Upper school application form for Luton Residents

Name of child:
Address:
Postcode:

Luton parents/carers must use this form to request a place for their child in an upper school for September 2019.

Please return the completed form to the Admissions Team, Town Hall, George Street, Luton, LU1 2BQ by 31 October 2018.

If you do not apply by the closing date, there is no guarantee that your application will be considered in the initial allocation.

Before you apply, please carefully read the relevant Council's information guide which should be on their website. If you require a hard copy of a guide, please contact the relevant Council's School Admissions Team.

If you are applying for a place at a school on religious or faith grounds, please contact the relevant Council to obtain any additional forms needed.

Contact the relevant council for information on open evenings.

The offer date for the upper school transfer is 1 March 2019.

Parents who have completed a paper application form will have their offer letter posted to their home address on 1 March 2019.

Parents who have applied using Luton Borough Council’s online system, will receive an offer email on 1 March 2019.

If you need help in understanding or completing this form, please contact Luton’s Admissions helpline on 01582 54 80 16, Monday to Friday between 9am and 4pm.
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Child’s Details

Legal first name(s):

Legal last name:

Date of birth:

Gender: [ ] Male [ ] Female

Name of school presently attending and date your child started at the school:

Name of current school:

Date started at school:

Home address:

Postcode:

Parent’s e-mail address:
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Places will be allocated strictly in accordance with each school’s admissions criteria – you need to take this into consideration when stating your preferred schools. Please read the admissions criteria for the schools you are interested in and read the information referring to how places are allocated.

If you are applying for a place at a school on religious or faith grounds, please complete the appropriate supplementary form or contact the relevant Council to obtain any additional forms needed.

**Name of first preference school:** Please give the school’s full name and address, including postcode.

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<thead>
<tr>
<th>School name:</th>
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<tr>
<td>School address (including postcode):</td>
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If your child has a sibling (brother or sister), who will be attending your first preference school in September 2019, please specify their first name, last name, date of birth, gender and address:

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<tr>
<th>Sibling 1</th>
<th>Sibling 2</th>
<th>Sibling 3</th>
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<td><strong>Last name:</strong></td>
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Please note, if your child has a sibling attending your first preference school and you do not complete the details above, your application will not be considered under the sibling criterion.
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Name of second preference school: Please give the school’s full name and address, including postcode.

| School name: |
| School address (including postcode): |

If your child has a sibling (brother or sister), who will be attending your second preference school in September 2019, please specify their first name, last name, date of birth, gender and address:

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Please note, if your child has a sibling attending your second preference school and you do not complete the details above, your application will not be considered under the sibling criterion.

Name of third preference School: Please give the school’s full name and address, including postcode.

| School name: |
| School address (including postcode): |

If your child has a sibling (brother or sister), who will be attending your third preference school in September 2019, please specify their first name, last name, date of birth, gender and address:

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Please note, if your child has a sibling attending your third preference school and you do not complete the details above, your application will not be considered under the sibling criterion.
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Additional information – reasons for preference(s) e.g. religious convictions, medical, social reasons. (Please continue on a separate sheet if required.)

Education Health Care plan/Special Educational Needs - My child has a current Education Health Care plan/Statement of Special Educational Needs and I have made my preference known at Review.

Yes ☐ No ☐

Medical - Does your child have a medical reason why he/she should be given priority of admission to one of the schools you have stated as a preference.

Yes ☐ No ☐

Children in Care - Is your child ‘looked after’ by a Local Authority?

Yes ☐ No ☐

If yes, please state which local authority is responsible for the pupil:

________________________________________________________________________

Please also provide a letter from your child’s social worker confirming their legal status and details of the local authority responsible for the child.

Name and telephone number of social worker:

________________________________________________________________________

Was your child previously ‘looked after’?

Yes ☐ No ☐

Children of school staff (only for schools with this criterion)

Is one or both parents currently employed at a school with Children of school staff as a criterion? If yes, please complete the details below.

Parent’s name: Job title:
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Checklist:

- I have read and understood the relevant Council’s information guide.
- I have stated a first, second and third preference.
- I have completed the additional form(s) where relevant and returned them with the main application form.
- I understand that if I have not stated that my child has a sibling (brother or sister) attending one of my preferred school(s) my application will not be considered under the sibling criterion.
- I have provided dates, names and addresses in the places where they are requested on the form.
- I have checked to make sure that all the information I have given is correct.
- I have signed and dated the form.
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for Luton Residents

Please ensure the form is signed before returning

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

Parent/carer details

Name of Mother:

Name of Father:

Home Tel No: Mobile No(s):

Name of Applicant:

Applicant’s relationship to pupil:

Do you have parental responsibility for the pupil? Yes No

Signature of person with parental responsibility: Print Name:

Date:

Please return your completed form to:
Admission Teams, Town Hall, George Street, Luton,
LU1 2BQ

Telephone Number: 01582 54 80 16
Email: admissions@luton.gov.uk
**Privacy Notice**

Luton Borough Council is committed to protecting the privacy of your child and your information.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Council at **feedback@luton.gov.uk**.

<table>
<thead>
<tr>
<th>Data Controller</th>
<th>Admissions Team, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ</th>
</tr>
</thead>
</table>
| Data Protection Officer | Yvonne Salvin  
feedback@luton.gov.uk                                                                 |
| Personal Data         | Name; current and past address; gender, date of birth, Looked After status, parents/carer details, parental responsibility status, sibling details, contact with other educational professionals/services, exclusion history, medical details, special educational needs, school, additional information provided on the application form and any supplementary form(s) to the Council. |
| Purpose for using it  | To provide your child with a school place                                             |
| Lawful basis          | To carry out the performance of a public task                                       |
|                       | Special category data such as medical details are used in the public interest of supporting each child according to their needs and to take care of their well being whilst in the school setting |
| Who we share it with  | Local authorities; education providers; NHS; safeguarding partners; catering services; pastoral support such as counselling; after school clubs; appeal panellists |
| Why we share it with them | To meet the statutory requirement for monitoring by the Department of Education  
To provide access to education  
To provide pastoral care, food and safeguarding where necessary |
| Any automated decision making | None                                                                                     |
| Transfer of data to a non-EU country | None                                                                                     |
| Exercising your rights | You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong.  
Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you |

If you want more information about how we keep your data safe please see our main privacy statement at www.luton.gov.uk/privacy-cookies.