In Year School Transfer Guide

Information guide on how to apply for a school place in Luton

www.luton.gov.uk

2018-2019
Translations

Please contact the helpline on 01582 54 80 16, Monday to Friday between 9am and 4pm, if you need help to understand this guide.

Bengali
এই সাইটটি বুঝে যদি আপনার মানসিক কষ্ট হয়, তবে ক্রম পর ক্রম আপনার সামর্থ্য এবং অন্যান্য সমস্যার সমাধানের জন্য মেডিকেল্স হেল্পলাইন 01582 54 80 16 এর সাহায্য গ্রহণ করুন।

Punjabi

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Gujarati

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Hindi

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Somali

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Polish

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Romanian

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Introduction

In-year applications enter a year group outside of the normal intake points.
Parents seeking a school place in Luton can apply by:
• completing the in-year online application form
• completing a paper application form.
Please take the time to read this guide as it has been prepared to help you understand the admissions process.

Further information

For further information and advice please contact:
Admissions Team
People Directorate
Luton Borough Council
Town Hall
George Street
Luton
LU1 2BQ

Telephone: 01582 54 80 16 (Monday to Friday, 9am to 4pm)
Email: admissions@luton.gov.uk

Assistance is available in other languages. Please phone the Admissions helpline on 01582 54 80 16, Monday to Friday 9am – 4pm for more information on how to access this service.

Independent advice on admissions and appeals can also be obtained from the Advisory Centre for Education on freephone 0300 0115 142 (website: www.ace-ed.org.uk).

In addition, further guidance on admissions legislation can be found on the Department for Education website (www.education.gov.uk).
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Schools in Luton

There are 61 schools within Luton and all are comprehensive.

Community schools
The majority of schools in Luton fall into this category. These schools serve a defined catchment area and the Council is responsible for admission and appeal arrangements.

Foundation schools
These schools serve a defined catchment area and the governing body is responsible for admission and appeal arrangements.

Voluntary aided schools
These schools have a religious ethos in keeping with the Roman Catholic Church (RC) or the Church of England (CoFE). These schools serve a defined area usually based on parish boundaries and the governing body is responsible for admission and appeal arrangements. These schools give priority to children from their faith.

Academies
Academies serve a defined catchment area and the governing body is responsible for admission and appeal arrangements.

Free schools
Free schools may serve a defined catchment area and the governing body is responsible for admission and appeal arrangements.

Infant and primary schools in Luton

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Status of school</th>
<th>Age range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beech Hill Primary School</td>
<td>Community</td>
<td>3 – 11</td>
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<tr>
<td>Beechwood Primary School</td>
<td>Community</td>
<td>4 – 11</td>
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<td>Bramingham Primary School</td>
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<td>Bushmead Primary School</td>
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<tr>
<td>Chantry Primary Academy</td>
<td>Academy</td>
<td>3 – 11</td>
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<tr>
<td>Cheynes Infant School</td>
<td>Community</td>
<td>4 – 7</td>
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<td>Crawley Green Infant School</td>
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<td>Denbigh Primary School</td>
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<td>4 – 11</td>
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<td>Downside Primary School</td>
<td>Community</td>
<td>3 – 11</td>
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<tr>
<td>The Ferrars Academy</td>
<td>Academy</td>
<td>3 – 7</td>
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<tr>
<td>Foxdell Infant School</td>
<td>Community</td>
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<tr>
<td>Hillborough Infant School</td>
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<td>Icknield Primary School</td>
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<tr>
<td>Leagrave Primary School</td>
<td>Foundation</td>
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<tr>
<td>Maidenhall Primary School</td>
<td>Community</td>
<td>4 – 11</td>
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<tr>
<td>Norton Road Primary School</td>
<td>Community</td>
<td>4 – 11</td>
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<td>School Name</td>
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<td>Ramridge Primary School</td>
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<td>Free School</td>
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<td>Voluntary Aided (Catholic)</td>
<td>4–11</td>
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<tr>
<td>St Joseph’s Primary School</td>
<td>Voluntary Aided (Catholic)</td>
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<td>St Matthew’s Primary School</td>
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<td>St Margaret of Scotland Primary School</td>
<td>Academy (Catholic)</td>
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<td>St Martin de Porres Primary School</td>
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<td>Someries Infant School</td>
<td>Community</td>
<td>3–7</td>
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<td>Southfield Primary School</td>
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<td>The Linden Academy</td>
<td>Free School</td>
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<td>Wigmore Primary School</td>
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</tr>
<tr>
<td>William Austin Infant School</td>
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**Junior schools in Luton**

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<td>Ferrars Junior School</td>
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<td>Foxdell Junior School</td>
<td>Community</td>
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<td>Hillborough Junior School</td>
<td>Community</td>
<td>7–11</td>
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<tr>
<td>Someries Junior School</td>
<td>Community</td>
<td>7–11</td>
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<tr>
<td>Sundon Park Junior School</td>
<td>Community</td>
<td>7–11</td>
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<tr>
<td>Warden Hill Junior School</td>
<td>Community</td>
<td>7–11</td>
</tr>
<tr>
<td>Wenlock Junior School</td>
<td>Voluntary Aided (Church of England)</td>
<td>7–11</td>
</tr>
<tr>
<td>William Austin Junior School</td>
<td>Community School</td>
<td>7–11</td>
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High schools in Luton

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<thead>
<tr>
<th>Name of school</th>
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<th>Age range</th>
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</thead>
<tbody>
<tr>
<td>Ashcroft High School</td>
<td>Foundation</td>
<td>11 – 16</td>
</tr>
<tr>
<td>Cardinal Newman Catholic School</td>
<td>Academy (Catholic)</td>
<td>11 – 18</td>
</tr>
<tr>
<td>Challney High School for Boys</td>
<td>Academy</td>
<td>11 – 16</td>
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<td>Challney High School for Girls</td>
<td>Academy</td>
<td>11 – 16</td>
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<tr>
<td>Chiltern Academy*</td>
<td>Free School</td>
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<tr>
<td>Denbigh High School</td>
<td>Academy</td>
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<td>Icknield High School</td>
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<td>Lea Manor High School</td>
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<td>Putteridge High School</td>
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<td>Stopsley High School</td>
<td>Foundation</td>
<td>11 – 16</td>
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<tr>
<td>The Chalk Hills Academy (formerly known as Barnfield West Academy)</td>
<td>Academy</td>
<td>11 – 18</td>
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<tr>
<td>The Stockwood Park Academy (formerly known as Barnfield South Academy)</td>
<td>Academy</td>
<td>11 – 18</td>
</tr>
</tbody>
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The address and telephone number of the schools and academies can be found on pages 57-60 of this guide.

Application process

Parents seeking to transfer their children to a school in Luton must apply by completing an in-year application form.

If you specify Cardinal Newman Catholic School, Sacred Heart Primary School, St Joseph’s Primary School, St Margaret of Scotland Primary School, St Martin de Porres Primary School or Wenlock Junior School as a preference you must also complete the relevant supplementary form.

Applying for a place in Year 2 and Year 6

If you are applying for a place for your child in Year 2 at an infant school, you must also apply for a place at a junior school. There is no automatic transfer. The closing date for the transfer to junior school admissions round is 15 January 2019. Late applicants are advised to book an appointment with an Admissions Officer to discuss their options in more details.

If you are applying for a place for your child in Year 6 at a junior or primary school, you must also apply for a place at a high school or academy. The closing date for the high school transfer is 31 October 2018. Late applicants are advised to book an appointment with an Admissions Officer to discuss their options in more detail.

Junior transfer information packs and high school information packs can be obtained by contacting the Admissions helpline on 01582 54 80 16, Monday to Friday, between 9am and 4pm.

If you have any concerns or questions about how we look after your personal information, please contact the Council at feedback@luton.gov.uk.

*Chiltern Academy is a new school, with currently only one year group, Year 7 for September 2018. The school is situated on York Street, Luton, LU2 0EZ and will be moving to the new building, Gypsy Lane, Luton, LU1 3JH in September 2019.
Deferred entry
Children are admitted into reception classes in the September prior to their fifth birthday. Parents/carers can choose to defer their child’s entry to school until he or she is compulsory school age, providing this place is taken up within the same academic (i.e. school) year.

Therefore:
• Children born between 1/9/13 – 31/12/13 can defer their place until January 2019.
• Children born between 1/1/14 – 31/8/14 can defer their place until April 2019.

Parents/carers cannot defer their child’s entry beyond the dates given above. Parents/carers of children born between 1/4/14 – 31/8/14, who would like their child to start Year 1 in September 2019 would need to re-apply for admission at a later date.

If you wish to defer your child’s entry to school you must put your request in writing to your allocated school, ideally within 21 days of being offered a place by the Council.

Parents can also request that their child attends part-time until she/he reaches compulsory school age. Such requests should be made in writing to the headteacher after an offer of a place at the school has been confirmed.

Admission of children outside their normal age group
Parents seeking a place for their child outside of the chronological age group should submit their written case to the Council. Parents should include information regarding the child’s academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant local authority professionals. The Council will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

For further information and guidance please contact the Admissions helpline on 01582 54 80 16.

Application forms
If you are applying for a place at one of the schools mentioned below, you must complete the application form entitled The Shared Learning Trust, Catholic Schools and Leagrave Primary School application form.

Cardinal Newman Catholic School
Leagrave Primary School
Sacred Heart Primary School
St Joseph’s Primary School
St Margaret of Scotland Primary School
St Martin de Porres Primary School
The Chalk Hills Academy
The Linden Academy
The Stockwood Park Academy

The completed application form must be returned directly to the school you are applying for. If you are applying for a place at a Catholic school you will also need to complete the supplementary form attached to the application form.

If you are applying for any other school in Luton you must complete the Luton Borough Council’s In-Year Application Form and return the completed form to Luton Borough Council’s Admissions Team. If you are applying for a place at Wenlock Junior School, you will also need to complete the supplementary form attached to the application form.
Applying for a school outside of Luton
Luton parents wishing to apply for a place at a school or academy outside of the borough should contact the relevant council to obtain an application form and discuss their admissions process.

Applications for Luton schools from parents living outside of the borough
Parents living outside of Luton, wishing to apply for a place at a Luton school or academy must complete Luton Borough Council’s In-Year Application Form and/or The Shared Learning Trust and Catholic Schools - Application Form.

Admission to Sixth Forms and Further Education Colleges
Luton has two further education colleges:
• Luton Sixth Form
• Barnfield College
The following schools have sixth form colleges
• The Chalk Hills Academy
• The Stockwood Park Academy
• Cardinal Newman Catholic School
Admission arrangements to all of the above are administered by the relevant school or college. The admission arrangements for school sixth forms are available on the Council’s website and the school’s website.

Proof of address
If your child does not attend a Luton school or academy or if your preferred school is oversubscribed, you may need to provide the following documentation to the Admissions Team. These documents are needed before the Admissions Team will be able to process your application:

• your child’s birth certificate (this is only needed if your child is new to Luton or attends a school that is not maintained by Luton Borough Council)
• your recent (within the last 12 months) Working Tax Credit/Child Tax Credit award letter for 2018/19, this must include the pages that show the name of your child. If you have not received a recent award letter, you can obtain a copy by telephoning the Tax Credit Helpline on 0844 496 6507. Alternatively, you can provide your Child Benefit CH84TS Form which shows your address at the time of application and your child’s name. If you have not received a recent CH84TS Form, you can obtain a copy by telephoning the Child Benefit Helpline on 0843 504 7175.
• a recent (within the last 3 months) gas bill or electricity bill or water bill which shows your address. Alternatively, you can provide your 2018/19 council tax bill which shows your address. Please note, the Admissions Team do not accept telephone bills, credit card or bank statements as proof of address.

If you have recently moved address and do not have a utility bill, please provide an exchange of contract/completion letter or tenancy agreement.

The Admissions Team operate drop in sessions where original documentation can be checked and photocopied by a member of the team.

Drop in sessions are held at the Town Hall on Tuesdays and Thursdays, 9.30am - 12noon.
If parents wish to discuss their application with an Admissions Officer, appointments can be made by telephoning the Admissions helpline on 01582 54 80 16, Monday to Friday, 9am and 4pm.
If you do not provide the relevant documentation to verify your address, your application will not be processed, if you preferred school(s) are oversubscribed.

If you do not provide the relevant documentation to verify your child’s date of birth your application will not be processed (only applicable to pupils new to the Luton school system).

Children who gain a place at a school or academy because their parents have given the Council a false address will have their place withdrawn.

Admissions process

Pupils are admitted to Luton schools and academies without reference to ability or aptitude.

The Council must allocate places to pupils whose parents/carers have expressed a written preference for that school, ahead of those who have not.

Please note all Luton schools operate an equal preference system for processing parental preferences.

The system is explained below:

Stage 1: Applying the admissions criteria

All first, second and third preference applications are considered equally against the school admissions criteria. At this stage there is no distinction between first, second and third preference applications. For example, if the school has two places and there are five first, second and third preference applications, all applications are considered equally against the admissions criteria.

Stage 2: If a place can be offered at more than one school

If a pupil qualifies for a place at more than one school the parent’s highest ranked preference (i.e. first or second preference) will be offered and any lower ranking offers will be disregarded. For example, a parent’s first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

If a pupil cannot be offered a place at any of their preferred schools, their parent will be advised of their right of appeal against this decision and of alternative schools or academies with vacancies. Parents will be asked to complete a reply slip confirming their preferred alternative school with vacancies in the relevant year group.

Waiting Lists

Your child’s name will be held on the waiting list for any school(s) you have ranked higher than the school your child has been allocated.

For example:
First preference: school A – child’s name held on a waiting list for school A
Second preference: school B – place offered at school B
Third preference: school C – place not required as a higher preference school has been allocated.

Waiting lists are organised in the order of priority of the school’s admissions criteria. Please note that the position of your child on the waiting list(s) may change as children are added to or deleted from the list(s).

Catchment areas/priority admission areas

You can find out 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.

Please note, The Chalk Hills Academy, The Stockwood Park Academy and The Linden Academy have renamed their former catchment area ‘priority admissions area’.
In-year School Transfer Guide for the academic year 2018/19

Information guide

In year fair access protocol

Luton is required to operate an in-year fair access protocol for a very small number of difficult to place pupils e.g. those pupils who have been permanently excluded from school. Pupils admitted to schools, via the protocol, override the usual admission arrangements, such as waiting lists.

Important things to consider when stating a preference

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

1. Contact the Admissions helpline on 01582 548016 to find out which schools have vacancies. This is particularly important if you are seeking a place for more than one child.
2. Familiarise yourself with the admissions process – it is important that you understand the admissions process (see page 10).

If you would like your child to attend your catchment area school you should specify the school as a preference.

Other things to consider

When identifying a preference, parents may also want to consider the following factors:

Location
How will your child get there? Remember any transport costs are usually the responsibility of the parents.

Good examination results
Examination results are a very important factor in assessing a school’s performance but they do not represent the sum total of its achievements. To obtain a clearer view of a school’s performance, parents will find it particularly helpful to visit the school.

Views of your son or daughter
Ask your child, they may have strong ideas about the school or academy 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.

Quality and range of out of school activities, homework clubs, etc.
Are these relevant to your child’s interests such as sport, drama, music or the Duke of Edinburgh Award Scheme?

Friendships
Are social events organised outside of school hours? Does the school offer exchange visits with foreign students?

Happy atmosphere
When you visit the school or academy, are you made welcome? Are the pupils and staff enthusiastic?

Brothers and sisters already at the school or academy
Do you want your daughter/son to join siblings already attending the school?
In-year School Transfer Guide for the academic year 2018/19

Denominational education
Do you want your child to be educated in a faith voluntary aided school? As with all schools it is important to ensure that you are familiar with the admissions criteria.

There are clearly differences of emphasis between schools. The Council, school governors and staff take pride in the strengths of individual schools. There are also features that are shared by all schools which include the commitment to raising standards and building on existing achievements.

Every school and academy is required to publish a prospectus; this contains information about the educational standards reached by its pupils, its aims, values and organisation. You should contact the schools which interest you to obtain a copy of their prospectus.

In addition:
• School performance tables are published annually by the Department for Education. Information can be obtained by telephoning 0370 000 2288 (website: www.education.gov.uk/performancetables)
• Ofsted reports can be viewed on www.ofsted.gov.uk
• Parents/carers may find it useful to visit www.parentscentre.co.uk

Admissions (oversubscription) criteria for the following schools:

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<tr>
<th>Beech Hill Primary School</th>
<th>Beechwood Primary School</th>
<th>Bramingham Primary School</th>
<th>Bushmead Primary School</th>
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<tr>
<td>Norton Road Primary School</td>
<td>Pirton Hill Primary School</td>
<td>Putteridge Primary School</td>
<td>Ramridge Primary School</td>
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<tr>
<td>Someries Infant School</td>
<td>Southfield Primary School</td>
<td>St Matthews Primary School</td>
<td>Stopsley Primary School</td>
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<tr>
<td>Surrey Street Primary School*</td>
<td>Tennyson Road Primary School**</td>
<td>The Meads Primary School</td>
<td>Warden Hill Infant School</td>
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<tr>
<td>Waulud Primary School</td>
<td>Whitefield Primary School</td>
<td>Wigmore Primary School</td>
<td>William Austin Infant School</td>
</tr>
</tbody>
</table>

* Surrey Street Primary School is situated on Cutenhoe Road, Luton LU1 3NU

** Tennyson Road Primary School operate on two sites;
  Tennyson Road Primary School (South Site), Tennyson Road, Luton LU1 3RS.
  Tennyson Road Primary School (North Site), Surrey Street, Luton LU1 3BZ.

Please note, if a pupil has exceptional medical circumstances, the School will decide which site is most suitable to cater to the pupil’s medical needs.

Parents must not state Tennyson Road Primary School, North site and South site as separate preferences. The application will be processed with Tennyson Road Primary School as one preference. If a place can be allocated at the school, the site the pupil will be educated on will be allocated by the School.
In accordance with the Education Act 1996, children with a statement of Special Educational Needs or an EHC Plan are required to be admitted to the school named in their Statement/plan. Thereafter the following priorities listed below apply.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.1
2. Brothers and sisters of pupils attending the school or the linked junior school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by a medical certificate.
5. Children of staff who work at the school.
6. On the shortest distance, measured in a straight line, between the main entrance2 of the school site and the pupil's home address3, with those living closer to the school being accorded higher priority.

Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of:
- Whipperley Infant Academy for which Farley Junior School is the linked school.
- Cheynes Infant School for which Sundon Park Junior School is the linked school.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tie-breaker.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Waiting lists
Your child's details will be placed on a waiting list for any oversubscribed school until 31 July 2019. Waiting lists are organised in the order of priority of the school’s admissions criteria. If parents wish their child’s details to remain on the waiting list(s) after this date, you must re-apply to the Admissions Team.

Definitions

Looked after child
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

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1 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014
2 Main entrance of the school means the door used to access the school’s main reception. Please note that this measuring point for Tennyson Road Primary school is the mid-point (straight line distance) between both of its sites.
3 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Admissions (oversubscription) criteria for Chantry Primary Academy

In accordance with the Education Act 1996, children with a Statement of SEN or Education Health and Care Plan are required to be admitted to the school in the Statement/Plan. Thereafter, the following priorities will apply:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Brothers and sisters of pupils attending the school when the pupil starts at the Academy.
3. Pupils living in the catchment area of the Academy.
4. On medical grounds, supported by a medical certificate.
5. Children of staff
6. On the shortest distance, measured in a straight line, between the main entrance of the Academy site and the pupil’s home address, with those living closer to the school being accorded higher priority.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the schools is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Waiting lists
Where it is not possible to agree all applications for the school a waiting list will be drawn up. Your child’s details will remain on the waiting list until 31 July 2019. Parents will need to re-apply after this date if they wish their child’s details to be carried forward on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
The academy regards a pupil’s home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

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4 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

5 Main entrance of the School means the door used to access the School’s main reception.

6 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Children of staff
The school regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:

(a) has been in post continuously for at least two years
or:
(b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child’s parent or legal guardian and the child must be living permanently with the member of staff.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the school.
Admissions (oversubscription) criteria for Crawley Green Infant School

In accordance with the Education Act 1996, children with a Statement of SEN or EHC plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order*.

2. Children with sibling(s) already at the school at the time of proposed admission.

3. Children with sibling(s) at Wenlock Junior School at the time of proposed admission.

4. Children living within the school’s catchment area.

5. Children living outside of the school’s catchment area.

Parents are very welcome to make an appointment with the Headteacher if they wish to look around the school before making their application.

Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. In the event of oversubscription in any one of the categories, the deciding factor in that category will be the geographical proximity of the school. The distance will be measured in a straight line, between the main school gate and a point at the pupil’s home address identified in the Local Land and Property Gazetteer. Those living closer to the school will be accorded the higher priority.

Waiting lists

Once the number of pupils reaches the admission number, waiting lists are formed. Positions on the waiting lists are organised in the order of priority of the school’s admissions criteria. The waiting lists will be held until 31 July 2019. Parents will need to re-apply for a place after this date if they wish their child’s name to be carried forward on the waiting lists.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ include natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

* An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).  A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Admissions (oversubscription) criteria for Dallow Primary School

Where the school has more places available than applicants, all applicants will be admitted. Where there are more applicants than available places, and after the admission of children with an EHC Plan or Statement of Special Educational Needs (which has not yet been converted into an EHC Plan) which names the school, places will be allocated using the following criteria:

1. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Siblings of pupils attending the school at the proposed admission date who currently live within the catchment area.
3. Children of staff currently employed at the school.
4. Siblings of pupils attending the school at the proposed admission date who live outside of the school’s catchment area.
5. Pupils living in the catchment area of the school.
6. On medical grounds supported by a medical certificate.
7. On the shortest distance, measured in a straight line, between the centre of the front main entrance of the school site and the pupil’s home address which is measured from a point at the address identified in the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Admissions Team are unable to agree a place for all applicant meeting a specific criterion, the distance criterion (priority 7) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Governor, independent of the Admissions Team.

Waiting lists
Where it is not possible to agree all applications for the school, a waiting list will be devised. The waiting list will be held until 31 July 2019 in the academic year of admission. Thereafter, it will be necessary for parents to re-apply to remain on the waiting list.

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8 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Definitions

Looked after child
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
All applicants will be required to provide proof of address/residence. The school regards a pupil’s home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. Chiltern Learning Trust reserves the right to seek verification from the Local Authority in which the home is situated.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Children of staff
For the purpose of this document a member of staff is defined as someone who meets all the following criteria a) to d) inclusive or criterion e) at the time the application for admission to the school is made:

a) is employed by the school on a permanent contract and
b) has been in post continuously for at least two years and
c) is permanently contracted to work for the school for at least fifteen hours per week and
d) has not given notice of resignation
or
e) is recruited to fill a vacant post for which there is a demonstrable skills shortage which are determined annually.

Someone who meets the above criteria but has been TUPEd to another employer and is still working at the school is also defined as a member of staff for the purposes of this document.

Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the school.
Admissions (oversubscription) criteria for River Bank Primary School

In accordance with the Education Act 1996, children with a Statement of SEN or Education Health and Care Plan are required to be admitted to the school in the Statement/Plan. Thereafter, the following priorities will apply:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.9
2. Brothers and sisters of pupils attending the school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds, supported by a medical certificate.
5. On the shortest distance, measured in a straight line, between the main entrance10 of the school site and the pupil’s home address11, with those living closer to the school being accorded higher priority.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the school is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 5) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Waiting lists
Where it is not possible to agree all applications for the school a waiting list will be drawn up. Your child’s details will remain on the waiting list until 31 July 2019. Parents will need to re-apply after this date if they wish their child’s details to be carried forward on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
The school regards a pupil’s home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

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9 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
10 Main entrance of the School means the door used to access the School’s main reception.
11 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the school.
Admissions (oversubscription) criteria for Sacred Heart Primary School

The ethos of Sacred Heart Primary School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place.

The school primarily serves all the parishes of Sacred Heart Luton, Our Lady’s (Castle Street) Luton, St Joseph’s Luton and that part of the Holy Ghost Parish south of the Dunstable Road Luton.

Children with a statement of Special Educational Needs or an EHC Plan naming the school will be admitted in accordance with the policy and regulations.

In the case of oversubscription the Governors will give priority to children in the following order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.  
2. Baptised Catholic children with siblings attending the school at the time of proposed admission. The original Baptismal Certificate must be provided.
3. Baptised Catholic children of practicing families from the parish(es) of Sacred Heart Luton, Our Lady’s (Castle Street) Luton, St Joseph’s Luton and that part of the Holy Ghost Parish south of the Dunstable Road in Luton. The original Baptismal Certificate must be provided.
4. Other baptised Catholic children. The original Baptismal Certificate must be provided.
5. Siblings other than Catholic of children attending the school at the time of admission.
6. Children from other Christian denominations whose parents wish them to receive a Christian education, and whose application is supported by their priest or minister of religion.
7. Children of staff currently at Sacred Heart Primary School at the time of proposed admission.
8. Children from other faith backgrounds whose application is supported by their minister of religion.
9. Other children.

Tie break

In any situation where the application of the criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the main school gate, measured in a straight line, using a computerised mapping system, as approved by Luton Borough Council. Those living closer to the school will be accorded the higher priority. The distance will be measured from a point at the home address identified in the Local Land and Property Gazetteer, to the main entrance of the school site, determined by the governing body of the school as the main entrance in Langford Drive. Priority is not given within each criterion to children who meet other criteria.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

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12 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). ‘A child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
**Waiting lists**
The Admissions Committee will keep ‘waiting lists’ of those children who have not been offered a place. The waiting lists will be held until the end of the academic year (31 July). After this date, parents will need to re-apply to stay on the waiting list.

**Definitions**

**Looked after child**
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

**Home address**
A pupil’s home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.

**Siblings**
A sibling is defined as brothers and sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school at the time of admissions to fit into the Admissions criteria.

**Children of staff**
Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.

**Catholic child**
A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses an original Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment on the programme.

**Practising Catholic**
A practising Catholic is someone who attends Mass weekly.

**Christian**
A Christian is defined as ‘a member of one of the Churches Together in Britain and Ireland’ at the time governors make their decision on admissions.

**Additional information**
For information on parish boundaries contact Bishop’s House, Marriott Street, Northampton, NN2 6AW.

**Parents wishing to apply for a place at Sacred Heart Primary School must also complete the Application to a VA Catholic School supplementary form and provide their child’s original Baptismal Certificate**
The supplementary form is attached to The Shared Learning Trust and Catholic Schools - Application Form which can be downloaded at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions).
Alternatively, a paper copy can be obtained from the school or from the Council’s Admissions Team.
Admissions (oversubscription) criteria for St Joseph’s Primary School

The ethos of St Joseph’s Catholic Primary School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place.

The school primarily serves the parishes of St Joseph the Worker, St John the Apostle, Holy Family and Holy Ghost Parish in the Deanery of St. Alban (Dunstable, Houghton Regis and Luton).

Children with a statement of Special Educational Needs or an EHC plan naming the school will be admitted. In the case of oversubscription the Governors will give priority to children in the following order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Baptised Catholic children with siblings attending St Joseph’s Primary School, at the time of proposed admission. The original Baptismal Certificate must be provided.
3. Baptised Catholic children from the parishes of St Joseph the Worker, St John the Apostle, Holy Family and Holy Ghost, in the Luton Pastoral Area (St Alban). The original Baptismal Certificate must be provided.
4. Other baptised Catholic children. The original Baptismal Certificate must be provided.
5. Siblings other than Catholic attending St Joseph’s Primary School at the time of proposed admission.
6. Children from other Christian denominations whose parents wish them to receive a Christian education, and whose application is supported by their priest or minister of religion.
7. Children of staff currently at St Joseph’s Primary School at the time of proposed admission.
8. Children from other faith backgrounds whose application is supported by their minister of religion.
9. Other children.

Tie break
In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the school, measured in a straight line, using a computerised mapping system, as approved by Luton (or relevant) Borough Council. Those living closer to the school will be accorded the higher priority.

The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer, to the main entrance of the school site on Gardenia Avenue determined by the governing body of the school as the main entrance. Priority is not given within each criterion to children who meet other criteria.

In the event of (a) two or more children living at the same address point e.g. children resident in a block of flats or (b) two addresses measuring the same distance from the school, the ultimate tie breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

13 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Waiting lists
The Admissions Committee will keep ‘waiting lists’ of those children who have not been offered a place until 31 July 2019. Parents/carers will need to re-apply to the school after this date if they wish their child’s name to be carried forward on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.

Siblings
A sibling is defined as brothers and sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school at the time of admissions to fit into the Admissions criteria.

Children of staff
Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.

Catholic child
A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses an original Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment on the programme.

Practising Catholic
A practising Catholic is someone who attends Mass weekly.

Christian
A Christian means a member in full membership of ‘Churches Together in Britain and Ireland’ at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.

Parents wishing to apply for a place at St Joseph’s Primary School must also complete the Application to a VA Catholic School supplementary form and provide their child’s original Baptismal Certificate.

The supplementary form is attached to The Shared Learning Trust and Catholic Schools - Application Form which can be downloaded at www.luton.gov.uk/admissions.

Alternatively, a paper copy can be obtained from the school or from the Council’s Admissions Team.
Admissions (oversubscription) criteria for St Margaret of Scotland Primary School

The ethos of St Margaret of Scotland Primary School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place.

The school primarily serves all the parishes of St Margaret of Scotland, Our Lady Help of Christians Luton and Holy Ghost, in the Luton Pastoral area of St Alban.

Children with a statement of Special Educational Needs or an EHC Plan naming the school will be admitted.

In the case of oversubscription the governing body will give priority to children in the following order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.14
2. Baptised Catholic children with siblings attending the school at the time of the proposed admission. The original Baptismal Certificate must be provided.
3. Baptised Catholic children who reside in the parish of St Margaret of Scotland, Our Lady Help of Christians and Holy Ghost in the Luton Pastoral area of St Alban. The original Baptismal Certificate must be provided.
4. Other baptised Catholic children. The original Baptismal Certificate must be provided.
5. Siblings other than Catholic attending the school at the time of the proposed admission.
6. Children of staff currently at St Margaret of Scotland Primary School at the proposed time of application.
7. Children from other Christian denominations whose parents wish them to receive a Christian education, and whose application is supported by their priest or minister of religion.
8. Children from other faith backgrounds whose application is supported by their minister of religion.
9. Other faith background children.
10. Other children.

Tie break

In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the school, measured in a straight line, using a computerised mapping system, as approved by Luton (or relevant) Borough Council. Those living closer to the school will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to a central point on the school site, determined by the governing body of the school, as the school gate serving the Key Stage 1 building in Rotheram Avenue. Priority is not given within each criterion to children who meet other criteria.

In the event of (a) two or more children living at the same address point e.g. children resident in a block of flats or (b) two addresses measuring the same distance from the school, the ultimate tie breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

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14 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Waiting lists
The Admissions Committee will keep ‘waiting lists’ of those children who have not been offered a place. The waiting lists will be held until the end of the academic year (31 July). After this date, parents will need to re-apply to stay on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.

Siblings
A sibling is defined as brothers and sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school at the time of admissions to fit into the Admissions criteria.

Children of staff
Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.

Catholic child
A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses an original Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment on the programme.

Practising Catholic
A practising Catholic is someone who attends Mass weekly.

Christian
A Christian means a member in full membership of ‘Churches Together in Britain and Ireland’ at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.

Additional information
For information on parish boundaries contact Bishop’s House, Marriott Street, Northampton, NN2 6AW.

Parents wishing to apply for a place at St Margaret of Scotland Primary School must also complete the Application to a VA Catholic School supplementary form and provide their child’s original Baptismal Certificate.

The supplementary form is attached to The Shared Learning Trust and Catholic Schools - Application Form which can be downloaded at www.luton.gov.uk/admissions.
Alternatively, a paper copy can be obtained from the school.
Admissions (oversubscription) criteria for St Martin de Porres Primary School

The ethos of St Martin de Porres Catholic Primary School is based on Christian Gospel values and the teachings of the Roman Catholic Church. We ask parents applying for a place to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place.

The school primarily serves the parish of St Martin de Porres and Hockwell Ring (as presently defined *), in the Pastoral Area of Dunstable, Houghton Regis and Luton.

Children with a statement of Special Educational Needs or EHC Plan naming the school will be admitted.

In the case of oversubscription the governors will give priority to children in the following order:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order 15.
2. Baptised Catholic children with siblings attending the school at the time of proposed admission. The original Baptismal Certificate must be provided.
3. Baptised Catholic children who reside in the parish of St Martin de Porres and Hockwell Ring (as presently defined*). The original Baptismal Certificate must be provided.
4. Other baptised Catholic children. The original Baptismal Certificate must be provided.
5. Siblings other than Catholic of children attending the school at the time of admission.
6. Children of staff currently at St Martin de Porres Primary School at the proposed time of application.
7. Children from other Christian denominations whose parents wish them to receive a Christian education and whose application is supported by their priest or minister of religion.
8. Children from other faith backgrounds whose application is supported by their minister of religion.
9. Other faith background children.
10. Other children.

*Tie break

In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be distance from the school, measured in a straight line, using a computerised mapping system, as approved by Luton (or relevant) Borough Council. Those living closer to the school will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the main school gate on Pastures Way. Priority is not given within each criterion to children who meet other criteria.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

15 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
**Waiting lists**
The Admissions Committee will keep ‘waiting lists’ of those children who have not been offered a place. The waiting lists will be held until the end of the academic year (31 July). After this date, parents will need to re-apply to stay on the waiting list.

**Definitions**

**Looked after child**
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

**Home address**
A pupil’s home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.

**Siblings**
A sibling is defined as brothers or sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school at the time of admissions to fit into the Admissions criteria.

**Children of staff**
Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.

**Catholic child**
A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses an original Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment on the programme.

**Practising Catholic**
A practising Catholic is someone who attends Mass weekly.

**Christian**
A Christian means a member in full membership of ‘Churches Together in Britain and Ireland’ at the time when admission decisions are made. Proof of church membership must be provided by the appropriate church leader.

Parents wishing to apply for a place at St Martin de Porres Primary School must also complete the Application to a VA Catholic School supplementary form and provide their child’s original Baptismal Certificate.

The supplementary form is attached to The Shared Learning Trust and Catholic Schools - Application Form which can be downloaded at www.luton.gov.uk/admissions.

Alternatively, a paper copy can be obtained from the school or from the Council’s Admissions Team.
Admissions (oversubscription) criteria for
The Ferrars Academy

In accordance with the Education Act 1996, children with a Statement of SEN or an EHC Plan are required to be admitted to the school in the Statement/Plan. Thereafter, the following priorities will apply:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.¹⁶
2. Brothers and sisters of pupils attending the Academy or Ferrars Junior School when the pupil starts at the school.
3. Pupils living in the catchment area of the Academy.
4. On medical grounds, supported by a medical certificate.
5. On the shortest distance, measured in a straight line, between the main entrance door at the Academy’s main reception and the pupil’s home address, with those living closer to the Academy being accorded higher priority.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the school is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 5) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Waiting lists
Where it is not possible to agree all applications for the school a waiting list will be drawn up. Your child’s details will remain on the waiting list until 31 July 2019. Parents will need to re-apply after this date if they wish their child’s details to be carried forward on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

¹⁶ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Admissions (oversubscription) criteria for The Linden Academy

The Linden Academy is a member of The Shared Learning Trust, including The Chalk Hills Academy, The Stockwood Park Academy and The Vale Academy.

After the admission of pupils with an Education Health Care plan or a SSEN naming The Linden Academy, the following oversubscription criteria will apply in the following consecutive order:

a. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order 17.

b. Children who have siblings currently at The Linden Academy and will continue to be on the admission roll at the point of admission.

c. Children of staff employed by The Linden Academy.

d. Children living within the priority admission area – 30% of the available places remaining after the application of a) b) and c) above, will be allocated to the priority admission area.

e. Pupils living within the ‘combined catchment area’.

f. Pupils living outside the ‘combined catchment area’.

Tie break
Where the number of applicants for oversubscription criteria b) c) d) e) and f) exceeds the number of places available, offers will be determined by random allocation, based upon the drawing of names from a list. The random allocation process is to be overseen and undertaken by an independent panel.

Waiting lists
Unsuccessful applicants will be offered an opportunity to be placed on the waiting list. The order of placement on the waiting list will be determined in accordance with the oversubscription criteria, not in the order in which applications are received or added to the lists.

The waiting list will operate for the whole academic year.

Names on the waiting lists will be held for the whole academic year. Parents can re-apply for a place at the school at the end of each academic year.

17 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Definitions

Looked after child
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
The school regards a pupil’s home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is a query on the home address this will be checked against official documentation.

Siblings
Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same address as one another (for example foster children). Where a child has been legally adopted, he or she will be regarded as the sibling of any other children of the same legal guardian on the admission roll at the point of admission.

Children of staff
The school regards children of staff as someone the school reasonably considers has been recruited to fill a vacant post for which there is a demonstrable skill shortage and/or who have two or more years of service at the time of application to The Linden Academy.

Additional information
The postcodes of the wards within the priority admission area and the combined catchment area will be published on the Council’s admissions webpage (www.luton.gov.uk/admissions) under the catchment area look up link. The postcodes are also available on request from the Admissions Team or the School.
Admissions (oversubscription) criteria for Whipperley Infant Academy

In accordance with the Education Act 1996, children with a Statement of SEN or an EHC Plan are required to be admitted to the school in the Statement/Plan. Thereafter, the following priorities will apply:

1. A ‘looked after child’ or a child who was previously looked after but immediately after becoming looked after became subject to an adoption, child arrangements or special guardianship order.\footnote{An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders) and ‘child arrangements order’ is an order settling the arrangements made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).}

2. Brothers and sisters of pupils attending the school or Farley Junior School when the pupil starts at the school.

3. Pupils living in the catchment area of the school.

4. On medical grounds, supported by a medical certificate.

5. On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil’s home address, with those living closer to the school being accorded higher priority.

Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the school is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 5) will be used as a tiebreaker.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Waiting Lists

Where it is not possible to agree all applications, a waiting list will be devised. Your child’s details will remain on the waiting list until 31 July 2019. Parents will need to re-apply after this date if they wish their child’s details to be carried forward on the waiting list.

Definitions

Looked after child

A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address

A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings

The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.
Medical Grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Admissions (oversubscription) criteria for the following schools:

<table>
<thead>
<tr>
<th>Farley Junior School</th>
<th>Ferrars Junior School</th>
<th>Foxdell Junior School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillborough Junior School</td>
<td>Someries Junior School</td>
<td>Sundon Park Junior School</td>
</tr>
<tr>
<td>Warden Hill Junior School</td>
<td>William Austin Junior School</td>
<td></td>
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</tbody>
</table>

In accordance with the Education Act 1996, children with a statement of Special Educational Needs or an EHC Plan are required to be admitted to the school named in their Statement/Plan. Thereafter the priorities listed below apply.

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order 19.
2. Brothers and sisters of pupils attending the school or the linked infant school when the pupil starts at the school.
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by a medical certificate.
5. Pupils attending the linked infant school.
6. Children of staff who work at the school.
7. On the shortest distance, measured in a straight line, between the main entrance 20 of the school site and the pupil’s home address 21, with those living closer to the school being accorded higher priority.

Linked infant and junior schools normally share the same names (e.g. William Austin Infant School is linked to William Austin Junior School) with the exception of:
- Whipperley Infant Academy for which Farley Junior School is the linked school.
- Cheynes Infant School for which Sundon Park Junior School is the linked school.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tie-breaker.

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19 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

20 Main entrance of the School means the door used to access the School’s main reception.

21 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

**Waiting Lists**
Your child’s details will be placed on a waiting for any oversubscribed school until 31 July 2019. If parents wish their child’s details to remain on the waiting list(s) after this date, you must re-apply to the Admissions Team.

**Definitions**

**Looked after child**
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

**Home address**
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

**Siblings**
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

**Children of staff**
The Local Authority regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours a week, who meets one of the following criteria at the time of application:

a) has been in post continuously for at least two years

or

b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child’s parent or legal guardian and the child must be living permanently with the member of staff.

**Medical grounds**
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.
Admissions (oversubscription) criteria for Wenlock Junior School

In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed below:

1. All ‘looked after’ children or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, child arrangements or special guardianship order whose carers fulfil the Admissions’ criteria listed under 3 or 4 below.

2. Siblings of children already at the school at the date of proposed admission, whose parents/carers fulfil the admissions criteria listed under 3 and 4 below.

3. (a) Children of parent(s)/guardian(s) who worship regularly in any of the Church of England Churches in the Luton Deanery at the time of application. For the purpose of this policy, “regularly” will be deemed to be at least once in each month for a period of six months or more.

   (b) Children of parent(s)/guardian(s) who worship regularly in a Church of England Church who move into the Luton Deanery less than six months from the date of proposed admissions.

   (c) Children of parent(s)/guardian(s) who live in the Luton Deanery and who regularly worship in a Church of England Church outside Luton Deanery, but still within the Diocese of St. Albans.

   A letter verifying the required level of attendance to support applications for admission under categories 3(a), 3(b) and 3(c) would be required.

4. Children of parent(s)/guardian(s) who are regular attendees at another place of Christian worship which, at the time of application, is a current paid up member of “Churches Together in Luton”. A letter would be required verifying the level of attendance to accompany applications in this category.

5. Any other children ‘looked after’ by a local authority or children who were previously ‘looked after’ but immediately after being ‘looked after’ became subject to an adoption, child arrangement or special guardianship order.

6. Siblings of children already at the school at the proposed date of admission.

7. Children from Crawley Green Infant School catchment area as defined by the local authority.

8. Children from Crawley Green Infant School living outside the area as defined in Category 7 above.

9. Any other children.

Tie break

In the event of there being an oversubscription in any one of the categories, the determining factor in that category will be the geographical proximity to the school as defined below, with the exception of note B.

Notes

A. Geographical proximity will be determined by computerised measurement of the shortest distance by road or public pathway from the front of the home to the main school entrance. Those living closer to the school will be accorded the higher priority.

B. Children who have a Statement of Special Educational Needs or EHC Plan which names Wenlock Voluntary Aided C of E Junior School will be offered a place.
Waiting lists
The school will operate a waiting list activated as places become available based on the criteria. Waiting lists will be held until the end of the academic year. Parents will need to re-apply for a place after this date if they wish their child’s name to be carried forward on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Parents wishing to apply for a place at Wenlock Junior School must also complete the Supporting Information for Admission to Wenlock Church of England Junior School supplementary form.

The supplementary form is attached to the Luton Borough Council’s In-Year Application form which can be downloaded at www.luton.gov.uk/admissions.

Alternatively, a paper copy can be obtained from the school or from the Council’s Admissions Team.

Parents are welcome to visit Wenlock Junior School before making their application.
Admissions (oversubscription) criteria for Ashcroft High School

In accordance with the Education Act 1996 children with a statement of Special Educational Needs or an EHC Plan are required to be admitted to the school named in their Statement/Plan. Thereafter the priorities listed below apply.

Should there be more applications than places available, the following criteria will be applied at the time of application, in the order set out below, to decide which children to admit.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Students having their permanent residence within the present local authority (LA) designated catchment area and whose parents have expressed a written preference for the school.
3. Students who will have a sibling on the school roll at the time of proposed admission and whose parents have expressed a written preference for the school.
4. Students seeking admission on medical grounds whose parents have expressed a written preference for the school.
5. Any other applicants.

Tie break
Where the number of places allocated within any of the criteria reaches the planned admission number, the straight line distance from the school reception entrance to the pupil’s home, using the local authority’s computerised measuring system will be used as a ‘tie-breaker’ with places being allocated to those who live closest first.

Waiting lists
The Admissions Committee will keep ‘waiting lists’ of those children who have not been offered a place. The waiting lists will be held until the end of the academic year. After this date, parents will need to re-apply to stay on the waiting list.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

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22 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

23 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Admissions (oversubscription) criteria for Cardinal Newman Catholic School
The ethos of Cardinal Newman Catholic School is based on Christian Gospel values and the teachings of the Roman Catholic Church. The governing body asks parents applying for a place to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Roman Catholic faith to apply for and be considered for a place.

The school primarily serves all the parishes of Luton, Houghton Regis and Dunstable.

In the case of oversubscription the Governors will give priority to children in the following order:
1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order24.
2. Baptised Catholic children attending St Mary’s Primary School, St Vincent’s Primary School, St Martin de Porres Primary School, St Joseph’s Primary School, St Margaret of Scotland Primary School or Sacred Heart Primary School with siblings at Cardinal Newman Catholic School at the time of proposed admission. The original Baptismal Certificate must be provided.
3. Baptised Catholic children attending St Mary’s Primary School, St Vincent’s Primary School, St Martin de Porres Primary School, St Joseph’s Primary School, St Margaret of Scotland Primary School or Sacred Heart Primary School. The original Baptismal Certificate must be provided.
4. Other baptised Catholic children. The original Baptismal Certificate must be provided.
5. Siblings other than Catholic currently at Cardinal Newman Catholic School at the time of proposed admission.
6. Children of staff.
7. Children from other Christian denominations whose parents wish them to receive a Christian education, and whose application is supported by their priest or minister of religion.
8. Children from other faith backgrounds whose application is supported by their minister of religion.
9. Other children.

Waiting lists
The Admissions Committee will keep waiting lists of those children who have not been offered a place, until the end of each academic year (31 July).

24 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
**Additional information**
1. Overriding priority will be given to pupils who have a Statement of Special Educational Needs or an EHC Plan which names the school.

**Tie break**
In any situation where the application of the admissions criteria results in more children with an equal right to admission to the school than the number of available places, the tie-breaker will be determined by random selection by an independent body.

**Parents wishing to apply for a place at Cardinal Newman Catholic School must also complete the Application to a VA Catholic School supplementary form and provide their child’s Baptismal Certificate.**

The supplementary form is attached to The Shared Learning Trust and Catholic Schools - Application Form only which can be downloaded at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions).

Alternatively, a paper copy can be obtained from the school or from the Council's Admissions Team.

**Definitions**

**Looked after child**
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

**Home address**
A pupil’s home address will be regarded as the address of the parent(s) or carer(s) with parental responsibility with whom the pupil usually lives. This will not usually include grandparents, aunts or uncles. Where a pupil spends time with parents at more than one address, the address used will be the one at which the pupil is ordinarily resident and where the pupil spends the majority of the school week (Monday to Friday) including nights. If there is any query on the home address this will be checked against official documentation.

**Siblings**
A sibling is defined as brothers or sisters living in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. That sibling must be in school at the time of admissions to fit into the Admissions criteria.

**Children of staff**
Children of staff are defined as the children of those who are employed directly by the school in any capacity, on a permanent contract, whether full or part time. The member of staff must be working at the school at the time of application. Children are defined as those for whom the member of staff has legal responsibility whether they are biological children, step children, adopted or fostered.

**Catholic child**
A Catholic child is a child baptised according to the rites of the Roman Catholic Church and possesses a Baptismal Certificate. A child enrolled in a catechumenate programme is also accepted as a Catholic if they are supported by a letter from their parish priest confirming their enrolment on the programme.

**Practising Catholic**
A practising Catholic is someone who attends Mass weekly.

**Christian**
A Christian means a full member of 'Churches Together in Britain and Ireland'; at the time when decisions on admissions are made, proof of membership must be provided by the appropriate church leader.
Admissions (oversubscription) criteria for Challney High School for Boys and Denbigh High School

Where there are more applicants than available places, and after the admission of children with an EHC plan or Statement of Special Educational Needs (which has not yet been converted into an EHC plan) which name the schools, places will be allocated using the following criteria:

**Challney High School for Boys**

1. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order\(^{25}\).
2. Pupils living in the catchment area of the school.
3. Children of staff currently employed at the school.
4. On medical grounds supported by a medical certificate.
5. Siblings of pupils attending the school at the proposed admission date who live outside the school’s catchment area\(^{26}\).
6. On the shortest distance, measured in a straight line, between the centre of the front main entrance of the school site and the pupil’s home address which is measured from a point at the address identified in the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

**Denbigh High School**

1. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Siblings of pupils attending the school at the proposed admission date who currently live within the catchment area.
3. Children of staff currently employed at the school.
4. Pupils living in the catchment area of the school.
5. On medical grounds supported by a medical certificate.
6. Siblings of pupils attending the school at the proposed admission date who live outside the school’s catchment area.
7. On the shortest distance, measured in a straight line, between the centre of the front main entrance of the school site and the pupil’s home address which is measured from a point at the address identified in the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

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\(^{25}\) This criterion will apply to brothers of pupils attending either Challney High School for Boys or Challney High School for Girls.

\(^{26}\) An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If a place cannot be agreed for all applicants meeting a specific criterion, the distance criterion (priority 6 for Challney High School for Boys and priority 7 for Denbigh High School) will be used as a tie-breaker.

In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Governor, independent of the Admissions Team.

Waiting lists
Where it is not possible to agree all applications for the schools, a waiting list will be devised. The waiting list are organised in the order of priority of the schools’ admissions criteria. It is not based on the date the application was added to the lists. Waiting lists will be held until 31 July 2019. Thereafter, it will be necessary for parents to re-apply to remain on the waiting lists.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A school regards a pupil’s home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Children of staff
For the purpose of this document a member of staff is defined as someone who meets all the following criteria a) to d) inclusive or criterion e) at the time the application for admission to the school is made:

- a) is employed by the school on a permanent contract and
- b) has been in post continuously for at least two years and
- c) is permanently contracted to work for the school for at least fifteen hours per week and
- d) has not given notice of resignation

or

- e) is recruited to fill a vacant post for which there is a demonstrable skills shortage which are determined annually.

Someone who meets the above criteria but has been TUPEd to another employer and is still working at the school is also defined as a member of staff for the purposes of this criteria.

Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.
Admissions (oversubscription) criteria for the following schools:

| Challney High School for Girls* | Putteridge High School* |

Should there be more applications than places available, the following criteria will be used to allocate places.

In accordance with the Education Act 1996, children with a Statement of SEN or an EHC Plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order 26.

2. Pupils living in the catchment area of the school.

3. On medical grounds supported by medical evidence.

4. Brothers and sisters of pupils attending the school when the pupil starts at the school**.

5. Children of staff who work at the school.

6. On the shortest distance, measured in a straight line, between the main entrance 27 of the school site and the pupil’s home address 28, with those living closer to the school being accorded higher priority.

* Challney High School for Girls and Putteridge High School are now academies under the Chiltern Learning Trust.

**For Challney High School for Girls this criterion will apply to sisters of pupils attending either Challney High School for Boys or Challney High School for Girls.

Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the Council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tie-breaker.

In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council Officer, independent of the Admissions Team.

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26 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

27 Main entrance of the School means the door used to access the School’s main reception.

28 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Waiting lists
Your child’s details will be placed on a waiting list for any oversubscribed school until 31 July 2019. If parents wish their child’s details to remain on the waiting list(s) after this date, you must re-apply to the Admissions Team.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ include both natural, adopted and step brothers and sisters. It also includes fostered siblings where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

Children of staff
The Local Authority regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours a week, who meets one of the following criteria at the time of application:

- a) has been in post continuously for at least two years
- or
- b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child’s parent or legal guardian and the child must be living permanently with the member of staff.

Medical grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the health authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.
Admissions criteria for Chiltern Academy

Chiltern Academy will open on a temporary site before moving to its official site at the ‘Brache’ which is opposite the Gipsy Lane retail park.

The temporary site will be the former Studio School building on York Street, Luton, LU2 0EZ, which is adjacent to the Hightown Community Sports and Arts Centre.

The York Street site will be used for the first year and then from September 2019 students will be educated in their newly built school at the Brache.

When the school is oversubscribed, after the admission of pupils with an Education Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

2. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.

3. Priority will next be given to children living within the catchment area. Please go to www.luton.gov.uk/admissions for the list of roads that are included in the catchment area for Chiltern Academy.

4. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child’s need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child’s medical or social needs cannot be considered.

5. Other children.

Tie break

If in categories 2-5, a tie break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child’s home to the front gates of the school in a straight line.

Random allocation undertaken by the local authority will be used as a tie break in categories 2-5 to decide who has highest priority for admission if the distance between a child’s home and the free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family tied for a final place. The school will admit them all and exceed the PAN.

Waiting list

Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.
Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Home address
All applicants will be required to provide proof of address/residence. The school regards a pupil’s home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. Chiltern Learning Trust reserves the right to seek verification from the local authority in which the home is situated.

Siblings
The term ‘siblings’ includes both natural, adopted and step brothers or sisters. It also includes fostered siblings, where foster care has been arranged by the local authority. Other family relationships such as cousins will not be considered under this criterion.

Medical and social need
‘Social need’ does not include a parent’s wish that a child attends the school because of a child’s aptitude or ability or because their friends attend the school. ‘Medical need’ does not include mild medical conditions.

Staff
In the first year of the school’s operation, a member of staff is defined as someone recruited to fill a vacant post for which there is a demonstrable skill shortage.
Admissions (oversubscription) criteria for Icknield High School

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs or an EHC Plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:

Should there be more applications than places available, the following criteria will apply, in the order set out below, to decide which children to admit:

1. Children in public care/looked after children – children who are looked after by a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order where the person with parental responsibility completed the application form expressing a written preference for the school.

2. Students having their current home address within the present local authority designated catchment area.

3. Siblings of students attending the school at the time of proposed admission.

4. Medical grounds supported by an appropriate medical certificate, which confirms that Icknield High School is the only school that can meet the child’s needs.

5. Any other applicant.

Tie break
The distance criterion will also be used as the “tie-breaker” for situations where the number of places allocated within any of the criteria (2) to (5) above reaches the published admissions number. The distance criterion is measured on the shortest straight line distance from the central school quadrangle to the mid point, front of house at the student’s home address, with those living closer to the school being accorded the higher priority.

Waiting lists
The school will operate waiting lists, activated as places become available based on the criteria. A place on the waiting list will be held for one year and must be re-applied for annually.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

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29 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Admissions criteria for Lealands High School

In accordance with the Education Act 1996, children with a Statement of SEN or EHC Plan are required to be admitted to the school named in the Statement/Plan. Thereafter, the following priorities will apply:-

1. A ‘looked’ after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order30.
2. Pupils living in the catchment area of the school.
3. On medical grounds supported by medical evidence.
4. Brothers and sisters of pupils attending the school when the pupil starts at the school.
5. Children of staff who work at the School.
6. On the shortest distance, measured in a straight line, between the main entrance31 of the school site and the pupil’s home address32, with those living closer to the school being accorded higher priority.

Tie break
The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. If the school is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 6) will be used as a tie breaker.

In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Waiting lists
Your child’s details will be placed on a waiting list until 31 July 2019. Parents need to re-apply for a place after this date if they with their child’s name to be carried forward.

Definitions

Looked after child
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

Home address
The school regards a pupil’s home address as where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Siblings
The term ‘siblings’ includes natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. Other family relationships such as cousins will not be considered under this criterion.

30 An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
31 Main entrance of the School means the door used to access the School’s main reception.
32 The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Medical Grounds
This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child’s medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. Medical evidence must be provided to substantiate the claim. The medical evidence will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Children of staff
The School regards children of staff as someone employed to work at the School on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:

(a) has been in post continuously for at least two years; or
(b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion.

A member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff.

The staff member must be the child’s parent or legal guardian and the child must be living permanently with the member of staff.
Admissions (oversubscription) criteria for Lea Manor High School

In accordance with the Education Act 1996, children with an EHC Plan or a Statement of Special Educational Needs are required to be admitted to the school named in the Statement/Plan. Thereafter, should there be more applications than places available, the following criteria will be applied at the time of application, in the order set out below, to decide which children to admit:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order33 where the person with parental responsibility has expressed a written preference for the school.

2. Students having their permanent residence within the present local authority designated catchment area and whose parents have expressed a written preference for the school.

3. Siblings of children attending the school at the time of proposed admission and whose parents have expressed a written preference for the school.

4. Students seeking admission on medical grounds (supported by a medical certificate that has been agreed by the Health Authority) and whose parents have expressed a written preference for the school.

5. Any other applicant.

Tie break

Where the number of places allocated within any of the above criteria reaches the planned admission number the straight line distance from the school reception entrance to the pupil’s front door, using the local authority’s computerised measuring system will be used as a ‘tie-breaker’ with places being allocated to those who live closest first.

Waiting lists

Where it is not possible to agree all applications, a waiting list will be devised. Pupils’ names will be held on the waiting list until 31 July 2019. Parents will need to re-apply for a place after this date if they wish their child’s name to be carried forward on the waiting list.

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33 An adoption order relates to children who have been adopted from local authority care in England and Wales. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Admissions (oversubscription) criteria for Stopsley High School

If the number of places in a particular year group at the school is not sufficient to meet the number of applications from parents, the following criteria are applied to determine how places will be allocated.

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.\(^{34}\)

2. Students living in the catchment area of the school.

3. Siblings of children attending the school at the time of proposed admission.

4. Students who do not live in the catchment area but who attend a local feeder school i.e. Stopsley Primary, St Matthews Primary or Bushmead Primary.

5. Medical grounds supported by an appropriate medical practitioner.

6. Students living outside of the catchment area who do not attend one of the feeder schools.

**Tie break**

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria.

A tie-breaker will come into force where the number of places eligible within any of the criteria would exceed the Approved Admissions Number (AAN). In such circumstances shortest straight line distance from the door to the school’s main reception to the student’s home address\(^{35}\), will be used. Students living closer to the school will be given priority.

In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by an independent body.

**Waiting lists**

Pupils’ names will be held on the waiting list until 31 July 2019. Parents will need to re-apply for a place after this date if they wish their child’s name to be carried forward on the waiting list.

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\(^{34}\) An adoption order relates to children who have been adopted from local authority care in England and Wales. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

\(^{35}\) The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.
Definitions

**Looked after child**
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

**Home address**
A pupil’s home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

**Siblings**
Sibling refers to brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters, or child of parent/carer’s partner where the child for whom the school place is sought is living in the same family address as that sibling.

**Medical grounds**
Medical grounds refer to cases where there are reasons which make it essential that a child should attend Stopsley High School and where Stopsley High School is the only school that could meet the child’s needs. A medical report from the child’s doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to Stopsley High School and difficulties that would be caused if the child had to attend another school. The comments of the authority’s medical officer may also be sought in order to decide whether it is essential for a child to be admitted to Stopsley High School on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother, sister or other relative.

Admissions (oversubscription) criteria for The Chalk Hills Academy and The Stockwood Park Academy

Where the number of applications exceed the published admission number, after the admission of pupils with a Statement of Special Educational Needs or an EHC Plan naming The Chalk Hills Academy or The Stockwood Park Academy, the oversubscription criteria below will apply in consecutive order:

a) A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.

b) Children of staff employed by The Chalk Hills Academy or The Stockwood Park Academy.

c) Children who live within the priority admission area - as shown on the catchment area list.

d) Children who attend the Trust’s feeder primary schools; applicants who have been on the admission roll at the close of the previous year of any of the designated Feeder Primary schools. A list of current feeder primary schools is shown below.

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An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
The following schools are regarded as feeder schools to The Chalk Hills Academy and The Stockwood Park Academy:

a) The Linden Academy
b) The Vale Academy
e) Children who have siblings currently at The Chalk Hills Academy and stating the school as a preference or The Stockwood Park Academy and stating the school as a preference and will continue to be on the admission roll at the point of admission.
f) Pupils living within the ‘combined catchment area’.
g) Pupils living outside the ‘combined catchment area’.

**Tie break**
Where there are more children with an equal right to admission to the academies than the number of places available, a distance tie break will be used giving priority for admission to the child living closest to the school. The tie break will be distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the academies will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Leagrave High Street (for The Chalk Hills Academy) and Rotheram Avenue (for The Stockwood Park Academy). Priority is not given within each criterion to children who meet other criteria.

**Waiting lists**
Unsuccessful applicants will be offered an opportunity to be placed on the waiting lists. Parents who wish their child’s details to be included on the waiting lists must inform The Chalk Hills Academy or The Stockwood Park Academy in writing. The order of placement on the waiting list will be determined in accordance with the oversubscription criteria, not in the order in which applications are received or added to the lists.

The names on the waiting list will be held until the end of the academic year. Parents can re-apply for a place at the Academies at the end of the academic year.

**Definitions**

**Looked after child**
A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

**Home address**
The school regards a pupil’s home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is a query on the home address this will be checked against official documentation.

**Siblings**
Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house as one another (for example foster children). Where a child has been legally adopted, he or she will be regarded as the sibling of any other children of the same legal guardian on the admission roll at the point of admission.
Children of staff
The schools regard children of staff as someone the school reasonably considers has been recruited to fill a vacant post for which there is a demonstrable skill shortage and/or who have two or more years of service at the time of application to The Chalk Hills Academy or The Stockwood Park Academy.

The schools currently consider teachers employed to undertake roles in maths, English and science as areas of demonstrable shortage and therefore compliant with the policy, however, this criteria may change during the course of an academic year.

Additional information
The postcodes of the wards within the priority admission area and combined catchment area will be published on the Council’s admissions webpage [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions) under the catchment area look up link. The postcodes are also available on request from the Admissions Team or the academies.

Special education
Luton provides a range of facilities and services for children with Special Educational Needs (SEN) and aims to meet those needs within the local mainstream school as far as possible.

Where a school has not been able to make appropriate provision from within the resources normally available, the Local Authority may need to co-ordinate an Education Health and Care Plan (EHC) to ensure a child’s special educational needs are met.

For children with an EHC Plan or a Statement of Special Educational Needs (which has not yet been converted into an EHC Plan); the Local Authority acts as the admissions authority.

The admission arrangements for children with EHC Plans (and Statements waiting to be converted) are specifically excluded from the usual arrangements, including the appeal arrangements under Section 424(3)b of the Education Act 1996 and/or Children and Families Act 2014. The appeal in the case of a child with an EHC Plan or Statement (which has not yet been converted into an EHC Plan); is to the Special Educational Needs and Disability Tribunal, which is different from an admissions appeal panel.

If you need further information this is available from your child’s Headteacher, Special Educational Needs Co-ordinator at the school or from the Council on 01582 54 81 30 or email senat@luton.gov.uk.

Transport
Parents and carers are encouraged to use sustainable travel (*i.e.* walking, cycling, bus, car sharing) when transporting their children to and from school. The Council has produced a Sustainable Travel to Schools Strategy which sets out its planned action in relation to the following objectives:

- ensure everyone is safe on their journey to, from and between educational establishments
- ensure children are equipped with the skills for life
- improve children’s health by encouraging exercise as part of the journey to and from school
- reduce car travel where there is a viable sustainable transport option
- seek additional funding to benefit sustainable travel.

Parents can download Luton Borough Council’s home to school transport policy from [www.luton.gov.uk](http://www.luton.gov.uk) and clicking on Education and Learning, schools and colleges, parents and students and the Travel to School and college link.
Community and foundation schools and academies
The Council will make travel arrangements, free of charge, to your child’s nearest suitable school, where there is a place available, as long as:

- your child has been admitted to the school;
and
- the distance from your home to the school is more than two miles (for children under eight) or more than three miles (for children aged eight or over), measured by the shortest walking distance

The route used in accessing distance, for transport purposes, is the shortest available walking route with properly constructed footpaths and lighting.

Children from low income families
For the purposes of this policy ‘low income families’ means those children entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit.

Children of compulsory school age who are 11 or over, from low income families, will have travel arrangements made to one of their three nearest secondary schools, providing they live more than two miles, but not more than six miles, from that school.

Parents/carers should note that pupils qualifying for transport will usually be issued with a bus pass.

Examples:
Child A is an eleven year old child entitled to free school meals. Their nearest school is 2.5 miles from their home; the second nearest school is 3 miles away; the third nearest is 5 miles away. Child A would be entitled to free transport to any of these three schools.

Child B is an eleven year old child whose parents are in receipt of the maximum level of working tax credit. Their nearest school – "x" is 1.5 miles from their home; the second nearest school – "y" is just over 2 miles from their home; and the third nearest school – "z" is 5.5 miles away. Child B would be entitled to free transport to either school "y" or "z", but not to school "x".

Where a parent has expressed a preference for a school, and that preference is based on the parent’s religion or belief, then a child aged 11-16 from a low income family will have qualify for free transport to the nearest maintained secondary school of their faith, where they live more than 2 miles, but not more than 15 miles from that school.

The 2 mile limit will be measured in the same way as the statutory walking distance i.e. along the nearest available walking route. However, the 6 mile and the 15 mile upper limits will be measured along road routes.

The Council will provide transport to primary children aged 8-11, from low income families where they live more than two miles from their nearest school.

If you require further information please contact the Transport Team at the Council on 01582 54 72 54.

37 Nearest suitable school is defined as the local catchment area school or, if this is full, then the next nearest school with places available.
Appeals procedure

In accordance with the School Standards and Framework Act (1998) parents/carers have the right of appeal against an admissions authority’s decision to refuse their child admission to a school or academy.

Appeal panels are entirely independent of the admitting authority and must apply the principles of natural justice and have regard to the School Admission Appeals Code.

Parents can appeal online for one of the school mentioned below by going to [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions) and clicking on Appeals, policies and arrangements and School admissions appeal form.

Alternatively, parents can obtain an appeal form by telephoning **01582 54 80 19** or requests for appeal forms and guidance on appeals can be made by e mailing [admissionsappeals@luton.gov.uk](mailto:admissionsappeals@luton.gov.uk).

Appeal forms are also obtainable from the Council’s Appeal Team (telephone **01582 54 80 19**). Requests for appeal forms and guidance can also be made by email to [admissionsappeals@luton.gov.uk](mailto:admissionsappeals@luton.gov.uk) or [luton.gov.uk/admissions](http://luton.gov.uk/admissions) or by downloading a copy from [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions).

The completed appeal forms for the schools listed should be returned to the Council’s Appeals Team.

<table>
<thead>
<tr>
<th>Ashcroft High School</th>
<th>Foxdell Infant School</th>
<th>St Margaret of Scotland Primary School</th>
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<tbody>
<tr>
<td>Beech Hill Primary School</td>
<td>Foxdell Junior School</td>
<td>St Martin de Porres Primary School</td>
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<td>Beechwood Primary School</td>
<td>Hillborough Infant School</td>
<td>Someries Infant School</td>
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<td>Bramingham Primary School</td>
<td>Hillborough Junior School</td>
<td>Someries Junior School</td>
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<tr>
<td>Bushmead Primary School</td>
<td>Icknield High School</td>
<td>Southfield Primary School</td>
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<tr>
<td>Cardinal Newman Catholic School</td>
<td>Icknield Primary School</td>
<td>Stopsley High School</td>
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<tr>
<td>Challney High School for Boys</td>
<td>Leagrave Primary School</td>
<td>Stopsley Primary School</td>
</tr>
<tr>
<td>Challney High School for Girls</td>
<td>Lealands High School</td>
<td>Surrey Street Primary School</td>
</tr>
<tr>
<td>Chaney Primary Academy</td>
<td>Maidenhall Primary School</td>
<td>Tennyson Road Primary School</td>
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<tr>
<td>Cheynes Infant School</td>
<td>Norton Road Primary School</td>
<td>The Meads Primary School</td>
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<tr>
<td>Sundon Park Junior School</td>
<td>Pirton Hill Primary School</td>
<td>Warden Hill Infant School</td>
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<td>Crawley Green Infant School</td>
<td>Putteridge High School</td>
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<td>Wenlock Junior School</td>
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<td>Dallow Primary School</td>
<td>Ramridge Primary School</td>
<td>Whipperley Infant Academy</td>
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<td>Denbigh High School</td>
<td>River Bank Primary School</td>
<td>Farley Junior School</td>
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<td>Denbigh Primary School</td>
<td>Sacred Heart Primary School</td>
<td>Whitefield Primary School</td>
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<tr>
<td>Downside Primary School</td>
<td>St Joseph’s Primary School</td>
<td>Wigmore Primary School</td>
</tr>
<tr>
<td>The Ferrars Academy</td>
<td>William Austin Infant School</td>
<td>St Matthews Primary School</td>
</tr>
<tr>
<td>Ferrars Junior School</td>
<td>William Austin Junior School</td>
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</tr>
</tbody>
</table>


Contact details – Appeals Team
If you need to speak to someone about your appeal, you can contact the Appeals Team on 01582 54 80 19, Monday to Friday between 9am and 4pm.

Appeals for Lea Manor High School
Appeal forms for Lea Manor High School must be obtained and returned directly to the school. See page 60 for the school’s contact details.

Appeals for the schools in The Shared Learning Trust
To lodge an appeal for one of the schools in The Shared Learning Trust, you should write a letter of appeal to the Admissions Clerk. Your letter should be addressed to the Admissions Clerk, c/o The Chalk Hills Academy, Leagrave High Street, Luton LU4 0NE and should be clearly labelled ‘Admissions Appeal’.

Appeals for schools outside of Luton
If you are appealing for a school place outside of Luton you will need to contact the school directly to obtain an appeal form. Please note, some schools have closing dates for receipt of completed appeal forms.

Following submission of your appeal form you will be notified of the date, time and place of your appeal hearing. You have the right to attend the appeal hearing and present your case to the panel.

Infant class size legislation
Legislation states that class sizes must not exceed 30 pupils in infant classes where the majority of the pupils will reach the age of 5, 6 or 7 during the school year.

This legislation means that Local Education Authorities and governing bodies of schools must comply with limits on infant class sizes. Infant classes are limited to no more than 30 pupils for each qualified teacher in a class.

Where the Council has refused admission on the grounds that class size prejudice would occur, an Appeal Panel can only allow an appeal in the four circumstances listed below:

1. The admission arrangements are not lawful and do not meet the requirements of the School Admissions Code and the School Standards and Framework Act 1998.

   and/or

2. The decision to refuse admission was not one which a reasonable admission authority would make in the circumstances of the case.

   A reasonable decision is one which an admission authority would make taking into account factors such as the admission policy for the school, the internal operation of the school and the school’s ability to accommodate pupils and meet the class size limit of 30.

   or

3. Your child would have been offered a place if the admission arrangements had been properly implemented.

   The Appeal panel will consider whether the admission authority carried out the admission arrangements properly or if the rules were broken. If your child would have been given a place if the rules had been applied properly then an appeal must be allowed.

   or

4. You can prove that the admission limit of 30 would not be breached.
Contact details for Luton infant and primary schools

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Headteacher</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beech Hill Primary School</td>
<td>Dunstable Road, Luton, LU4 8BW</td>
<td>Mr Davidson</td>
<td>01582 42 94 03</td>
</tr>
<tr>
<td>Beechwood Primary School</td>
<td>Linden Road, Luton, LU4 9RD</td>
<td>Mr Sherwin</td>
<td>01582 51 84 00</td>
</tr>
<tr>
<td>Bramingham Primary School</td>
<td>Freeman Avenue, Luton, LU3 4BL</td>
<td>Ms Flowers</td>
<td>01582 61 75 00</td>
</tr>
<tr>
<td>Bushmead Primary School</td>
<td>Bushmead Road, Luton, LU2 7EU</td>
<td>Ms Travi</td>
<td>01582 72 53 87</td>
</tr>
<tr>
<td>Chantry Primary Academy</td>
<td>Tomlinson Avenue, Luton, LU4 0QP</td>
<td>Ms Bateman</td>
<td>01582 70 65 00</td>
</tr>
<tr>
<td>Cheynes Infant School</td>
<td>Cranbrook Drive, Luton, LU3 3EW</td>
<td>Mrs Walsh</td>
<td>01582 61 78 00</td>
</tr>
<tr>
<td>Crawley Green Infant School</td>
<td>Beaconsfield, Luton, LU2 0RW</td>
<td>Ms O’Neil</td>
<td>01582 72 42 67</td>
</tr>
<tr>
<td>Dallow Primary School</td>
<td>Dallow Road, Luton, LU1 1LZ</td>
<td>Mrs Nouch</td>
<td>01582 61 66 01</td>
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<tr>
<td>Denbigh Primary School</td>
<td>Denbigh Road, Luton, LU3 1NS</td>
<td>Mr Hodges</td>
<td>01582 57 15 97</td>
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<tr>
<td>Downside Primary School</td>
<td>Chaul End Lane, Luton, LU4 8EZ</td>
<td>Miss Hooker</td>
<td>01582 58 71 60</td>
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<tr>
<td>The Ferrars Academy</td>
<td>Macauley Road, Luton, LU4 0LL</td>
<td>Ms Green</td>
<td>01582 57 36 41</td>
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<tr>
<td>Foxdell Infant School</td>
<td>Dallow Road, Luton, LU1 1TG</td>
<td>Miss Abbott</td>
<td>01582 73 65 29</td>
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<tr>
<td>Hillborough Infant School</td>
<td>Hillborough Road, Luton, LU1 5EX</td>
<td>Mrs Smith</td>
<td>01582 72 57 64</td>
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<tr>
<td>Icknield Primary School</td>
<td>Birdsfoot Lane, Luton, LU3 2JB</td>
<td>Mrs Lyman</td>
<td>01582 53 40 00</td>
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<tr>
<td>Leagrave Primary School</td>
<td>Strangers Way, Luton, LU4 9ND</td>
<td>Ms Gillespie</td>
<td>01582 57 19 51</td>
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<tr>
<td>Maidenhall Primary School</td>
<td>Newark Road, Luton, LU4 8LD</td>
<td>Mrs Campion</td>
<td>01582 43 07 80</td>
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<tr>
<td>Norton Road Primary School</td>
<td>Norton Road, Luton, LU3 2NX</td>
<td>Mr Austins</td>
<td>01582 57 11 69</td>
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<tr>
<td>Pirton Hill Primary School</td>
<td>Butely Road, Luton, LU4 9EX</td>
<td>Mr Booth</td>
<td>01582 50 79 24</td>
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<tr>
<td>Putteridge Primary School</td>
<td>Putteridge Road, Luton, LU2 8HJ</td>
<td>Mr Pickard</td>
<td>01582 72 82 62</td>
</tr>
<tr>
<td>School Name</td>
<td>Address</td>
<td>Contact Person</td>
<td>Phone Number</td>
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<tr>
<td>Ramridge Primary School</td>
<td>Turners Road North, Luton, LU2 9AH</td>
<td>Mrs Doherty</td>
<td>01582 72 99 70</td>
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<tr>
<td>River Bank Primary School</td>
<td>Bath Road, Luton, LU3 1ES</td>
<td>Mr Sansom</td>
<td>01582 53 18 60</td>
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<tr>
<td>Sacred Heart Primary School</td>
<td>Langford Drive, Luton, LU2 9AJ</td>
<td>Mrs Cullen</td>
<td>01582 73 07 81</td>
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<tr>
<td>Someries Infant School</td>
<td>Wigmore Lane, Luton, LU2 8AH</td>
<td>Mrs Meara</td>
<td>01582 41 45 45</td>
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<tr>
<td>Southfield Primary School</td>
<td>Pastures Way, Luton, LU4 0PE</td>
<td>Miss Pollard</td>
<td>01582 60 48 76</td>
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<tr>
<td>St Joseph’s Primary School</td>
<td>Gardenia Avenue, Luton, LU3 2NS</td>
<td>Mrs Lee</td>
<td>01582 57 29 64</td>
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<tr>
<td>St Margaret of Scotland Primary School</td>
<td>Rotheram Avenue, Luton, LU1 5PP</td>
<td>Mrs Somes</td>
<td>01582 72 34 30</td>
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<tr>
<td>St Martin de Porres Primary School</td>
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<td>Ms Morgan</td>
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<tr>
<td>St Matthews Primary School</td>
<td>Wenlock Street, Luton, LU2 0NJ</td>
<td>Ms Thomas</td>
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<tr>
<td>Stopsley Primary School</td>
<td>Hitchin Road, Luton, LU2 7UG</td>
<td>Mr Fordham</td>
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<tr>
<td>Surrey Street Primary School</td>
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<td>Ms Adams</td>
<td>01582 74 88 10</td>
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<tr>
<td>Tennyson Road Primary School</td>
<td>South Site, Tennyson Road, Luton, LU1 3RS</td>
<td>Mrs Power</td>
<td>01582 72 32 30</td>
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<tr>
<td>The Linden Academy</td>
<td>Osbourne Road, Luton, LU1 3HH</td>
<td>Ms Whittle</td>
<td>01582 21 14 41</td>
</tr>
<tr>
<td>The Meads Primary School</td>
<td>Sawtry Close, Luton, LU3 2UE</td>
<td>Mr Jenkins</td>
<td>01582 49 09 05</td>
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<tr>
<td>Warden Hill Infant School</td>
<td>Birdsfoot Lane, Luton, LU3 2DN</td>
<td>Ms Dorban</td>
<td>01582 59 51 50</td>
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<tr>
<td>Wauluds Primary School</td>
<td>Wauluds Bank Drive, Luton, LU3 3LZ</td>
<td>Ms Devereaux</td>
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<tr>
<td>Whipperley Infant Academy</td>
<td>Whipperley Ring, Luton, LU1 5QY</td>
<td>Ms Whitehouse</td>
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<tr>
<td>Whitefield Primary School</td>
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<td>Ms Christie</td>
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<tr>
<td>Wigmore Primary School</td>
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<td>Ms Flitton</td>
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<tr>
<td>William Austin Infant School</td>
<td>Culverhouse Road, Luton, LU3 1PZ</td>
<td>Ms Kang</td>
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## Luton junior schools

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<th>Telephone Number</th>
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<tr>
<td>Farley Junior School</td>
<td>North Drift Way, Luton, LU1 5JF</td>
<td>Mrs Stewart-Smith</td>
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<td>Ferrars Junior School</td>
<td>Lewsey Road, Luton, LU4 0ES</td>
<td>Mr Rae</td>
<td>01582 57 49 33</td>
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<tr>
<td>Foxdell Junior School</td>
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<td>Ms Abbott</td>
<td>01582 73 37 64</td>
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<tr>
<td>Hillborough Junior School</td>
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<td>Mr Bradshaw</td>
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<td>Someries Junior School</td>
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<td>Mr Hunt</td>
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<td>Sundon Park Junior School</td>
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<td>Mrs Wightman</td>
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<td>Austin Road, Luton, LU3 1UA</td>
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## Luton high schools

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<td>Ashcroft High School</td>
<td>Crawley Green Road, Luton, LU2 9AG</td>
<td>Ms Austin</td>
<td>01582 43 61 00</td>
</tr>
<tr>
<td>Cardinal Newman Catholic School</td>
<td>Warden Hill Road, Luton, LU2 7AE</td>
<td>Mr Richardson</td>
<td>01582 59 71 25</td>
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<tr>
<td>Challney High School for Boys</td>
<td>Stoneygate Road, Luton, LU4 9TJ</td>
<td>Mr Connor Principal</td>
<td>01582 59 99 21</td>
</tr>
<tr>
<td>Challney High School for Girls</td>
<td>Addington Way, Luton, LU4 9FJ</td>
<td>Ms Mylles</td>
<td>01582 57 14 27</td>
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<tr>
<td>Chiltern Academy</td>
<td>York Street, Luton LU2 0EZ</td>
<td>Mr Douglas</td>
<td>TBC</td>
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<tr>
<td>Denbigh High School</td>
<td>Alexandra Avenue, Luton, LU3 1HE</td>
<td>Ms Neely-Hayes Principal</td>
<td>01582 73 66 11</td>
</tr>
<tr>
<td>Icknield High School</td>
<td>Riddy Lane, Luton, LU3 2AH</td>
<td>Mr Noble</td>
<td>01582 57 65 61</td>
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<tr>
<td>Lealands High School</td>
<td>Sundon Park Road, Luton, LU3 3AL</td>
<td>Mr Burridge</td>
<td>01582 61 16 00</td>
</tr>
<tr>
<td>Lea Manor High School</td>
<td>Northwell Drive, Luton, LU3 3TL</td>
<td>Ms Gibson</td>
<td>01582 65 26 00</td>
</tr>
<tr>
<td>Putteridge High School</td>
<td>Putteridge Road, Luton, LU2 8HU</td>
<td>Mr Graham</td>
<td>01582 41 57 91</td>
</tr>
<tr>
<td>Stopsley High School</td>
<td>St Thomas’ Road, Luton, LU2 7UX</td>
<td>Ms Johns</td>
<td>01582 87 09 00</td>
</tr>
<tr>
<td>The Chalk Hills Academy</td>
<td>Leagrave High Street, Luton, LU4 QNE</td>
<td>Ms Lee Principal</td>
<td></td>
</tr>
<tr>
<td>The Stockwood Park Academy</td>
<td>Rotheram Avenue, Luton, LU1 SPP</td>
<td>Mr Found Principal</td>
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</tr>
</tbody>
</table>
In-year School Transfer Guide for the academic year 2018/19

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

www.luton.gov.uk/learning

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