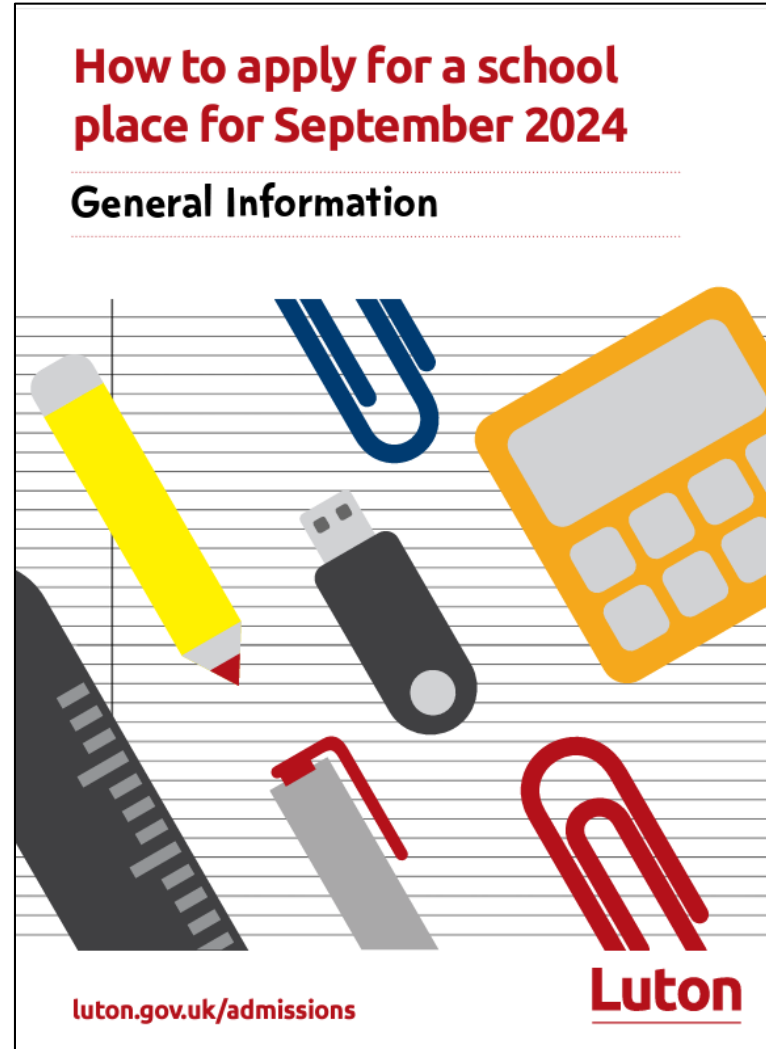


How to apply for a high school place 2024

Access to Education Team
www.luton.gov.uk/A2E
accesstoeducation@luton.gov.uk

Tracy Gentle
Access to Education
Manager

Tracey Back
Access to Education Family
Worker



Luton

Moving on to high school

We hope that 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 in September 2024](#) guide available via Luton School Admissions webpage at www.luton.gov.uk/admissions.

The guide provides detailed information of the school admissions process and how school places are allocated.

National closing date

National closing date is **31 October 2023**

It is vital that all high school applications are submitted by Tuesday 31 October 2023.

Late applications will not be processed until after the offer date

Important things to consider

When deciding on your first, second and third preferences it is important to familiarise yourself with:

1. The admissions criteria for your preferred schools (pages 86 to 111 for transfer to high school of the How to Apply for school place 2024 guide). It is vital that you understand how places will be allocated if there are more applicants for your preferred schools than places available.
2. The admissions process – it is important that you understand the admissions process (see pages 11 to 12 of the guide).
3. How places have been allocated in previous years (see pages 86 to 111 for the transfer to high school of the guide).
4. Please be aware that the system of processing parental preferences places more emphasis on the schools' admissions criteria and only uses preference ranking where your child qualifies for a place at more than one school (see pages 11 to 12 for further details).
5. You are strongly advised to name three different schools on your form. Some parents/carers believe that if they only express a preference for one school, or name the same school two or three times, they increase their chance of gaining a place at the school– this is incorrect.

If you would like your child to attend your catchment area school you should specify the school as a preference. Where the catchment area school has more applications than places available, those living in the catchment area and not specifying it as a preference will not be considered for a place.

Parents/carers do not have a right to a place for their child at any of their preferred schools. If parents/ carers are unsuccessful in gaining a place at any of their preferred schools, their child will be allocated a place at one of the nearest schools to their home address with vacancies.

Applying for a school outside Luton (including grammar schools)

Luton parents seeking a place at a school(s) outside of Luton must apply through Luton Council.

Where parents specify an out of borough school as their first, second or third preference they must check the following with the individual school:

1. The school's admissions criteria
2. Whether they also need to complete any supplementary forms supplied by the school
3. Check for grammar school entry tests with the relevant local authority
4. You do not need to apply to Luton for a private school, however we advise you to still complete an application for Luton schools in case of change to circumstances

Applying for catholic schools

Parents wishing to apply for a place at Cardinal Newman Catholic School must also complete the school's supplementary form and provide their child's original Baptismal Certificate or Certificate of Catholic Practice.

The documents must be returned directly to Cardinal Newman Catholic School by **31 October 2023**.

The supplementary form can be requested at www.luton.gov.uk/admissions. Alternatively, a paper copy can be obtained from the school or from the Council's Admissions Team.

For Catholic Schools outside of Luton, please refer to the individual schools for their application process

Frequently asked questions

- If I apply early, will this guarantee my first preference 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 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 state on the application if your child has any siblings at the preferred schools. Remember, this does not guarantee 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. This 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 2024.

[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](#)

Children under five years of age

If your child is starting school or nursery this year.

[More information for children under five years of age](#)

Catchment area look-up

Find out which schools are in the catchment area/ward for your address.

[Catchment area look-up](#)

Does my child qualify for school transport?

The passenger transport unit (PTU) provides transport to schools for pupils who would otherwise be unable, or would have considerable difficulty, accessing education.

[Find out about home to school transport](#)

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 2024

Applying for a transfer

Transferring to a junior school in September 2024

[Find out more about transferring to a junior school in September 2024](#)

Transferring to a middle school in September 2024

[Find out more about transferring to a middle school in September 2024](#)

Transferring to a high school in September 2024

[Find out more about transferring to a high school in September 2024](#)

Transferring to a upper school in September 2024

[Find out more about transferring to a upper school in September 2024](#)

Pupils transferring to a studio school in September 2024

[Find out more about pupils transferring to a studio school in September 2024](#)

Starting school in September 2024 (for children born between 1 September 2019 to 31 August 2020)

[Find out more about pupils starting school in September 2024 \(for children born between 1 September 2019 to 31 August 2020\)](#)

How to apply online - step 3

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

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 last two years.

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 2023**.

All documents must also be provided by **31 October 2023**. Please note, additional forms must be provided to the relevant council by **31 October 2023**.

If you specify Cardinal Newman Catholic School as a preference, you must also complete the school's supplementary form and provide the completed supplementary form, your child's original Baptismal Certificate and Certificate of Catholic Practice direct to the school.

Applications received after **31 October 2023** will be treated as late. Late applications will be processed in April 2024.

[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 any changes you make to your application.

After the closing date, an update on the school your child has been allocated can be seen on the portal from 1 March 2024.

Alternative ways to make a high school application

To request a copy of the Luton resident application form or the Cardinal Newman Catholic School supplementary form, please [complete a school admissions general enquiry form](#).

The completed application form must be posted/scanned to the admissions team.

How to apply online - step 4

Now click the Admissions box with 'Apply for a school place' link to proceed. This will take you to the parent portal. Follow the step by step instructions.

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

Early years and childcare



[Find out about free early education and childcare for 2, 3 and 4 year olds](#)

Admissions



[Apply for a school place](#)

Outcome of applications

National offer date is 1 March 2024

Outcomes of applications will be sent to parents on
Friday 1 March 2024

The school appeal's process

Information on the Appeal process can be found on pages 18 to 19 in the How to Apply for a school place for September 2024 guide.

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 available to offer advice and answer any questions at Luton high school Open Evenings

If, having read the information provided, you are unable to place an application without assistance, you can contact the Access to Education team by emailing accesstoeducation@luton.gov.uk to make an appointment for support.

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