Luton Borough Council’s In-Year Application Form

This form should be used to request a place at:

<table>
<thead>
<tr>
<th>Ashcroft High School</th>
<th>Beech Hill Primary School</th>
<th>Beechwood Primary School</th>
<th>Bushmead Primary School</th>
<th>Bramingham Primary School</th>
<th>Chantry Primary Academy</th>
<th>Cheynes Infant School</th>
<th>Crawley Green Infant School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challney High School for Boys</td>
<td>Challney High School for Girls</td>
<td>Dallow Primary School</td>
<td>Denbigh Primary School</td>
<td>Denbigh High School</td>
<td>Downside Primary School</td>
<td>Farley Junior School</td>
<td>The Ferrars Academy</td>
</tr>
<tr>
<td>Ferrars Junior School</td>
<td>Foxdell Infant School</td>
<td>Foxdell Junior School</td>
<td>Hillborough Infant School</td>
<td>Hillborough Junior School</td>
<td>Icknield Primary School</td>
<td>Icknield High School</td>
<td>Lealands High School</td>
</tr>
<tr>
<td>Lea Manor High School</td>
<td>Maidenhall Primary School</td>
<td>Norton Road Primary School</td>
<td>Pirton Hill Primary School</td>
<td>Putteridge Primary School</td>
<td>Putteridge High School</td>
<td>Ramridge Primary School</td>
<td>River Bank Primary School</td>
</tr>
<tr>
<td>Someries Infant School</td>
<td>Someries Junior School</td>
<td>Southfield Primary School</td>
<td>Stopsley Primary School</td>
<td>Stopsley High School</td>
<td>Surrey Street Primary School</td>
<td>Sundon Park Junior School</td>
<td>St. Matthews Primary School</td>
</tr>
<tr>
<td>Tennyson Road Primary School</td>
<td>The Meads Primary School</td>
<td>Warden Hill Infant School</td>
<td>Warden Hill Junior School</td>
<td>Waulud Primary School</td>
<td>Wenlock Junior School</td>
<td>Whipperley Infant Academy</td>
<td>Whitefield Primary School</td>
</tr>
<tr>
<td>Wigmore Primary School</td>
<td>William Austin Infant School</td>
<td>William Austin Junior School</td>
<td></td>
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</tr>
</tbody>
</table>

Information and advice can be obtained by calling the Admissions helpline on 01582 54 80 16

Please read through the In-Year School Transfer Guide before completing this application form.

I wish to request a place for my child at:

<table>
<thead>
<tr>
<th>First preference school:</th>
<th>For office use only: Measurement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second preference school:</td>
<td>For office use only: Measurement:</td>
</tr>
<tr>
<td>Third preference school:</td>
<td>For office use only: Measurement:</td>
</tr>
</tbody>
</table>

Please indicate the date the place is required for: __________

Child’s details:

<table>
<thead>
<tr>
<th>Legal first name(s):</th>
<th>Legal last name:</th>
</tr>
</thead>
</table>

**Gender:** Male [ ] Female [ ]

**Date of Birth:** __________

Full home address:

Postcode:
Does your child have a sibling (brother or sister) attending any of your preferred schools?  
YES / NO
If YES, please give details:

<table>
<thead>
<tr>
<th>Legal first name(s)</th>
<th>Legal last name</th>
<th>Date of birth</th>
<th>Gender</th>
<th>Address</th>
<th>School Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Does your child have a Statement of Special Educational Needs or an EHC Plan?  
YES / NO

Are you requesting admission for your child on medical grounds?  
YES / NO
If YES, please enclose a medical certificate with your application

Is your child ‘looked after’ by a local authority?  
YES / NO
If YES, please state which local authority is responsible for the child:

Please also provide a letter from the social worker confirming the child’s 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’.

Child of staff (only for schools with this in their oversubscription criteria)
Is one or both parents currently employed at Chantry Primary Academy, Dallow Primary School, Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Lealands High School, Putteridge High School or a community school in Luton?  
YES / NO
If YES, please complete the details below:

<table>
<thead>
<tr>
<th>Name of parent:</th>
<th>Name of school employed at and job title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is one or both parents currently working as part of the UK service personnel?  
(For monitoring purposes)  
YES / NO
Child’s current/previous school details:

Name of school: 

Address: 

Telephone number: 

Name of head of year/class teacher: 

Date child last attended school: 

If your child attended their current/previous school for less than a year, please provide the Admissions Team with details of the school s/he attended before in the boxes below:

Name of school: 

Address: 

Telephone number: 

Name of head of year/class teacher: 

Date child last attended school:
**Additional information**

Please answer the questions below:

How well does your child speak English?  
Beginner / Intermediate / Fluent  
YES / NO

Can your child speak any other languages?  
YES / NO

Have you had contact with the Education Welfare Service?  
YES / NO

Has your child had contact with the Behaviour Service or the Psychological Service?  
YES / NO

Has your child had a fixed term exclusion in the past two years?  
YES / NO

Has your child been permanently excluded from school?  
YES / NO

If you have answered **YES** to any of the above questions, please give further details.

**Reason for request (please tick appropriate box(es))**

- [ ] Moved house within Luton
- [ ] Moved into Luton
- [ ] Starting school for the first time
- [ ] To join sibling(s) at school
- [ ] Removed from roll following extended leave
- [ ] Child has been placed in local authority care
- [ ] Childcare arrangements
- [ ] Issues in current school - (please note, your request will be passed to a Manager in the Admissions Team who will contact you to discuss your application.)

**If your request is due to a house move, please provide your previous address below:**

- Full home address:
- Postcode:

**If you are planning to move in the near future, please indicate your new address and the date you are expected to move:**

- Full home address:
- Postcode:
- Date of move:
**Additional information**

Please use this space to outline any additional reasons for your application, e.g. religious convictions, medical or social reasons. Please continue on a separate sheet if necessary.

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**Transfer requests within Luton for reasons other than a house move**

If you are requesting a transfer to another local school or your child is experiencing any difficulties at their present school, it is important for you to discuss this with the headteacher of your child’s present school and ask them to complete and sign this form. Luton Borough Council would expect discussions to take place before you make any decision about transferring your child to another school.

Headteacher’s comments:

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Signed: Print name:

*If the form has not been signed it will be returned to you.*
Checklist:

- I have stated a first, second and third preference.
- I have provided names and dates in the places where they are requested on the form.
- I have checked to make sure all the information I have given is correct.
- I have provided the supporting documentation where necessary (e.g. child's birth certificate, proof of address, medical certificate). The documentation is in the name of the person with parental responsibility who made the application.
- If I am applying for a place at 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.
- The form has been signed by my child’s current headteacher (only for school transfers within Luton where the child has not moved house). I understand that if this has not been completed my application form will be returned to me.
- I have signed and dated 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.

I understand that any false or deliberately misleading information on this form and/or supporting information may render this application invalid, or lead to the offer of a place being withdrawn.

Parent/carer’s details:

<table>
<thead>
<tr>
<th>Mother’s name (capitals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father’s name (capitals)</td>
</tr>
<tr>
<td>Telephone number(s):</td>
</tr>
<tr>
<td>Parent’s email address:</td>
</tr>
</tbody>
</table>

Name of applicant: 

Relationship to pupil: 

Do you have parental responsibility for the pupil?  YES / NO

Signature of person with parental responsibility: 

Date: 

Please note that this form will be returned if all questions are not answered fully. This will result in a delay in your application being processed.

When you have completed this form, please send it direct to:

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

Your request will be processed as quickly as possible, normally within 15 school days and you will be notified in writing to confirm whether a place is available. If you have not received any correspondence after 15 school days, please telephone the Admissions helpline on 01582 54 80 16, Monday to Friday between 9am and 4pm.
Supplementary Admissions Form for 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

Child’s Surname:  Forename:

Date of Birth:

Address:

Postcode:

Telephone Number:

Current school:

Parent/Guardian’s name:

Address: (if different from above)

Postcode:

Category of application:

Please refer to the admissions criteria within our admissions policy to determine under which category you are applying. If applying under categories 3 a,b,c or 4 a letter would be required verifying the required level of attendance to accompany applications.

Signature of Parent/Carer:

For Wenlock School Office Use Only

Date of application:

Category checked by:

Category No. Established:
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.

<table>
<thead>
<tr>
<th>Data Controller</th>
<th>Admissions Team, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Protection Officer</td>
<td>Yvonne Salvin <a href="mailto:feedback@luton.gov.uk">feedback@luton.gov.uk</a></td>
</tr>
<tr>
<td>Personal Data</td>
<td>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, We will seek information from your child’s previous school(s) on their behaviour history, attendance and attainment to determine whether your application should be processed using the Council's In-Year Fair Access Protocol.</td>
</tr>
<tr>
<td>Purpose for using it</td>
<td>To provide your child with a school place</td>
</tr>
<tr>
<td>Lawful basis</td>
<td>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</td>
</tr>
<tr>
<td>Who we share it with</td>
<td>Local authorities; education providers; NHS; safeguarding partners; catering services; pastoral support such as counselling; after school clubs; appeal panellists</td>
</tr>
<tr>
<td>Why we share it with them</td>
<td>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</td>
</tr>
<tr>
<td>Any automated decision making</td>
<td>None</td>
</tr>
<tr>
<td>Transfer of data to a non-EU country</td>
<td>None</td>
</tr>
</tbody>
</table>

Exercising your rights

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.

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.

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.
Luton Council's
In-Year
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Admissions Team
People Directorate
Luton Borough Council
Town Hall, George Street
Luton
LU1 2BQ