

How to apply for a starting school place 2021

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How to apply for a school place 2021

A guide for parents/carers
with children due to start infant/primary school, transfer to junior school or transfer to high school in September 2021

Starting School
Moving on to Junior School
Moving on to High School

www.luton.gov.uk

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The infographic features a purple header with the title, a central cloud-shaped callout box with a blue and purple border containing the guide title and target audience, and three horizontal buttons below: a green one for 'Starting School', a red one for 'Moving on to Junior School', and a brown one for 'Moving on to High School'. It is decorated with images of children in classrooms, stacks of colorful books, and a girl writing. The Luton logo and website URL are at the bottom.

Starting school 2021 (for children born between 1/9/2016 to 31/8/2017)

Sadly this year we cannot be with you in person at Early Year settings however we hope that these slides will answer any questions you may have and help you when applying for your child's school place.

Starting school is an important time for your child, therefore please take the time to read through the information provided.

Look out for information from your child's Early Year provider on additional advice services from the Access to Education Team.

National closing date 15th January 2021

It is vital that parents submit an online application or return their completed application form before the closing date. Late applications will not be processed until after the relevant offer date, except in very exceptional circumstances.

Things to remember

Look up your catchment area school at www.luton.gov.uk/admissions or by contacting the Admissions helpline. Remember, if you want a place at your catchment area school, you must still apply and name that school as one of your preferences.

Prepare the additional documents that you will need to upload such as:

Proof of address is needed for Dallow Primary School

Catholic school applications will need your child's original Baptismal Certificate and a supplementary form.

Look at the 'How to apply for a school place 2021' guide available at [Luton School Admissions home page](#) The guide gives information on individual schools and academies in Luton allowing you to judge your chances of securing a place at your preferred schools.

Have your email address and password ready as you will need these during the registration process.

Ways to apply

Online applications

You can apply online for a school place at www.luton.gov.uk/admissions
Input the unique number printed on the letter sent to you by the Council. You can apply online even if you do not have a unique number.

Paper application form

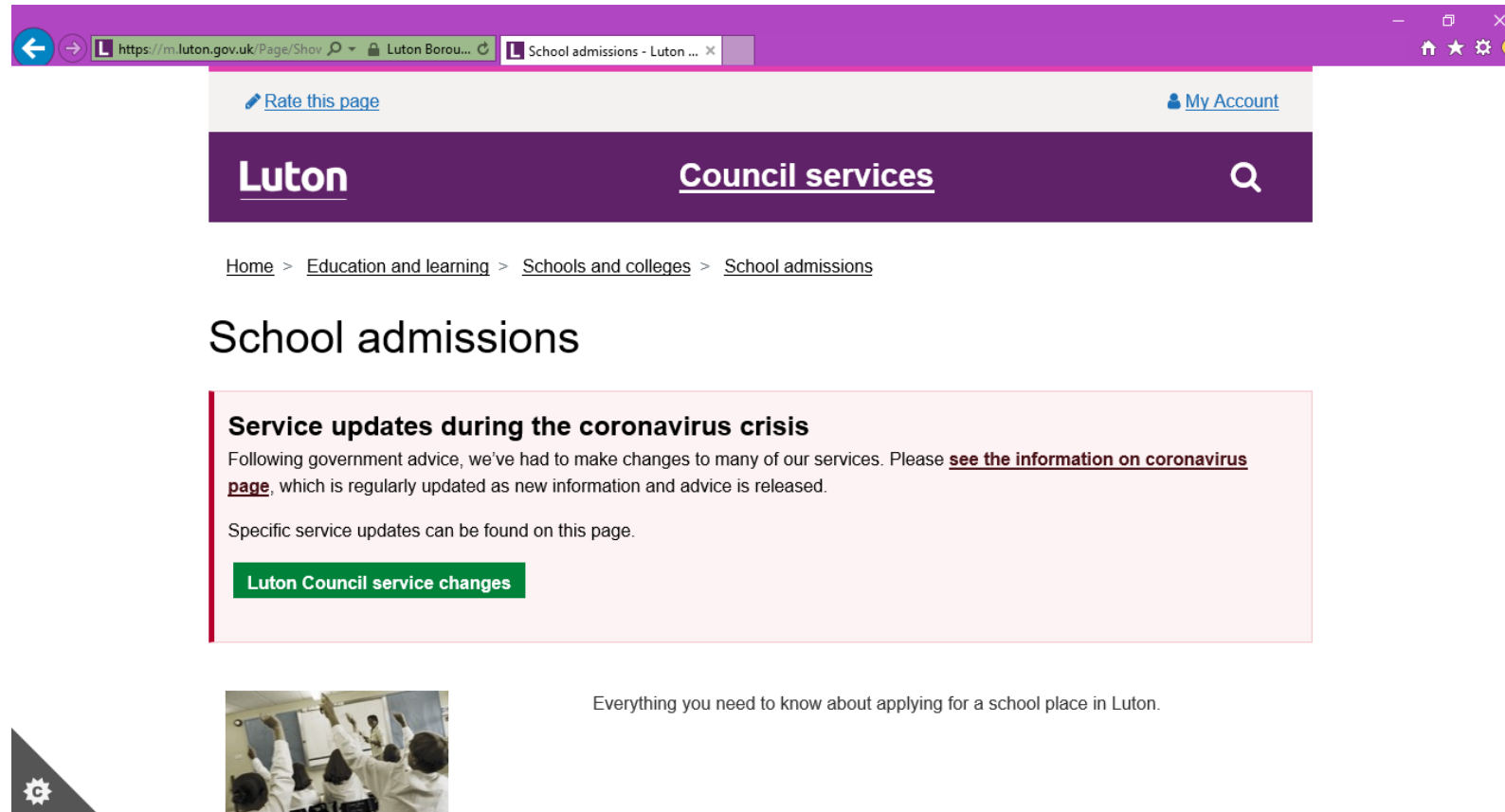
You can apply for a school place by completing an application form. The application form can be downloaded at www.luton.gov.uk/admissions or you can get a paper copy from the Admissions Team.

Completed application forms must be returned to the Admissions Team by the relevant closing date.

How to apply online stage 1

Go to [Luton School Admissions home page](#)

It should look like the image from the web page below



The screenshot shows a web browser window with the URL <https://m.luton.gov.uk/Page/Show>. The page features a purple header with the Luton logo, 'Council services', and a search icon. Below the header is a breadcrumb trail: Home > Education and learning > Schools and colleges > School admissions. The main heading is 'School admissions'. A prominent pink box contains a section titled 'Service updates during the coronavirus crisis', which states that government advice has led to service changes and directs users to a 'page' for more information. A green button labeled 'Luton Council service changes' is positioned below this text. At the bottom, there is a small image of students in a classroom and the text 'Everything you need to know about applying for a school place in Luton.' The Luton logo is also visible in the bottom right corner.

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Luton **Council services** 🔍

[Home](#) > [Education and learning](#) > [Schools and colleges](#) > [School admissions](#)


School admissions

Service updates during the coronavirus crisis

Following government advice, we've had to make changes to many of our services. Please [see the information on coronavirus page](#), which is regularly updated as new information and advice is released.

Specific service updates can be found on this page.

[Luton Council service changes](#)

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

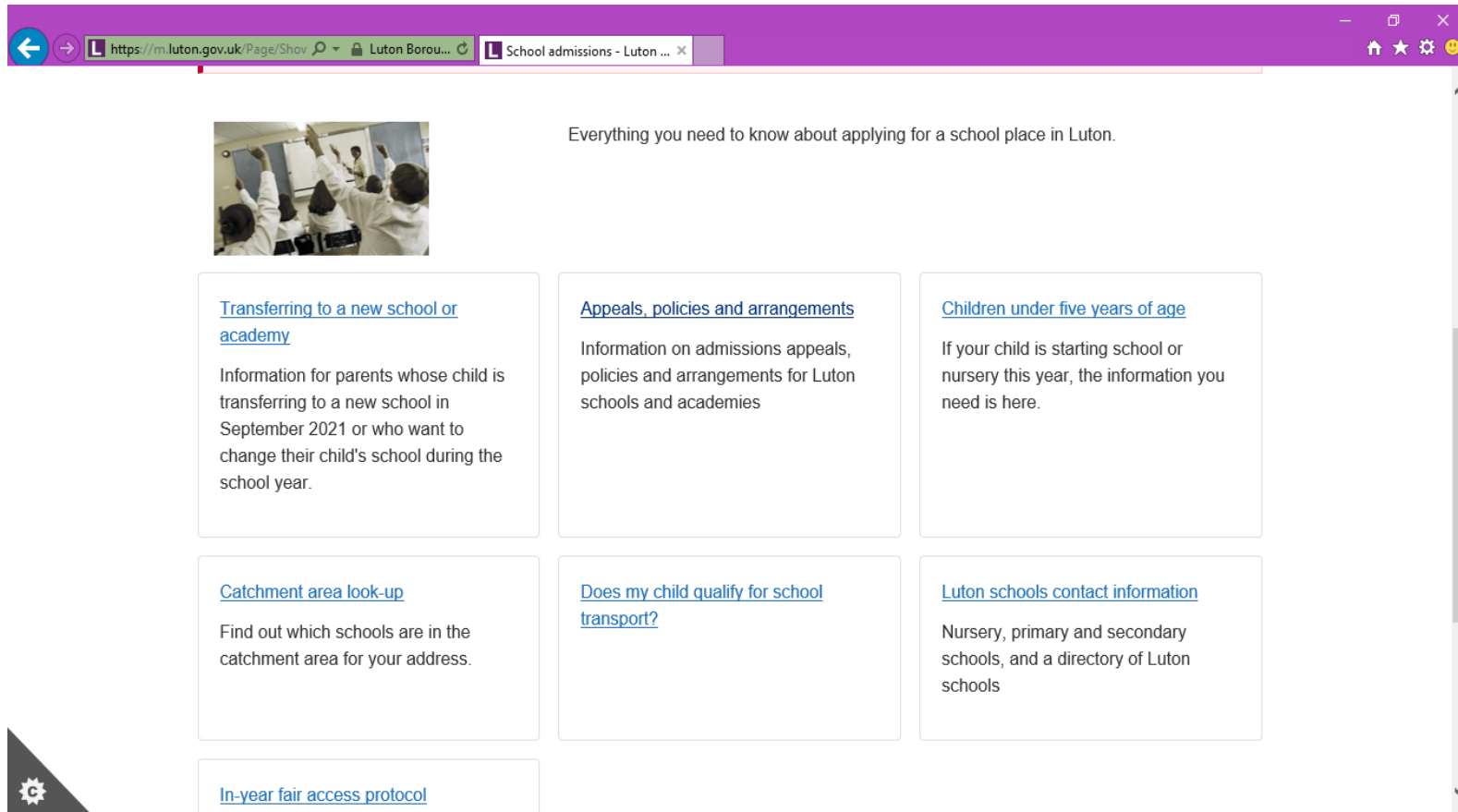
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How to apply online stage 2

Scroll down to view all options

It should look like the image below

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



The screenshot shows a web browser window with the URL <https://m.luton.gov.uk/Page/Show>. The page content includes a header with the text "Everything you need to know about applying for a school place in Luton." and a grid of six informational boxes. The first box, titled "Transferring to a new school or academy", is highlighted with a red border and contains the text: "Information for parents whose child is transferring to a new school in September 2021 or who want to change their child's school during the school year." The other boxes are: "Appeals, policies and arrangements" (Information on admissions appeals, policies and arrangements for Luton schools and academies), "Children under five years of age" (If your child is starting school or nursery this year, the information you need is here.), "Catchment area look-up" (Find out which schools are in the catchment area for your address.), "Does my child qualify for school transport?" (Information on school transport eligibility), and "Luton schools contact information" (Nursery, primary and secondary schools, and a directory of Luton schools). A gear icon is visible in the bottom left corner of the page.

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 2021 or who want to change their child's school during the school year.

[Appeals, policies and arrangements](#)
Information on admissions appeals, policies and arrangements for Luton schools and academies


[Children under five years of age](#)
If your child is starting school or nursery this year, the information you need is here.

[Catchment area look-up](#)
Find out which schools are in the catchment area for your address.

[Does my child qualify for school transport?](#)

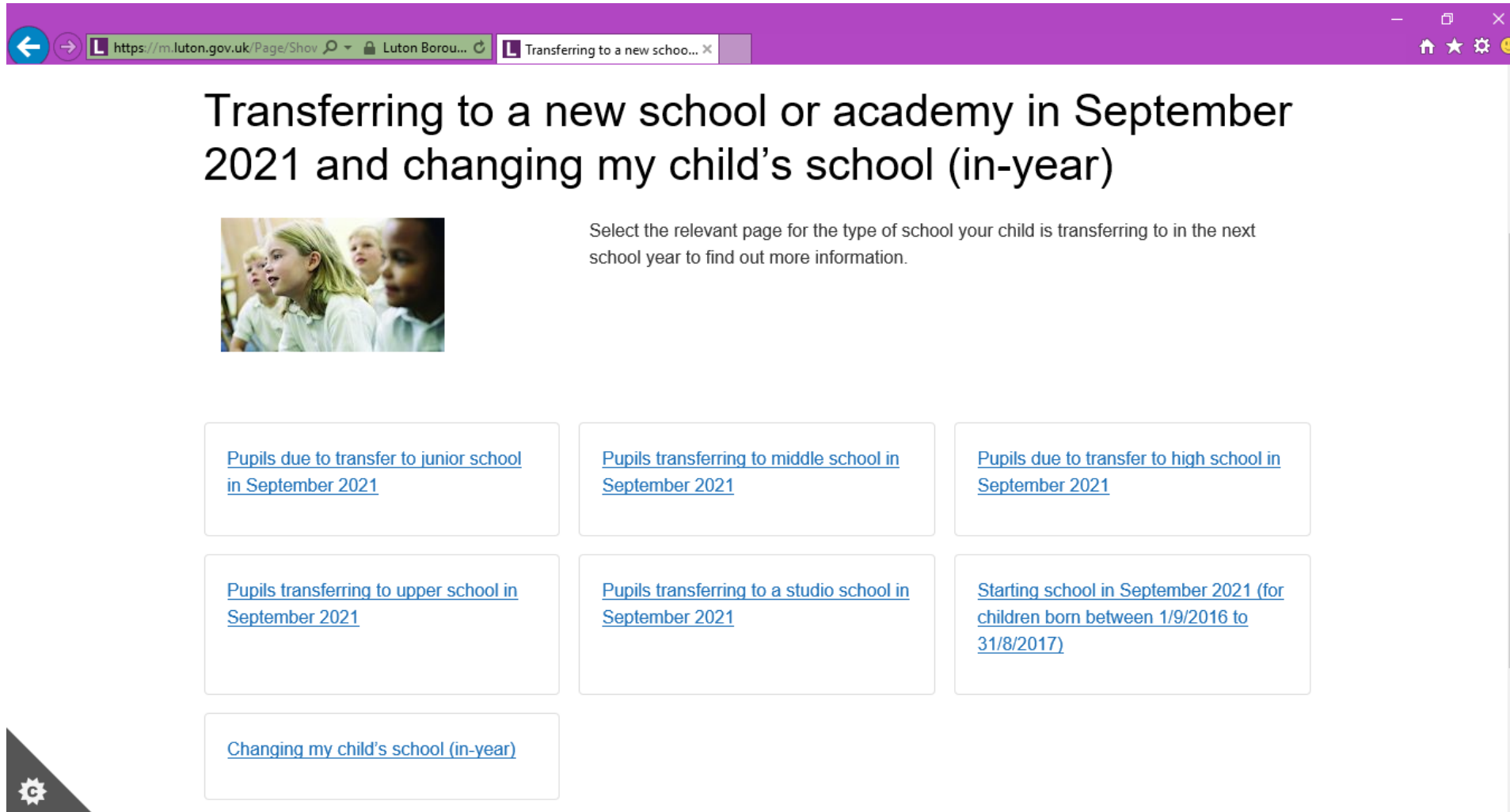
[Luton schools contact information](#)
Nursery, primary and secondary schools, and a directory of Luton schools

[In-year fair access protocol](#)



How to apply online stage 3

Click on Starting school in September 2021 (for children born between 1/9/2016 to 31/8/2017) as shown in the image below



The screenshot shows a web browser window with the URL <https://m.luton.gov.uk/Page/Show>. The page title is "Transferring to a new school or academy in September 2021 and changing my child's school (in-year)". Below the title is an image of three children in school uniforms. To the right of the image is the text: "Select the relevant page for the type of school your child is transferring to in the next school year to find out more information." Below this is a grid of seven navigation buttons, each containing a link to a specific page. The bottom right corner of the page features the Luton logo.

[Pupils due to transfer to junior school in September 2021](#)

[Pupils transferring to middle school in September 2021](#)

[Pupils due to transfer to high school in September 2021](#)

[Pupils transferring to upper school in September 2021](#)

[Pupils transferring to a studio school in September 2021](#)

[Starting school in September 2021 \(for children born between 1/9/2016 to 31/8/2017\)](#)

[Changing my child's school \(in-year\)](#)

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How to apply online stage 4

The image below shows where you can find the How to apply for a school place guide. If you scroll down you will find the green link Go to education portal.

Parents of children born between 1/9/2016 – 31/8/2017 must apply for a school place for September 2021.

You must apply for a school place even if:

- you have already made an earlier application direct to the school
- your preferred school is not in Luton
- your preferred school is a faith school, a foundation school, an academy or a free school
- your child is attending a pre-school or early years class attached to your preferred school.

It is really important that you read our [how to apply for a school place for September 2021 guide](#) which can be downloaded from the bottom of the page.

You will be able to apply online until **15 January 2021** by clicking on the education portal button below.

If you apply using our online system and specify a Luton Catholic primary school, you must also download a copy of the Catholic Primary Schools supplementary form which can be downloaded from the bottom of the page and provide your child's original Baptismal Certificate.

If you apply using a paper application form and specify a Luton Catholic primary school, you must also provide your child's original Baptismal Certificate.

All documents must be provided by 15 January 2021.

[Go to education portal](#)

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How to apply online stage 5

Once you have clicked on Go to education portal the screen will look like the image below

The screenshot shows a web browser window displaying the Luton Citizen Portal. The browser's address bar shows the URL <https://emsonline.luton.gov.uk/Cit>. The page features the Luton logo on the left and 'Citizen Portal' on the right. A navigation bar includes a 'Home' link, 'Login', 'Register', and a language selector for 'English/Cymraeg'. The main content area is split into two sections. On the left is a registration form with fields for 'Email Address' and 'Password', a 'Login' button, and a link for 'Forgotten your password?'. On the right is a 'Welcome to the Luton Education Portal' message with a list of steps: 1. Register for a new account, 2. Check your email and click on the confirmation link, 3. Log in using your email address and password, and 4. Make applications for supported child services. A tooltip points to the email field with the text: 'Please enter the email address you used when registering'. A note at the bottom of the welcome message states: 'Please note that if you have previously applied online for a school place or funded early education for two year old funding you will need to [re-register here](#).' The footer contains links for 'Portal Guide', 'Contact Us', 'Use of Your Information', 'Accessibility statement', 'Privacy Statement', and 'Cookies Policy'. Copyright information for Capita 2012-2020 and Apache License v2.0 is also present. The Windows taskbar at the bottom shows several open applications, including the Citizen Portal, and the system clock displays 16:04 on 21/09/2020.

Tips and hints on how to use the portal

- You will 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**.

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 23–65 for the starting school admissions round admissions criteria for your preferred schools in the How to apply for a school place 2021 guide*)
- Ensure that you consider realistic ‘back-up’ preferences. Think about scenarios and the logistics should the preferred school(s) not be allocated.
- 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.
- Applications for Luton schools and out of borough schools should be applied for via Luton Borough Council.
- Apply directly via the school if applying for a private school.

What to consider when thinking about preferences?

- **How will your child get there?** Remember any transport costs are usually the responsibility of the parents (*see pages 16 - 17 'How to apply for a school place 2021' guide for information on eligibility for assistance with transport*).
- **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.**
- **Consider realistic 'back-up' options.** Visit your catchment school.

Frequently asked questions

- **If I apply early I will get my first choice school?** No, 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 2021 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?** Please 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.

Applying to Catholic schools

- Parents wishing to apply for a place at a Catholic primary school, or Wenlock Junior School will need to complete and return a supplementary form. You will also need to provide your child's original Baptismal Certificate if you are applying for a place at a Catholic primary school.
- The completed supplementary form should be returned to your first preference Luton school or to the Admissions Team by the relevant closing date.
- Part 2 of supplementary form should be left blank. Do not take the form to your Priest/ Minister – the school will request completion from the Priest/ Minister after the closing date.
- Supplementary forms and baptismal certificates MUST be submitted by the closing date.
- For out of borough Catholic Schools please refer to the individual schools for their application process.

Applying to Private schools

- Private schools should be applied directly via the schools and not on the Local Authority application form. Parents/ carers should still apply for Luton schools before the closing date in case of a change of circumstances.

When do we hear which school has been allocated?

National Offer date is 16th April 2021

Decision letters will be sent to parents on 16th April 2021.

Later on, the allocated school will provide you with further information with details of induction days so your child gets to know his or her new school.

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 through your child's Early Year provider advising of opportunities to join us via virtual question and answer sessions 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 or call 07725607058/ 07818014511 to make an appointment for support.

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