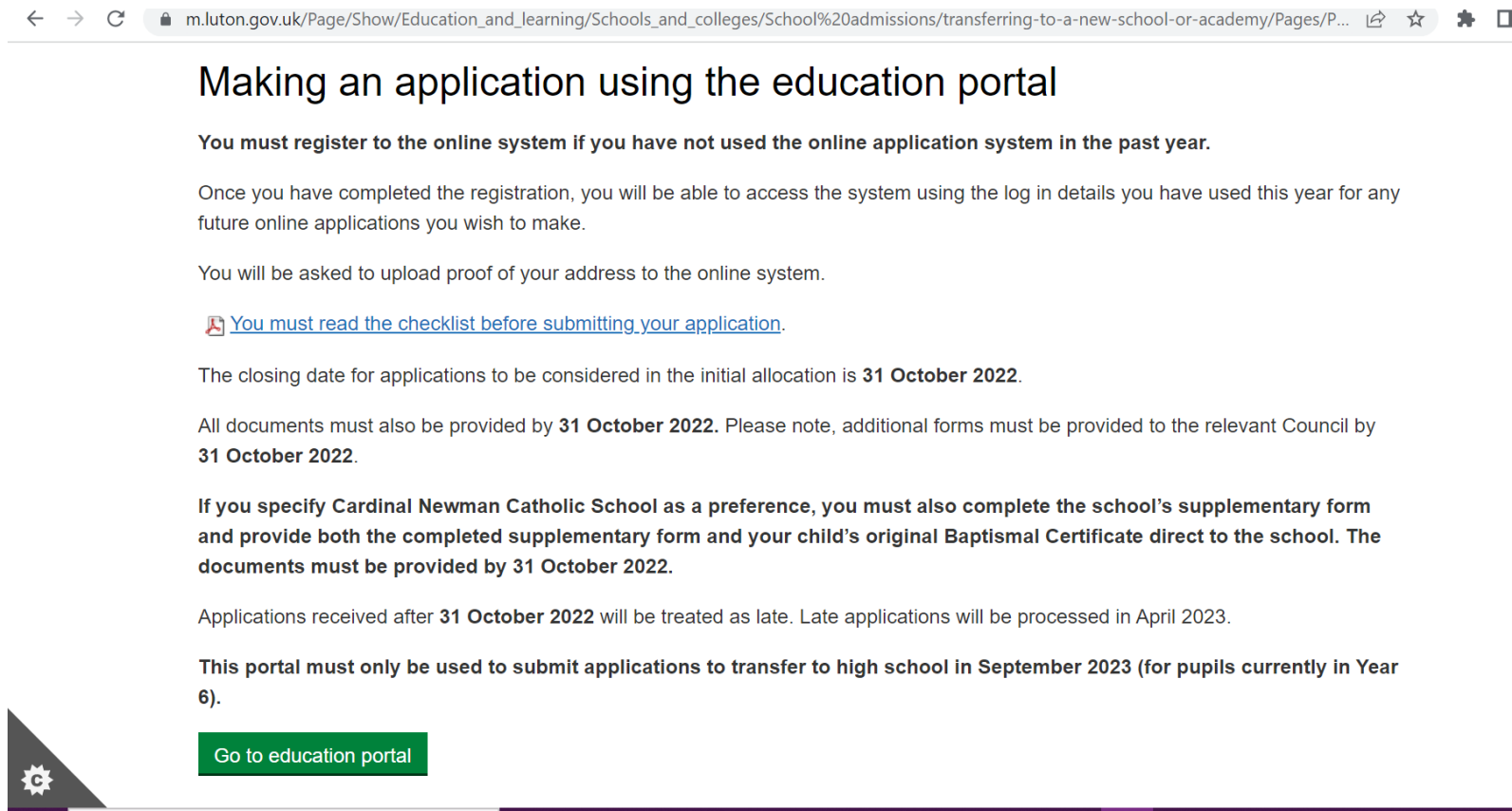
Pupils transferring to a studio school in September 2023

[Find out more about pupils transferring to a studio school in](#)

Starting school in September 2023 (for children born between 1 September 2018 to 31 August

How to apply online – step 3

Scroll down the page and click on the green ‘Go to education portal’ button



← → ↻ 🔒 m.luton.gov.uk/Page/Show/Education_and_learning/Schools_and_colleges/School%20admissions/transferring-to-a-new-school-or-academy/Pages/P... ⌂ ☆ ⚙ □

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](#)

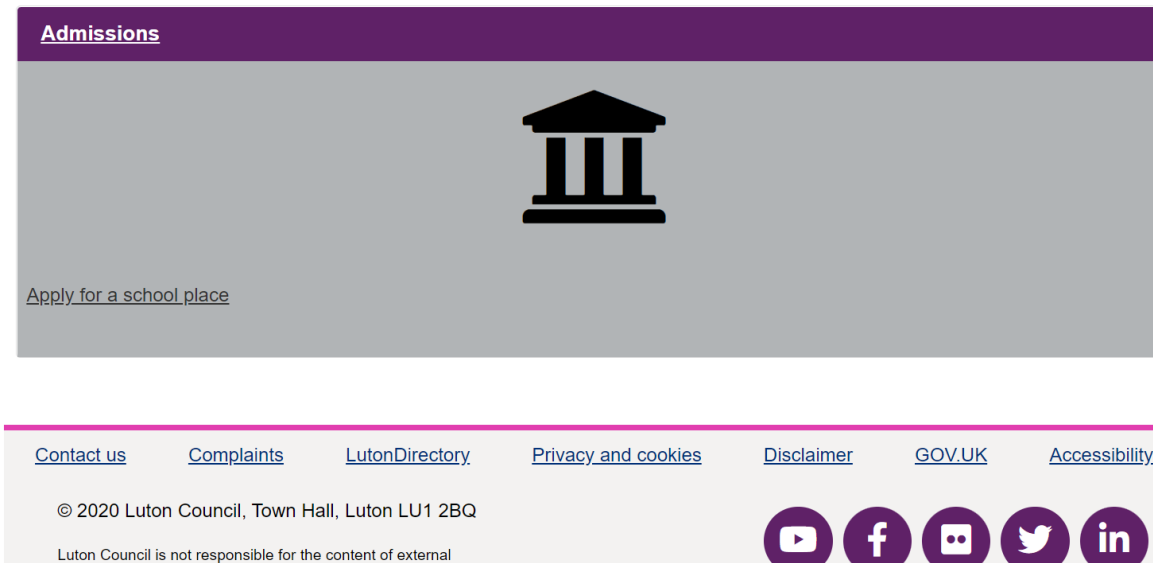


How to apply online – step 4

Now hover over the 'Apply for a school place' link and click to proceed. This will take you to the Parent Portal.

Important Information: It is vital that you have read and understood the relevant information guide and checklist before you apply for a school place.

School, learning and early years



The screenshot shows a website interface for school admissions. At the top, there is a purple header with the word "Admissions" in white. Below the header is a large grey rectangular area containing a black icon of a classical building with three columns. Underneath the icon, the text "Apply for a school place" is displayed as a link. At the bottom of the page, there is a footer with several navigation links: "Contact us", "Complaints", "LutonDirectory", "Privacy and cookies", "Disclaimer", "GOV.UK", and "Accessibility". Below these links, the copyright information "© 2020 Luton Council, Town Hall, Luton LU1 2BQ" is shown, followed by the text "Luton Council is not responsible for the content of external". To the right of the footer, there are five circular social media icons for YouTube, Facebook, Instagram, Twitter, and LinkedIn.

Outcome of applications

National offer date is 1st March 2023

The outcome of applications will be sent to parents on Wednesday 1st March 2023

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 via your child's school advising of opportunities to join us at information sessions or at a question and answer zoom session 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 to make an appointment for support.

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

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