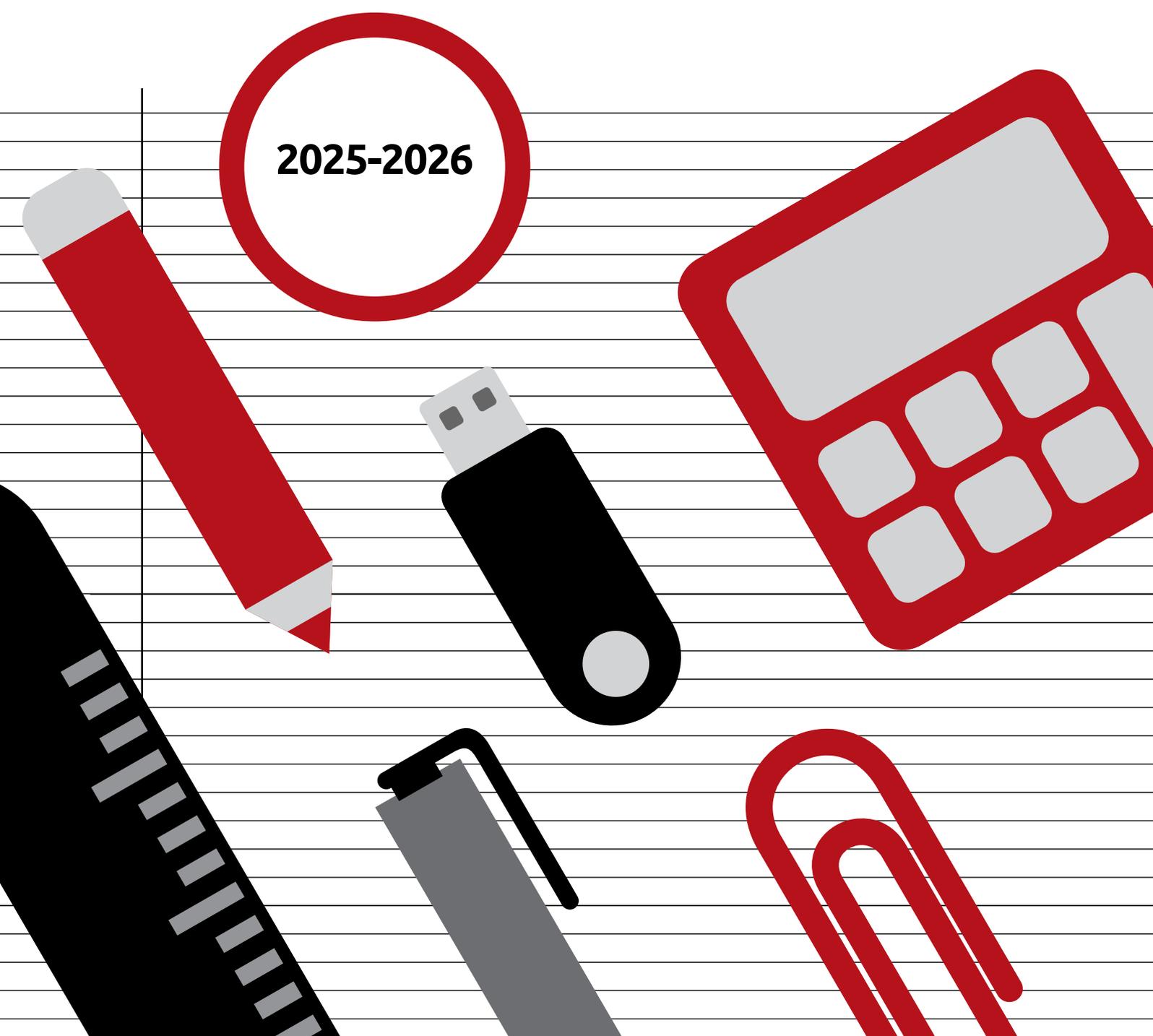


# In Year School Transfer Guide

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

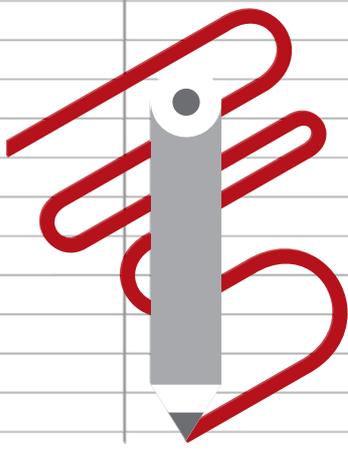
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2025-2026

[luton.gov.uk/school-admissions](https://luton.gov.uk/school-admissions)

**Luton**



## In-year School Transfer Guide for the academic year

2025/26

### 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 নির্দেশিকাটি বুঝতে যদি আপনার সাহায্যের প্রয়োজন হয়, সেক্ষেত্রে সোম থেকে শুক্রবার সকাল 9টা থেকে বিকেল 4টার মধ্যে **01582 54 80 16** নম্বরে অ্যাডমিশন হেল্পলাইনে অনুগ্রহ করে যোগাযোগ করুন।

#### Punjabi

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਗਾਈਡ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮਦਦ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ ਐਡਮਿਸ਼ਨਸ ਹੈਲਪਲਾਈਨ ਨੂੰ **01582 54 80 16** 'ਤੇ ਸੋਮਵਾਰ ਤੋਂ ਸ਼ੁਕਰਵਾਰ ਤੱਕ 9 ਸਵੇਰ ਤੋਂ 4 ਸ਼ਾਮ ਤੱਕ ਸੰਪਰਕ ਕਰੋ।

#### Urdu

اگر آپ کو اس گائیڈ کو سمجھنے کیلئے مدد درکار ہے، تو براہ کرم پیر تا جمعہ کو صبح 9 بجے سے شام 4 بجے کے درمیان **01582 54 80 16** پر داخلہ ہیلپ لائن سے رابطہ کریں۔

#### Gujarati

જો તમને આ માર્ગદર્શિકા સમજવા માટે મદદની જરૂર હોય તો, કૃપા કરીને એડમિશન હેલ્પલાઇન નંબર **01582 54 80 16** પર સોમવારથી શુક્રવાર વચ્ચે સવારે 9 થી સાંજે 4 વાગ્યા સુધી સંપર્ક કરો.

#### Hindi

यदि आपको इस मार्गदर्शिका को समझने में मदद चाहिए तो, कृपया एडमिशनस हेल्पलाइन नंबर **01582 54 80 16** पर सोमवार से शुक्रवार तक सुबह 9 बजे से शाम 4 बजे तक संपर्क करें।

#### Somali

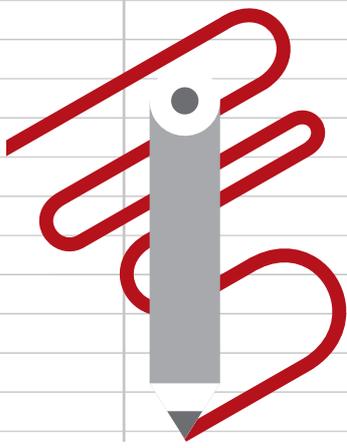
Fadlan kala xiriir qadka Diiwaangelinta **01582 54 80 16**, Isniinta illaa Jimcaha inta u dhaxeeyso 9am iyo 4pm, haddii aad u baahantahay caawinta lagu fahmayo jaheyntaan.

#### Polish

Prosimy o kontakt z Działem Rekrutacji pod nr **01582 54 80 16** od poniedziałku do piątki w godz. 9:00 – 16:00, jeżeli potrzebujesz pomocy w zrozumieniu niniejszego przewodnika

#### Romanian

Vă rugăm contactați Linia de Asistență pentru Admiteri la **01582 54 80 16**, de luni până vineri între orele 9am și 4pm, dacă aveți nevoie de ajutor pentru a înțelege acest ghid.



# In-year School Transfer Guide for the academic year

## Information guide



## 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**

Children, Families and Education Directorate  
Luton Council  
Town Hall  
George Street  
Luton  
LU1 2BQ

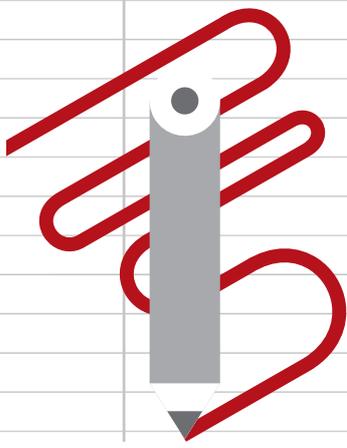
Telephone: **01582 54 80 16** (Monday to Friday, 9am to 4pm)

Email: **[admissions@luton.gov.uk](mailto: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](http://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](http://www.education.gov.uk)**).

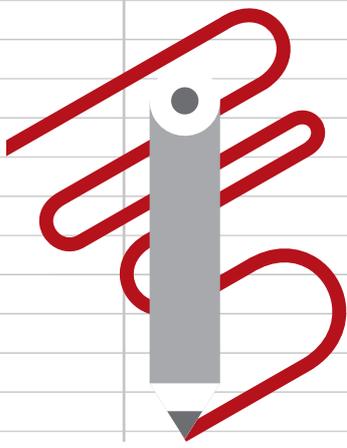


# In-year School Transfer Guide for the academic year

2025/26

## Contents

Schools in Luton	5
Application process	7
Applying for a school outside of Luton	9
Applications for Luton schools from parents living outside of Luton	9
Admissions process	10
Important things to consider	11
Admissions (oversubscription) criteria for Luton community infant and primary schools	12
Admissions (oversubscription) criteria for Chantry Primary Academy, Southfield Primary Academy and Whitefield Primary Academy	14
Admissions (oversubscription) criteria for Crawley Green Infant School	16
Admissions (oversubscription) criteria for Dallow Primary School	17
Admissions (oversubscription) criteria for Leagrave Primary School	20
Admissions (oversubscription) criteria for River Bank Primary School	22
Admissions (oversubscription) criteria for Sacred Heart Primary School	23
Admissions (oversubscription) criteria for St Joseph's Primary School	25
Admissions (oversubscription) criteria for St Margaret of Scotland Primary School and St Martin de Porres Primary School	28
Admissions (oversubscription) criteria for Someries Infant School and Early Childhood Education Centre	31
Admissions (oversubscription) criteria for Tennyson Primary School	33
Admissions (oversubscription) criteria for The Ferrars Academy	35
Admissions (oversubscription) criteria for The Linden Academy	37
Admissions (oversubscription) criteria for Whipperley Infant Academy	39
Admissions (oversubscription) criteria for Luton community junior schools	40
Admissions (oversubscription) criteria for Farley Junior Academy	42
Admissions (oversubscription) criteria for Wenlock CoFE Academy	44
Admissions (oversubscription) criteria for Cardinal Newman Catholic School	46
Admissions (oversubscription) criteria for Challney High School for Boys, Challney High School for Girls, Denbigh High School and Putteridge High School	49
Admissions (oversubscription) criteria for Chiltern Academy	51
Admissions (oversubscription) criteria for Icknield High School	53
Admissions (oversubscription) criteria for Lealands High School	55
Admissions (oversubscription) criteria for Lea Manor High School	57
Admissions (oversubscription) criteria for Queen Elizabeth School	58
Admissions (oversubscription) criteria for Stopsley High School	60
Admissions (oversubscription) criteria for The Chalk Hills Academy and The Stockwood Park Academy	62
Special education	63
Transport	64
Appeals procedure	65
Infant class size legislation	67
Contact details for Luton infant and primary schools	68
Contact details for Luton junior schools	69
Contact details for Luton high schools	70
Map of schools in Luton	71



# In-year School Transfer Guide for the academic year

## Information guide

2025/26

## Schools in Luton

There are 60 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.

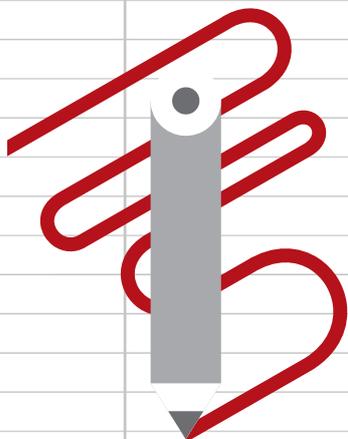
### Free schools

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

5

## Infant and primary schools in Luton

Name of school	Status of school	Age range
Beech Hill Primary School	Community	3–11
Beechwood Primary School	Community	4–11
Bramingham Primary School	Community	4–11
Bushmead Primary School	Community	4–11
Chantry Primary Academy	Academy	3–11
Crawley Green Infant School	Foundation	4–7
Cutenhoe Hill Primary School (previously known as Surrey Street Primary School)	Community	4–11
Dallow Primary School	Academy	4–11
Denbigh Primary School	Community	4–11
Downside Primary School	Community	3–11
The Ferrars Academy	Academy	3–7
Foxdell Primary School	Community	3–7
Hillborough Infant School	Community	3–7
Icknield Primary School	Community	4–11
Leagrave Primary School	Foundation	3–11
Maidenhall Primary School	Community	4–11



## In-year School Transfer Guide for the academic year

2025/26

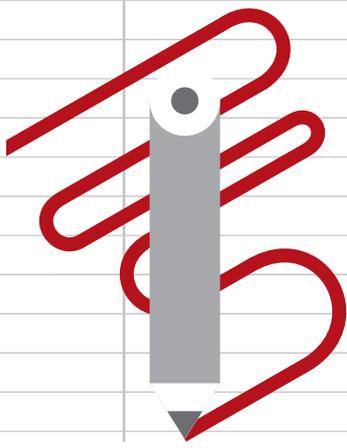
6

Name of school	Status of school	Age range
Norton Road Primary School	Community	4–11
Parklea Primary School	Community	4–11
Pirton Hill Primary School	Community	3–11
Putteridge Primary School	Community	4–11
Ramridge Primary School	Community	4–11
River Bank Primary School	Free School	4–11
Sacred Heart Primary School	Voluntary Aided (Catholic)	4–11
St Joseph's Primary School*	Voluntary Aided (Catholic)	4–11
St Matthew's Primary School	Community	4–11
St Margaret of Scotland Primary School	Academy (Catholic)	4–11
St Martin de Porres Primary School	Academy (Catholic)	3–11
Somerles Infant School and Early Childhood Education Centre	Foundation	3–7
Southfield Primary Academy	Academy	3–11
Stopsley Primary School	Community	4–11
Tennyson Road Primary School	Academy	4–11
The Linden Academy	Free School	4–11
The Meads Primary School	Community	4–11
Warden Hill Infant Academy	Academy	4–7
Waulud Primary School	Community	3–11
Whipperley Infant Academy	Academy	4–7
Whitefield Primary Academy	Academy	4–11
Wigmore Primary School	Community	4–11
William Austin Infant School	Community	4–7

### Junior schools in Luton

Name of school	Status of school	Age range
Farley Junior Academy	Academy	7–11
Ferrars Junior School	Academy	7–11
Hillborough Junior School	Community	7–11
Somerles Junior School	Community	7–11
Warden Hill Junior School	Community	7–11
Wenlock CofE Academy	Voluntary Aided (Church of England)	7–11
William Austin Junior School	Community	7–11

\* This school is in the process of converting to become an academy.



# In-year School Transfer Guide for the academic year

## Information guide



## High schools in Luton

Name of school	Status of school	Age range
Cardinal Newman Catholic School	Academy (Catholic)	11 – 18
Challney High School for Boys	Academy	11 – 16
Challney High School for Girls	Academy	11 – 16
Chiltern Academy	Free School	11 – 16
Denbigh High School	Academy	11 – 16
Icknield High School	Academy	11 – 16
Lea Manor High School	Academy	11 – 16
Lealands High School	Foundation	11 – 16
Putteridge High School	Academy	11 – 16
Queen Elizabeth School	Foundation	11 – 16
Stopsley High School	Academy	11 – 16
The Chalk Hills Academy	Academy	11 – 18
The Stockwood Park Academy	Academy	11 – 18

The address and telephone number of the schools and academies can be found on pages 62-64 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.

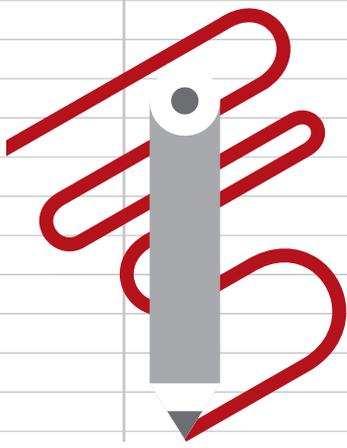
### Applying for a place in Year 2 and Year 6

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 2026. Late applicants are advised to phone the Admissions helpline 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 2025. Late applicants are advised to phone the Admissions helpline 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](mailto:feedback@luton.gov.uk).



## In-year School Transfer Guide for the academic year

2025/26

### 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 1/9/20 – 31/12/20 can defer their place until January 2026.
- Children born between 1/1/21 – 31/8/21 can defer their place until April 2026.

Parents/carers cannot defer their child's entry beyond the dates given above. Parents/carers of children born between 1/4/21 – 31/8/21, who would like their child to start Year 1 in September 2026 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.**

Where the parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

### 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**.

8

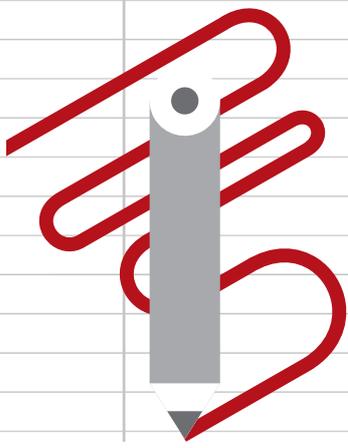
## Application forms

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, Leagrave Primary School and Someries Infant School and Early Childhood Education Centre 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**  
**Someries Infant School and Early Childhood Education Centre**  
**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 in-year online application form. Alternatively, you can complete the Luton Council's In-Year Application Form which can be requested from [luton.gov.uk/school-admissions](https://luton.gov.uk/school-admissions). The completed form must be returned to Luton Council's Admissions Team. If you are applying for a place at Wenlock CoFE Academy, you will also need to complete the supplementary form which can be requested from the above link.



# In-year School Transfer Guide for the academic year

## Information guide



## Applying for a school outside of Luton

Luton parents wishing to apply for a place at a school or academy outside of Luton should contact the relevant council to obtain an application form and discuss their admissions process.

## Applications for Luton schools from parents living outside of Luton

Parents living outside of Luton, wishing to apply for a place at a Luton school or academy must complete the in-year online application form or the Luton Council's In-Year Application Form and/or Advantage Schools (The Chalk Hills Academy, The Linden Academy and The Stockwood Park Academy), Luton Catholic Schools, Legrave Primary School and Someries Infant School and Early Childhood Education Centre - 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:

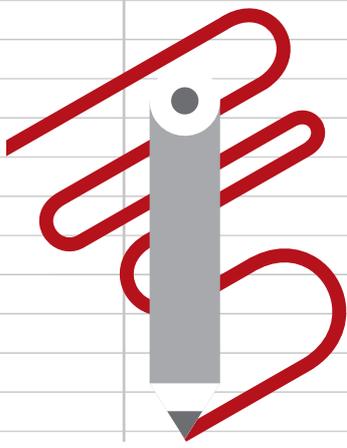
- your child's birth certificate (this is only needed if your child is new to Luton or attends a school that is not maintained by Luton Council)
- your **recent (within the last 12 months)** Working Tax Credit/Child Tax Credit award letter for 2025/26, this must include the pages that show the name of 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 2025/26 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.

**If you do not provide the relevant documentation to verify your address, your application will not be processed, if your 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.



## In-year School Transfer Guide for the academic year

2025/26

### 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.

10

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.

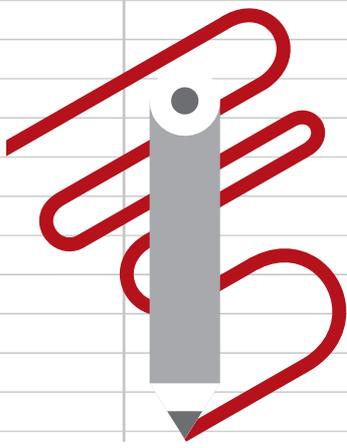
Waiting lists are organised in the order of priority of the school's admissions criteria. Please note that the position of your child on the waiting list(s) may change as children are added to or deleted from the list(s).

#### Catchment areas/priority admission areas

You can find out your catchment area school at [www.luton.gov.uk/school-admissions](http://www.luton.gov.uk/school-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.

### 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.



# In-year School Transfer Guide for the academic year

## Information guide



## 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 54 80 16 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?

#### Denominational education

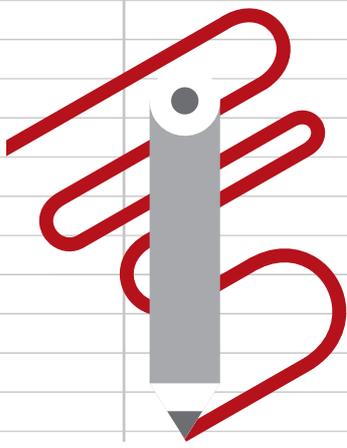
Do you want your child to be educated in a faith voluntary aided school? As with all schools it is important to ensure that you are familiar with the admissions criteria.

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/performance-tables](http://www.education.gov.uk/performance-tables))**
- Ofsted reports can be viewed on **[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**



# In-year School Transfer Guide for the academic year

2025/26

## Admissions (oversubscription) criteria for the following schools:

Beech Hill Primary School	Beechwood Primary School	Bramingham Primary School	Bushmead Primary School
Cutenhoe Hill Primary School* (previously known as Surrey Street Primary School)	Denbigh Primary School	Downside Primary School	Foxdell Primary School
Hillborough Infant School	Icknield Primary School	Maidenhall Primary School	Norton Road Primary School
Parklea Primary School	Pirton Hill Primary School	Putteridge Primary School	Ramridge Primary School
St Matthews Primary School	Stopsley Primary School	The Meads Primary School	Warden Hill Infant Academy
Waulud Primary School	Wigmore Primary School	William Austin Infant School	

\* Cutenhoe Hill Primary School (previously known as Surrey Street Primary School) is situated on Cutenhoe Road, Luton LU1 3NU

In accordance with the Education Act 1996, children with an Education Health Care Plan are required to be admitted to the school named in their Plan. Thereafter, the following priorities will apply.

12

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<sup>1</sup> including those who appear to the council to have been in state care outside of England and ceased to be in care as a result of being adopted.
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 entrance<sup>2</sup> of the school site and the pupil's home address<sup>3</sup>, 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 Academy is the linked school.

### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. 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.

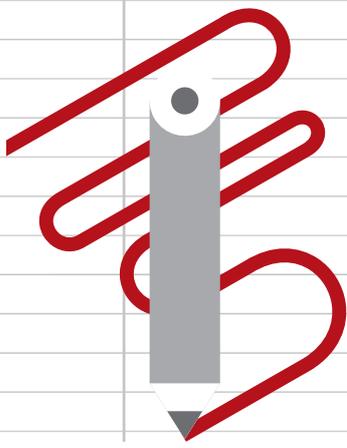
### Waiting lists

Your child's details will be placed on a waiting list for any oversubscribed school until 31 July 2026. 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.

<sup>1</sup>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. 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).

<sup>2</sup> Main entrance of the school means the door used to access the school's main reception.

<sup>3</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

## Information guide



### 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### 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. 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

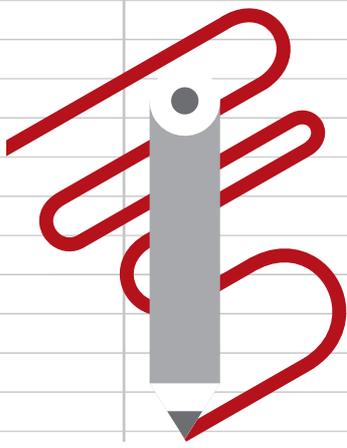
The Local Authority regards children of staff as someone employed to work at the school on a permanent contract for at least 15 hours a week, who meets one of the following criteria at the time of application:

- 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.



## In-year School Transfer Guide for the academic year

2025/26

### Admissions (oversubscription) criteria for Chantry Primary Academy, Southfield Primary Academy and Whitefield Primary Academy

Children with an Education Health Care Plan are required to be admitted to the school named in the 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<sup>4</sup>, including those who appear to the relevant school to have been in state care outside of England and ceased to be in care as a result of being adopted.\*
2. Brothers and sisters of pupils attending the school being applied for when the pupil starts at a school or academy with the Trust.
3. Pupils living in the catchment area of the school or academy concerned.
4. On medical grounds supported by a medical certificate.
5. Children of staff employed by the Trust at the school being applied to.
6. On the shortest distance, measured in a straight line, between the main entrance<sup>5</sup> of the relevant Academy's site and the pupil's home address<sup>6</sup>, with those living closer to the relevant Academy being accorded higher priority.

14

#### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. If the relevant Academy 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

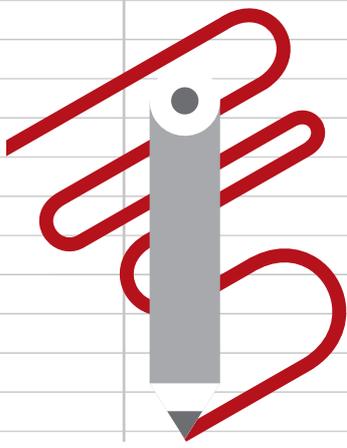
Where it is not possible to agree all applications for the Academy being applied for, a waiting list will be devised. Your child's details will remain on the waiting list until 31 July 2026. Parents will need to re-apply after this date if they wish their child's details to be carried forward on the waiting list.

<sup>4</sup> 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).

<sup>5</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>6</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer

\* Outside of England and ceased to be in care as a result of being adopted.



# In-year School Transfer Guide for the academic year

## Information guide



### 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provide of care whose sole purpose is to benefit society.

#### Home address

The Trust 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' 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 Trust regards children of staff as someone employed to work for the Trust 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 a least two years
- or:
- (b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

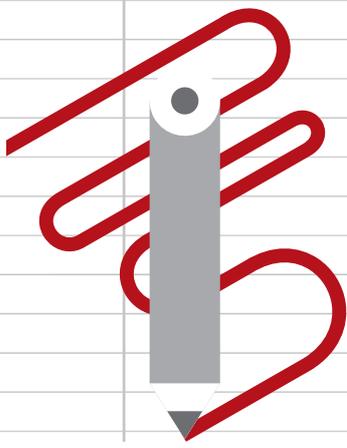
Children of staff that have given notice of resignation will not be considered under this criterion.

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.



## In-year School Transfer Guide for the academic year

2025/26

### 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<sup>7</sup> including those that appear to the school to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Children with sibling(s) already at the school at the time of proposed admission.
3. Children with sibling(s) at Wenlock CoFE Academy 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.

16

#### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. In the event of oversubscription in any one of the categories, the deciding factor 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.

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

Once the number of pupils reaches the admission number, waiting lists are formed. The waiting lists will be held until 31 July 2026. 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

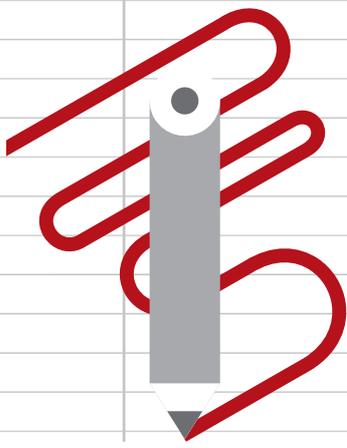
##### Looked after child

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.

<sup>7</sup> 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).



# In-year School Transfer Guide for the academic year

## Information guide



### 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.

## Admissions (oversubscription) criteria for Dallow Primary School

Children with an Education, Health and Care (EHC) plan naming the school will be admitted before the following oversubscription criteria applies:

1. Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff currently employed at the school.
3. Children in the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
4. Children living in the catchment area of the school.
5. Children who live outside of the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
6. Children living closest to the school measured on straight line distance.

### Tie break

The admissions criteria for the school will be applied separately and sequentially until all places are filled. Within each criterion applicants are ranked according to the shortest distance, measured in a straight line from the front main entrance of the school and the pupil's home address. The pupil's home address is the point identified in the Local Land and Property Gazetteer (LLPG). Those who live closer to the school will be accorded higher priority.

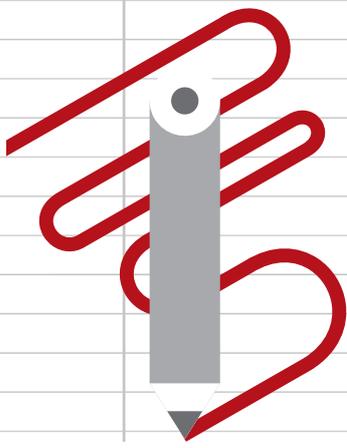
In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie break will be random allocation.

### Waiting lists

Where it is not possible to agree all applications for the school, a waiting list will be kept. The waiting list will be held until 31 July 2026 in the academic year of when admission is required. Therefore, it will be necessary for parents to re-apply to remain on the waiting list.

### Multiple births

Where one twin/child of a multiple birth qualifies for a place and the other sibling(s) do not, the school will exceed the published admissions number to allocate places to both or all children. For example if a school has 90 places and one twin gains the 90th place and the other is the 91st child and would ordinarily be refused admission, we will allocate an additional place or places (in the case of triplets etc). As this is for a Primary school in the Trust and Infant Class Size legislation applies, the additional child/children will be classed as an exception for the time they are in an infant class, i.e. Year R, 1 and 2 or until the class numbers fall back to the current infant class size limit. This is in line with the School Admissions (Infant Class Sizes) (England) Regulations 2012.



# In-year School Transfer Guide for the academic year

2025/26

## Definitions

### **Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be as a result of being adopted.**

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 (as defined by section 22(1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

18

A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g.

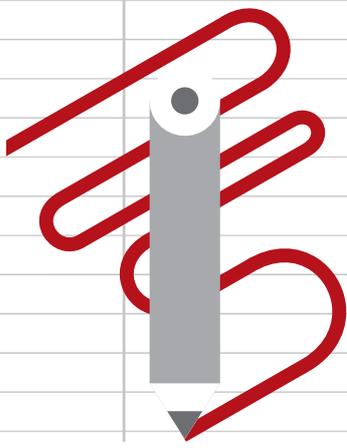
- Adoption order or adoption birth certificate
- Residence order
- Special guardianship order.

### **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 his/her parent or legal guardian. Where the child spends an equal amount of the school week at two addresses with either parent/guardian, the parent in receipt of Child Benefit will be deemed as the main address and a Child Benefit statement will be required to provide proof of this. 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 includes natural, half and step brother and sisters. It also includes fostered siblings, where foster care has been arranged by a Local Authority. Other family relationships such as cousins will not be considered under this criterion.



# In-year School Transfer Guide for the academic year

## Information guide



### Children of staff

A member of staff is defined as someone who meets all the following criteria a) to c) or meets criterion d), at the time the application for admission to the school is made:

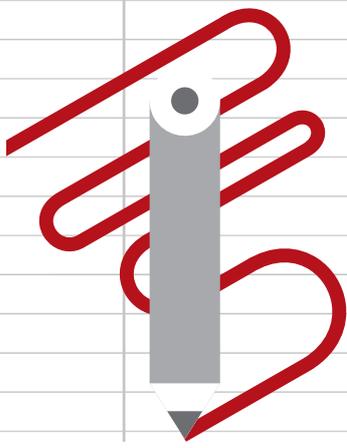
- a) Is employed at the school on a permanent contract;
- b) Has been in post continuously for at least two years;
- c) Has not given notice of resignation.

or:

- d) Is recruited to fill a vacant post for which there is a demonstrable skills shortage.

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.

The children of staff criterion is school specific and staff children can only be considered for admission at the school their parent works at and not another school within the Chiltern Learning Trust.



## In-year School Transfer Guide for the academic year

2025/26

### Admissions (oversubscription) criteria for Leagrave Primary School

In accordance with the Education Act 1996 children with an Education Health Care Plan are required to be admitted to the school named in their 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<sup>8</sup> including those who appear to the school to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Children of staff who work at the School.
3. Children in the catchment area with sibling(s) already at the school at proposed date of admission.
4. Children living in the catchment area of the school.
5. Children who live outside of the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
6. On the shortest distance, measured in a straight line, between the main entrance of the school site<sup>9</sup> and the pupil's home address<sup>10</sup>, with those living closer to the school being accorded higher priority.

20

#### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. 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. 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

Once the number of pupils reaches the admission number, a waiting list is formed.

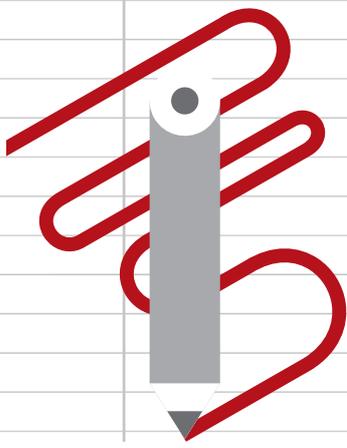
Waiting lists for applications received during:

- the Autumn Term will be held until the last day before the Easter holidays
- the Spring Term will be held until the last day of the Summer term
- the Summer Term will be held until 31 December in the following academic year.

<sup>8</sup> 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)

<sup>9</sup> Main entrance of the school means the door used to access the school's main reception.

<sup>10</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

## Information guide



### 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).

A child is regarded as having been in state care in a place outside of England if they were accompanied by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### 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' 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.

#### Children of staff

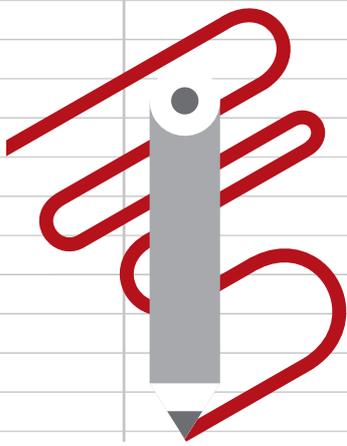
The school regards children of staff as someone employed to work at the school on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:

- 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 purpose 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.



## In-year School Transfer Guide for the academic year

2025/26

### Admissions (oversubscription) criteria for River Bank Primary School

Children with an Education, Health and Care (EHC) Plan naming River Bank Primary School will always be offered places. If the number of places available is not sufficient to meet the number of applications, the following criteria are applied in the order of priority given below:

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<sup>11</sup> including those who appear to the admissions authority to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
3. Children of staff where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The member of staff must have parental responsibility (sole or shared) for the child.
4. Children with a normal home address in the catchment area of the school.
5. Children with a normal home address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children

22

#### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. Proximity of the child's home, as measured in a straight line, between the main entrance of the school site<sup>12</sup> and the pupil's home address<sup>13</sup>, will serve to differentiate between children in criteria 1 to 6 should the need arise.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

#### Waiting lists

Where it is not possible to agree all applications for the school a waiting list will be devised. Your child's details will remain on the waiting list until 31 July 2026. 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

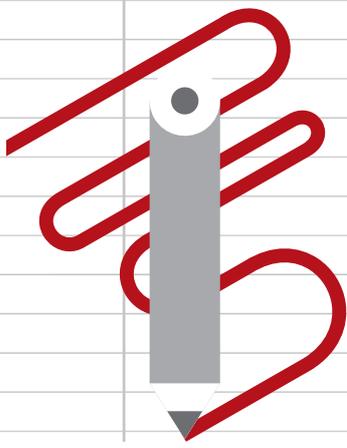
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

<sup>11</sup>An adoption order is an order under the Adoption Act 2002 (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).

<sup>12</sup>The home address is measured from a point at the address identified in the Local Land and Property Gazetteer

<sup>13</sup>Main entrance of the School means the door used to access the School's main reception.



# In-year School Transfer Guide for the academic year

## Information guide

2025/26

### 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 both natural, adopted, half brothers or sisters, step brothers and sisters or the child of the parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes fostered siblings, where foster care has been arranged by Children and Family Services. It is helpful if parents make it clear on the application form where the sibling has a different family name. Other family relationships such as cousins will not be considered under this criterion.

## Admissions (oversubscription) criteria for Sacred Heart Primary School

As a Catholic school, Sacred Heart Primary School aim to provide a Catholic education for all their pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. The school, therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Children with an Education, Health and Care Plan that names the school must be admitted.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

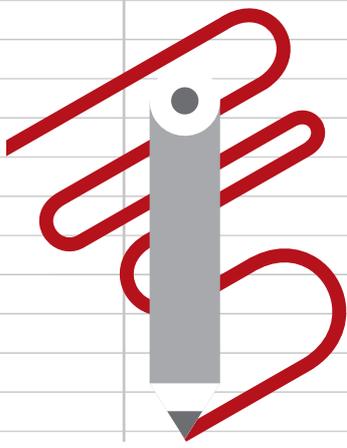
1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, guardianship order<sup>14</sup> including those who appear to the Governors of Sacred Heart Primary to have been in state care<sup>15</sup> outside of England and ceased to be in care as a result of being adopted.
2. Catholic children with exceptional social, medical or pastoral needs.
3. Catholic children who are resident in 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 in Luton and who have a sibling attending the school at the time of admission.
4. Catholic children who are resident in 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 in Luton.
5. Other Catholic children.
6. Other children with social, medical or pastoral needs.
7. Children of staff.
8. Other children with siblings.
9. Any 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 (or relevant) Council. Those living closer to the school will be accorded the higher priority. The distance will be

<sup>14</sup> An adoption order is an order under the Adoption Act 2976 (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 of more individuals to be a child's special guardian (or special guardians).

<sup>15</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.



## In-year School Transfer Guide for the academic year

2025/26

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 school.

### Waiting lists

The Admissions Committee at the school will keep 'waiting lists' of those children who have not been offered a place. The waiting lists will be held until 31 July 2026. After this date, parents will need to re-apply to stay on the waiting list.

### Definitions

#### Looked after child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

24

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### Home address

A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application, provided that the child resides at that address for any part of the school week.

#### Siblings

'Sibling' includes:

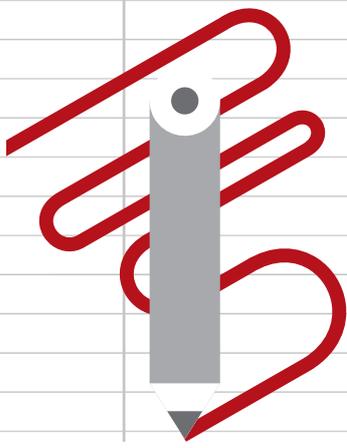
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

#### Children of staff

Where the child's parent or carer is a member of staff employed on a permanent contract by Sacred Heart Primary School for at least 2 years prior to the point of application or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### Catholic child

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.



# In-year School Transfer Guide for the academic year

## Information guide



For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

### **Social, medical and pastoral needs**

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence provided at the time of application from a Doctor (medical need) or a Director of Children Services (social need) in the relevant Local Authority, specifying why the school is the only reasonable alternative for the child and the reasons why other schools in the catchment area for the child are not appropriate. The medical evidence must relate to a recognised medical condition for which the child is receiving treatment. 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.

### **Parent**

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

Parents wishing to apply for a place at Sacred Heart Primary School must also provide their child's original Baptismal Certificate or Certificate of Reception.

**Parents wishing to apply for a place at Sacred Heart Primary School must also provide their child's original Baptismal Certificate or Certificate of Reception.**

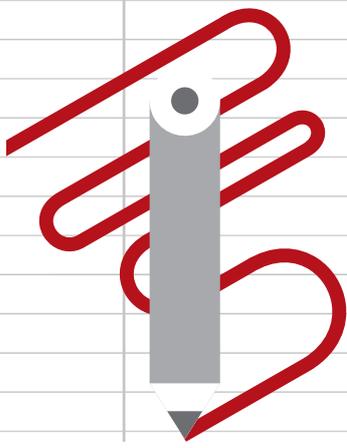
## **Admissions (oversubscription) criteria for St Josephs Primary School**

As a Catholic school, St Josephs Primary School aim to provide a Catholic education for all their pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. The school, therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Children with an Education, Health and Care Plan that names the school must be admitted.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children.
2. Looked after and previously looked after children and children who appear to the Governors of St Josephs Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Catholic children with exceptional social, medical or pastoral needs.
4. Catholic children who are resident in the parishes of St. Joseph the Worker, The Holy Family and St John the Apostle, Holy Ghost, in the Luton Pastoral Area (St. Alban) and who have a sibling attending the school at the time of admission.
5. Catholic children who are resident in the parishes of St. Joseph the Worker, The Holy Family and St John the Apostle and Holy Ghost, in the Luton Pastoral Area (St Alban).
6. Other Catholic children.
7. Other children with social, medical or pastoral needs.
8. Children of staff.
9. Other children with siblings attending the school at the time of admission.
10. Any other children.



## In-year School Transfer Guide for the academic year

2025/26

### **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) 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 - Key Stage 2.

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 school.

### **Waiting lists**

The Admissions Committee at the school will keep 'waiting lists' of those children who have not been offered a place until 31 July 2026. 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.

26

## **Definitions**

### **Looked after child**

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

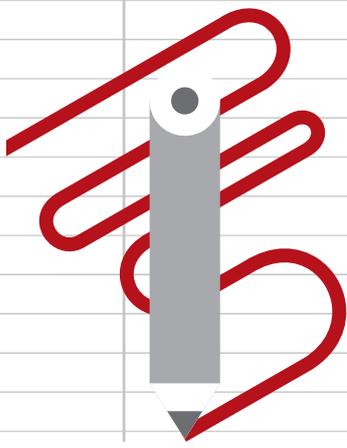
### **Home address**

A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application, provided that the child resides at that address for any part of the school week.

### **Siblings**

'Sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.



# In-year School Transfer Guide for the academic year

## Information guide



### Children of staff

Where the child's parent or carer is a member of staff employed on a permanent contract by St Josephs Primary School for at least 2 years prior to the point of application or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Catholic child

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

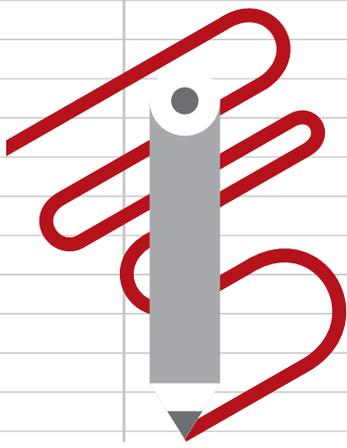
### Social, medical and pastoral needs

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence provided at the time of application from a Doctor (medical need) or a Director of Children Services (social need) in the relevant Local Authority, specifying why the school is the only reasonable alternative for the child and the reasons why other schools in the catchment area for the child are not appropriate. The medical evidence must relate to a recognised medical condition for which the child is receiving treatment. 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.

### Parent

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

**Parents wishing to apply for a place at St Josephs Primary School must also provide their child's original Baptismal Certificate or Certificate of Reception.**



## In-year School Transfer Guide for the academic year

2025/26

### Admissions (oversubscription) criteria for St Margaret of Scotland Primary School and St Martin de Porres Primary School

As Catholic schools, St Margaret of Scotland Primary School and St Martin de Porres Primary School aim to provide a Catholic education for all their pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the schools' education be fully supported by all families in the schools. The schools, therefore, hope that all parents will give their full, unreserved and positive support for the aims and ethos of the schools. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the schools in accordance with the admission arrangements.

Children with an Education, Health and Care Plan that names the school must be admitted.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Where reference is made to "relevant parish(es)", this is the parish that the school resides in.

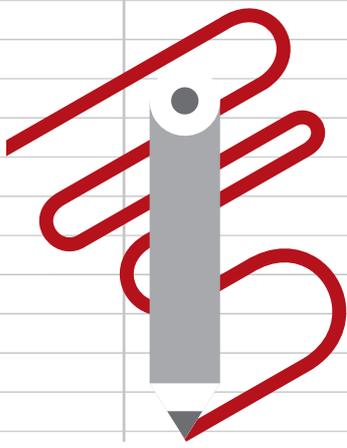
In the case of oversubscription the Governors will give priority to children in the following order:

28

1. Looked after and previously looked after children, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Catholic children who are resident in the relevant parish(es) for whom the school is the nearest Catholic school and who have a sibling attending the school at the time of admission.
3. Catholic children who are resident in the relevant parish(es) for whom the school is the nearest Catholic school.
4. Other Catholic children.
5. Baptised or dedicated children of other Christian denomination whose parents wish them to have a Catholic education and whose application is supported by a Minister.
6. Children from other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social or, medical need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.
- (iii) Other pupils within the category who do not fit into provision (i) and (ii) outlined above.



# In-year School Transfer Guide for the academic year

## Information guide



### Tie break

Priority will be given to children living closest to the school determined by the shortest distance.

Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### Waiting lists

Unsuccessful children will be placed on a waiting list until July 2026.

Parents will need to re-apply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

## Definitions

### Looked After Children, previously Looked After Children and those who appear to have been in state care outside of England and ceased to be a result of being adopted

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

Both categories include those children who have been in state care outside of England.

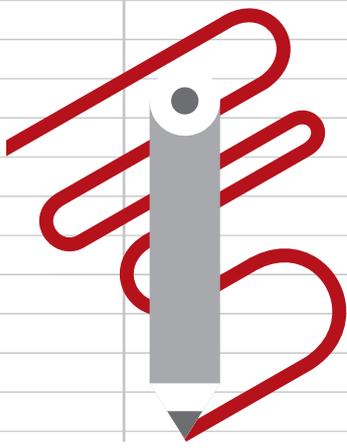
### Home address

A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application, provided that the child resides at that address for any part of the school week.

### Siblings

'Sibling' (brother or sister) includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.



## In-year School Transfer Guide for the academic year

2025/26

### Catholic child

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

### Social, medical and pastoral needs

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at St Margaret of Scotland Primary School or St Martin de Porres Primary School, the governing bodies will require a letter from a Doctor (medical need) or a Director of Children Services (social need) in the relevant Local Authority, specifying why the school is the only reasonable alternative for the child and the reasons why other schools in the catchment area for the child are not appropriate.

### Parent

30

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

### Parishes

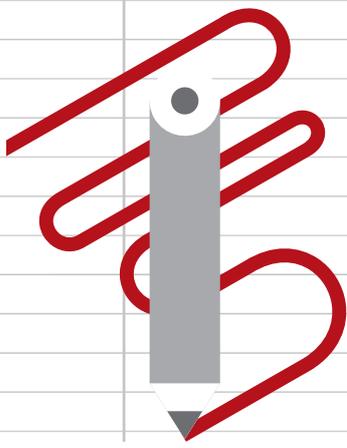
The relevant parishes are:

St Martin de Porres, Hockwell Ring and St Margaret of Scotland, Our Lady Help of Christians, Holy Ghost.

**Parents wishing to apply for a place at St Margaret of Scotland Primary School and/or St Martin de Porres Primary School must also complete the Supplementary Admissions Form for Luton Catholic Schools and provide their child's original Baptismal Certificate or Certificate of Reception.**

The supplementary form is attached to Advantage Schools (The Chalk Hills Academy, The Linden Academy and The Stockwood Park Academy), Luton Catholic Schools, Leagrave Primary School and Someries Infant School and Early Childhood Education Centre - Application Form which can be requested at [www.luton.gov.uk/school-admissions](http://www.luton.gov.uk/school-admissions).

Alternatively, a paper copy can be obtained from the school.



# In-year School Transfer Guide for the academic year

## Information guide

2025/26

## Admissions (oversubscription) criteria for Someries Infant School and Early Childhood Education Centre

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs or an Education, Health and Care Plan are required to be admitted to the school named in their Statement or Education, Health Care 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<sup>16</sup> including those who appear to Someries Infant School and Early Childhood Education Centre to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Children of staff who are employed by the school.
3. Children in the catchment area with a sibling or siblings already attending Someries Infant School and Early Childhood Education Centre or Someries Junior School at the proposed date of admission.
4. Children living in the catchment area of Someries Infant School and Early Childhood Education Centre.
5. Children who live outside the catchment area with siblings at Someries Infant School and Early Childhood Education Centre and/ or Someries Junior School who will still be attending Someries Infant School and Early Childhood Education Centre and/ or Someries Junior School at the proposed date of admission.
6. On the shortest distance, measured in a straight line, between the main entrance<sup>17</sup> of the school site and the pupil's home address<sup>18</sup>, 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. 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 tiebreaker.

In the event of (a) two or more children living at the same address point (for example, 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, independent of the school.

### Waiting lists

Once the number of pupils reaches the admission number in each year group, a waiting list is formed. A waiting list for Reception, Year 1 and Year 2 places at Someries Infant School and Early Childhood Education Centre will be held as follows:

Waiting lists for in-year applications received during:

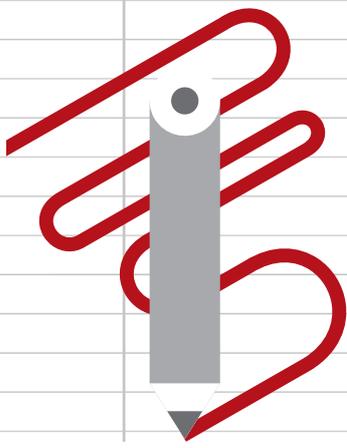
- the autumn term will be held until the last day of the spring term (as defined by the school's agreed academic calendar)
- the spring term will be held until the last day of the summer term (as defined by the school's agreed academic calendar)
- the summer term will be held until the last day of the autumn term of the following academic year (as defined by the school's agreed academic calendar)

Parents or carers will need to reapply for a place after each of these dates, if they wish their child's name to be carried forward on the waiting list.

<sup>16</sup> An adoption order is an order under the Adoption Act 2976 (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 of more individuals to be a child's special guardian (or special guardians).

<sup>17</sup> The 'main entrance' to the school is the door used to access the school's main reception.

<sup>18</sup> The pupil's home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

2025/26

## 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### Home address

A pupil's home address is where she or he spends the majority of the school week (Monday to Friday, including evenings) with her/his parent or legal guardian. The address of a childminder or family member who looks after the children 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 'sibling' or 'siblings' includes 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 will not be considered under this criterion, including cousins.

32

Children attending the school's Nursery will not be classed as siblings for admissions purposes.

### Children of staff

The school regards children of staff as somebody 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

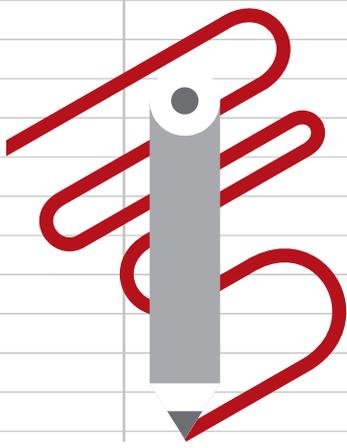
or

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.



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for Tennyson Road Primary School

**South Campus: Tennyson Road, Luton, LU1 3RS • North Campus: Surrey Street, Luton, LU1 3BZ**

Places will be allocated using the criteria below:

Children with an Education, Health and Care (EHC) plan naming the school will be admitted before the following oversubscription criteria applies:

1. Looked after children or children who were previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order<sup>19</sup>, including internationally adopted previously looked after children.
2. Brothers and sisters of pupils attending the school when the pupil starts at the school.<sup>20</sup>
3. Pupils living in the catchment area of the school.
4. On medical grounds supported by medical evidence.
5. Children of staff currently employed at the school.
6. On the shortest distance, measured in a straight line, between the main entrance<sup>21</sup> of the school site and the pupil's home address,<sup>22</sup> with those living closer to the school being accorded higher priority.

### Please note

For applications to the school the sibling criterion will apply to siblings of pupils attending either of the north or south campuses and admission is not guaranteed to be to the same campus.

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.

### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. Within each criterion applicants are ranked according to the shortest distance, measured in a straight line from the front main entrance of the school and the pupil's home address. Those who live closer to the school will be accorded higher priority.

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 allocation.

### Waiting lists

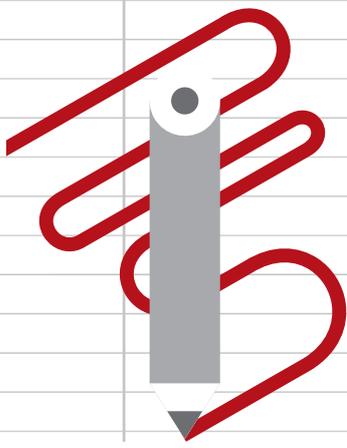
Where it is not possible to agree all applications for the school, a waiting list will be kept. The waiting list will be held until 31st July in the academic year of when admission is required. Therefore, it will be necessary for parents to re-apply to remain on the waiting list.

<sup>19</sup> 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).

<sup>20</sup> For applications to the school the sibling criterion will apply to siblings of pupils attending either of the north or south campuses and admission is not guaranteed to be to the same campus.

<sup>21</sup> The 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.

<sup>22</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

2025/26

## Definitions

### Looked After Children and Previously Looked After Children

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 (as defined by section 22(1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order. This includes children who were adopted under the Adoption Act 1976 and the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order under the terms of the Children Act 1989. A parent/carer will need to provide a copy of the Adoption Birth Certificate or Child Arrangements Order or Special Guardianship Order for a child to be considered under this criterion.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g. UK Adoption order or a copy of the adoption order from the child's country of origin and any other relevant documentation to confirm such status.

34

### 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 his/her parent or legal guardian. Where the child spends an equal amount of the school week at two addresses with either parent/guardian, the parent in receipt of Child Benefit will be deemed as the main address and a Child Benefit statement will be required to provide proof of this. 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 includes natural, half and step brother and sisters. It also includes fostered siblings, where foster care has been arranged by a Local Authority. Other family relationships such as cousins will not be considered under this criterion.

### Children of staff

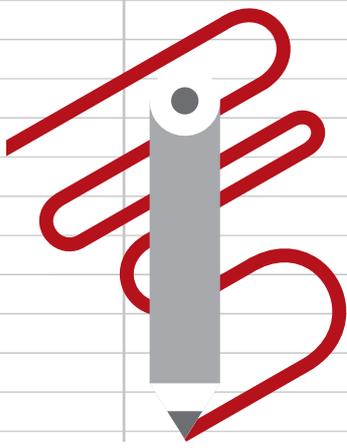
For the purposes of Tennyson Learning Trust's admissions criteria for its schools, a member of staff is defined as someone who meets all the following criteria a) to c) or meets criterion d), at the time the application for admission to the school is made:

- a) Is employed at the school on a permanent contract;
- b) Has been in post continuously for at least two years;
- c) Has not given notice of resignation;

or:

- d) Is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Someone who meets the above criteria but has been transferred to another employer (e.g. academy conversion) and is still working at the school is also defined as a member of staff for the purposes of this document. The children of staff criterion is school specific and staff children can only be considered for admission at the school their parent works at and not another school within the Trust.



# In-year School Transfer Guide for the academic year

## Information guide



### 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. If a child is allocated a place at Tennyson Road Primary School and has exceptional medical circumstances, the CEO of the Tennyson Learning Community will decide which site is most suitable to cater to the child's medical needs.

## 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<sup>23</sup> including those who appear to the school to have been in state care outside of England and ceased to be in care as a result of being adopted.
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<sup>24</sup>, with those living closer to the Academy being accorded higher priority.

The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. If the Academy is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (priority 5) will be used as a tiebreaker.

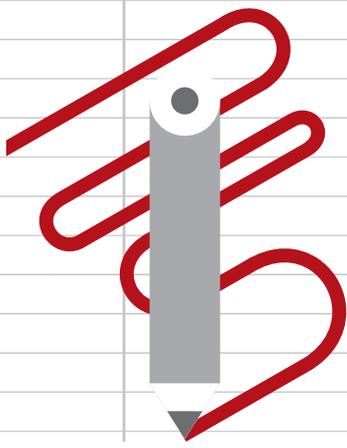
In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the Academy, the ultimate tiebreaker will be random selection, witnessed by a council officer, independent of the Admissions Team.

### 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 2026. Parents will need to re-apply after this date if they wish their child's details to be carried forward on the waiting list.

<sup>23</sup> 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).

<sup>24</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer



# In-year School Transfer Guide for the academic year

2025/26

## 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### 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.

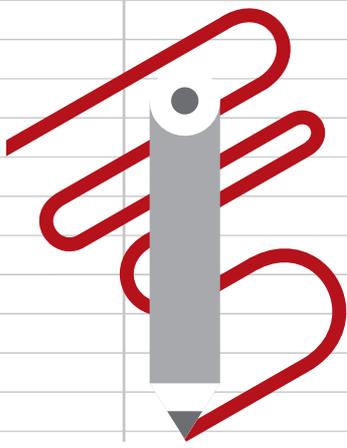
### Siblings

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.

36

### 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 school.



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for The Linden Academy

The Linden Academy will admit any child with an Educational Health Care Plan, where it is appropriately named in the child's plan as the appropriate school to meet the child's needs.

Where numbers of applications exceed the published admission numbers the following oversubscription rules will apply in consecutive order:

**Rule 1.** 'Looked after children' or children who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, guardianship order<sup>25</sup> including those who appear to the Trust to have been in state care outside of England and ceased to be in care as a result of being adopted.

**Rule 2.** Children of staff.

**Rule 3.** Children who have siblings currently at The Linden Academy.

**Rule 4.** Children who live in the following wards: Farley, Dallow, South, Biscot, Crawley, High Town and Wigmore.

**Rule 5.** Shortest distance.

### Tie break

In any situation where the application of the admission rules results in a situation where there are more children with an equal right to admission to the Academy than the number of available places, a distance tie break will be used, giving priority for admission to the child living closest to the Academy.

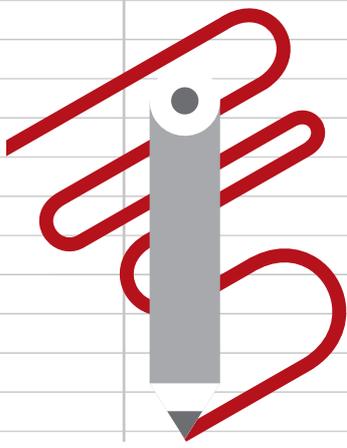
The tie break will be the distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the school will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Osborne Road.

### Waiting lists

Unsuccessful applicants will automatically be placed on the waiting list.

Your child's details will be held on the waiting list until 31 July 2026. 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.

<sup>25</sup> 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).



## In-year School Transfer Guide for the academic year

2025/26

### Definitions

#### Looked After Children and Previously Looked After Children

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, in England (section 22(1) of the Children Act 1989).

A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### Home address

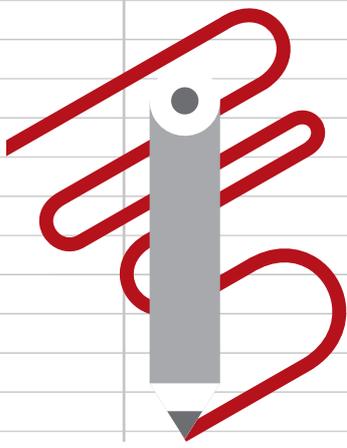
The school regards a pupil's home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. The Governing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

#### 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.

#### Children of staff

This refers to children of staff employed by The Shared Learning Trust. Priority can only be given at the academy for which the staff member works (not any school within the Trust) or where the member of staff has been employed for two or more years at the time at which the application to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for Whipperley Infant Academy

In accordance with the Education Act 1996, children with Education Health Care 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 becoming looked after became subject to an adoption, child arrangements or special guardianship order<sup>26</sup> including those who appear to Whipperley Infant Academy to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Brothers and sisters of pupils attending the Academy or Farley Junior Academy 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 of 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. If the Academy 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 Academy, 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 drawn up. Your child's details will remain on the waiting list until 31 July 2026.

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

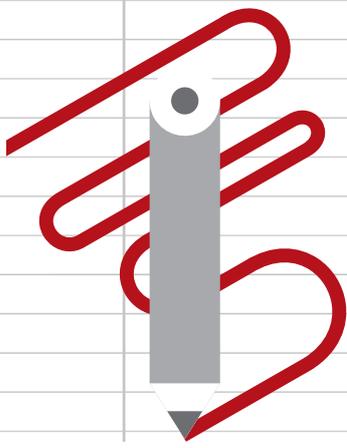
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of the Children Act 1989).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### 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.

<sup>26</sup> 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 including those who appear to Whipperley Infant Academy to have been in state care outside of England and ceased to be in care as a result of being adopted.



## In-year School Transfer Guide for the academic year

2025/26

### 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. 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 school.

## Admissions (oversubscription) criteria for the following schools:

Ferrars Junior School

Hillborough Junior School

Somerles Junior School

Warden Hill Junior School

William Austin Junior School

40

In accordance with the Education Act 1996, children with an EHC Plan are required to be admitted to the school named in their Plan. Thereafter the following will priorities 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<sup>27</sup>, including those who appear to the council to have been in state care outside of England and ceased to be in care as a result of being adopted.
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 medical evidence.
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<sup>28</sup> of the school site and the pupil's home address<sup>29</sup>, with those living closer to the school being accorded higher priority.

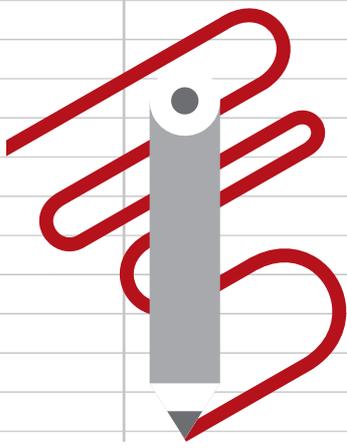
Linked infant and junior schools normally share the same names (*e.g. William Austin Infant School is linked to William Austin Junior School*) with the exception of:

- Whipperley Infant Academy for which Farley Junior Academy is the linked school.

<sup>27</sup> 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. 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).

<sup>28</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>29</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

## Information guide



### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. If the council is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (*priority 7*) 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 for any oversubscribed school until 31 July 2026.

Parents will need to re-apply for a place at their preferred 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).

A child is regarded as having been in state care in place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### 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.

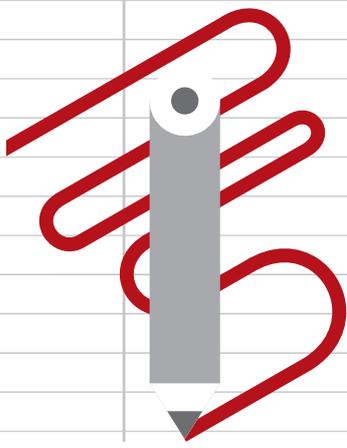
Children of staff that have given notice of resignation will not be considered under this criterion.

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.



## In-year School Transfer Guide for the academic year

2025/26

### Admissions (oversubscription) criteria for Farley Junior Academy:

In accordance with the Education Act 1996, an Education Health Care Plan are required to be admitted to the school named in their Plan. Thereafter the following will priorities 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<sup>30</sup>, including those who appear to the Farley Junior Academy to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Brothers and sisters of pupils attending the school or the linked infant school when the pupil starts at the Academy.
3. Pupils living in the catchment area of the Academy.
4. On medical grounds supported by medical evidence.
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<sup>31</sup> of the school site and the pupil's home address<sup>32</sup>, with those living closer to the school being accorded higher priority.

42

#### Tie break

The admissions criteria will be applied separately and sequentially until all places are filled. If the Academy is unable to agree a place for all applicants meeting a specific criterion, the distance criterion (*priority 7*) 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 for any oversubscribed school until 31 July 2026.

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.

#### 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).

A child is regarded as having been in state care in place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

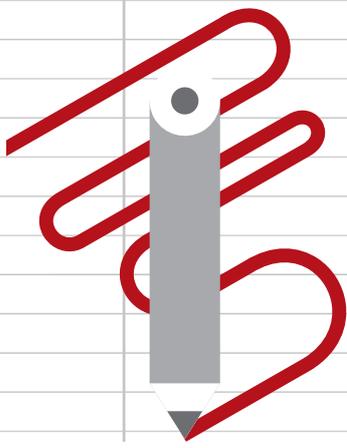
#### Home address

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.

<sup>30</sup> 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. 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).

<sup>31</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>32</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

## Information guide



### 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:

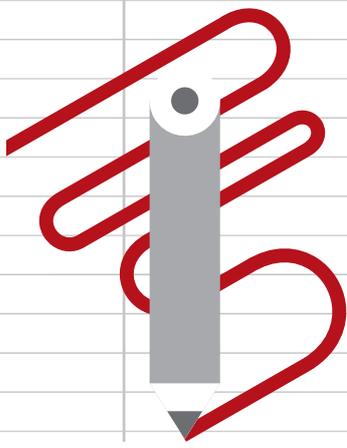
- a) has been in post continuously for at least two years
- or
- b) is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Children of staff that have given notice of resignation will not be considered under this criterion. A member of staff is defined as a permanent member of the teaching staff, or a permanent member of the nonteaching 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.



## In-year School Transfer Guide for the academic year

2025/26

### Admissions criteria for Wenlock CofE Academy

The Trust will admit a pupil with an Education Health Care Plan (EHCP) which names the school. These children will be admitted before any oversubscription criteria are applied.

Where there are more applications than there are places available, the Trust will admit pupils according to the following criteria in order of priority.

1. All 'looked after' children or children who were previously 'looked after' including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings of children on the roll of the school at the time of application and expected to still be on the roll of the school at the time of admission.
3. Children on the roll of Crawley Green Infant School at the date of application whose home address is within the catchment area of Crawley Green Infant School.
4. Children with a parent who regularly attends any of the Church of England churches in the Luton Deanery or any other place of Christian worship which at the date of application is a member of Churches Together in Luton.
5. Children on the roll of Crawley Green Infant School at the date of application whose home address is outside the catchment area of Crawley Green Infant School.
6. Any other children.

44

#### Tie break

If applying the criteria above results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving higher priority.

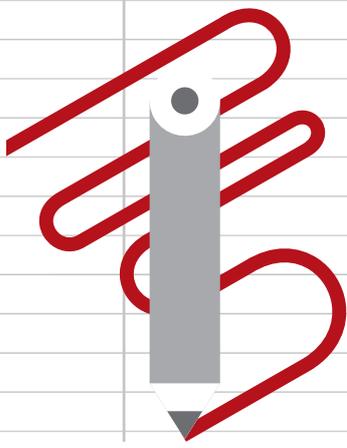
The distance from the address point of the pupil's home identified in the Local Land and Property Gazetteer to a central point on the school site, namely the main entrance of the school.

In the event of (i) two or more children living at the same address (e.g. children resident in a block of flats) or (ii) two addresses measuring the same distance from the school, the allocation of the available places(s) will be decided by means of an independently-supervised, random draw witnessed by a Council Officer who is independent of the Council's Admissions Team.

#### Waiting lists

The school will operate a waiting list activated as places become available based on the criteria. A place on the waiting list will be held until 31 July 2026.

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.



# In-year School Transfer Guide for the academic year

## Information guide

2025/26

### Definitions

#### Looked after child

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously looked after children will be prioritized under category 2.5(a) if they were looked after immediately before being adopted or becoming subject to a child arrangements order or a special guardianship order. 'Adopted' refers to an adoption order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 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).

In state care outside of England means in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### Home address

The address given on the application form must be the child's permanent home address at the closing date for applications.

A pupil's home address will be regarded as the address where the child spends the majority of the school week (i.e. Monday to Friday, including nights) with his or her parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. Where a child lives equally at two different addresses, parents should make a single joint application naming one address. If there is any query on the home address this will be checked against official documentation.

#### Siblings

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. It also includes fostered siblings where foster care has been arranged by a local authority (other than a looked after child in a respite placement or very short-term or bridging foster placement). In every case, the applicant must be living at the same address as the sibling. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

The sibling must be in the school at the time of application and be likely to still be on the roll of the school at the proposed date of admission.

#### Regular attendance at a Christian church

Regular attendance means that at least one of the child's parents has attended a service of public worship at one of the churches included in this category on average at least once a month for a period of at least 6 months immediately before the closing date for applications. For a list of parishes included in the Luton Deanery please visit Luton Deanery and for a list of the current members of Churches Together in Luton please visit Churches Together In Luton ([lutonchurchestogether.org.uk](http://lutonchurchestogether.org.uk)).

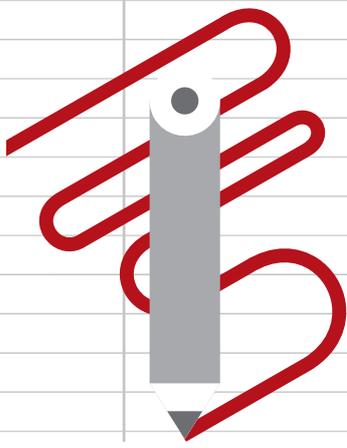
Parents applying under criterion 4 must also complete the school's Supplementary Information Form. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

#### Parents wishing to apply for a place at Wenlock CoFE Academy must also complete the Supporting Information for Admission to Wenlock CoFE Academy supplementary form.

The supplementary form is attached to the Luton Council's In-Year Application form which can be requested at [www.luton.gov.uk/school-admissions](http://www.luton.gov.uk/school-admissions).

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

Parents are welcome to visit Wenlock CoFE Academy before making their application.



## In-year School Transfer Guide for the academic year

2025/26

### Admissions (oversubscription) criteria for Cardinal Newman Catholic School

As a Catholic school, Cardinal Newman Catholic School aim to provide a Catholic education for all their pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. The school, therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Children with an Education, Health and Care Plan that names the school must be admitted.

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after and previously looked after children, including those children who have been in state care outside of England and cease to be in state care as a result of being adopted.
2. Catholic children with a Certificate of Catholic Practice who attend a feeder Catholic primary school.
3. Other Catholic children with a certificate of Catholic practice.
4. Catholic children who attend a feeder Catholic primary school.
5. Other Catholic children.
6. Catechumens and members of an Eastern Christian Church.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader.
8. Children of other faiths whose application is supported by their minister of religion.
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social or medical need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made.

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

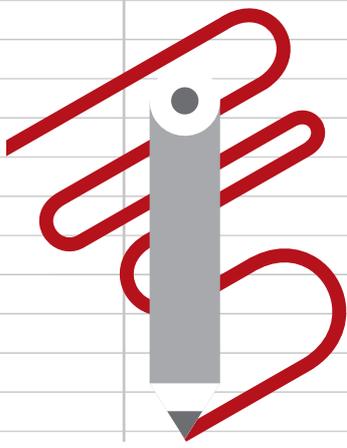
(iii) Other students within the category who do not fit into provision (i) and (ii) outlined above.

#### 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.

#### Waiting lists

Unsuccessful children will be placed on a waiting list until parents ask for their removal from the list.



# In-year School Transfer Guide for the academic year

## Information guide



### Definitions

#### Looked After Child and Previously Looked After Child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

Both categories include those children who have been in state care outside of England.

#### Home address

A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application, provided that the child resides at that address for any part of the school week.

#### Siblings

'Sibling' (brother or sister) includes:

All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

#### Catholic child

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

#### Social or medical needs

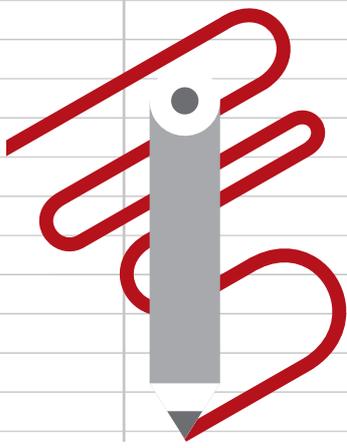
To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at the school, the governing bodies will require a letter from a Doctor (medical need) or a Director of Children Services (social need) in the relevant Local Authority, specifying why the school is the only reasonable alternative for the child and the reasons why other schools in the catchment area for the child are not appropriate.

#### Parent

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

#### Additional information

1. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if



## In-year School Transfer Guide for the academic year

2025/26

he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions

2. Feeder primary schools, for Cardinal Newman Catholic School are:

Sacred Heart Primary School

St Josephs Primary School

St Margaret of Scotland Primary School

St Martin de Porres Primary School

St Mary's Primary School

St Vincent's Primary School

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

48

4. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

5. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

6. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 9 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

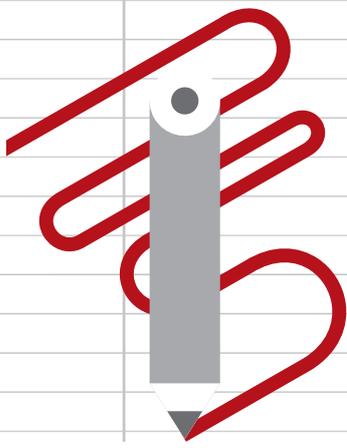
- a) a religion which involves belief in more than one God, and
- b) a religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**Parents wishing to apply for a place at Cardinal Newman Catholic School must also complete the Supplementary Admission Form for Luton Catholic schools and provide their child's Baptismal Certificate, First Holy Communion Certificate and Certificate of Catholic Practice.**

The supplementary form is attached to Advantage Schools (The Chalk Hills Academy, The Linden Academy and The Stockwood Park Academy), Luton Catholic Schools, Leagrave Primary School and Someries Infant School and Early Childhood Education Centre - Application Form only which can be requested at [www.luton.gov.uk/school-admissions](http://www.luton.gov.uk/school-admissions).

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



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for Challney High School for Boys, Challney High School for Girls, Denbigh High School, Lea Manor High School and Putteridge High School

Children with an Education, Health and Care (EHC) plan naming a school will be admitted before the following oversubscription criteria applies:

1. Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff currently employed at the school.
3. Children in the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
4. Children living in the catchment area of the school.
5. Children who live outside of the catchment area with siblings at the school who will still be attending the school at the proposed date of admission.
6. Children living closest to the school measured on straight line distance.

Please note: For applications to either Challney High School for Boys or Challney High School for Girls, the sibling criterion will apply to siblings to pupils attending either school.

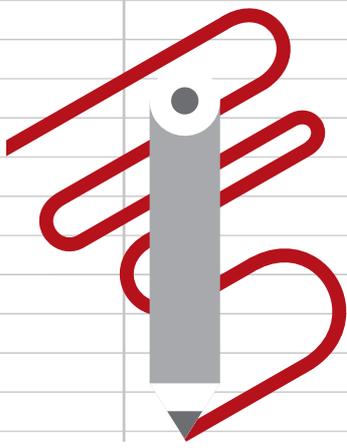
### Tie break

The admissions criteria for the schools will be applied separately and sequentially until all places are filled. Within each criterion applicants are ranked according to the shortest distance, measured in a straight line from the front main entrance of the school and the pupil's home address. The pupil's home address is the point identified in the Local Land and Property Gazetteer (LLPG). Those who live closer to the school will be accorded higher priority.

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 allocation.

### Waiting lists

Where it is not possible to agree all applications for the schools, a waiting list will be kept. The waiting lists are organised in the priority of the admissions criteria. They are not based on the date the application was added to the list. The waiting list will be held until 31 July in the academic year of when admission is required. Therefore, it will be necessary for parents to re-apply to remain on the waiting list.



# In-year School Transfer Guide for the academic year

2025/26

## Definitions

### **Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be as a result of being adopted**

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 (as defined by section 22(1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order.

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

50

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g.

- Adoption order or adoption birth certificate
- Residence order
- Special guardianship order.

### **Home address**

All applicants will be required to provide proof of address/residence. 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 his/her parent or legal guardian. Where the child spends an equal amount of the school week at two addresses with either parent/guardian, the parent in receipt of Child Benefit will be deemed as the main address and a Child Benefit statement will be required to provide proof of this. 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 natural, half and step brother and sisters. It also includes fostered siblings, where foster care has been arranged by a Local Authority. Other family relationships such as cousins will not be considered under this criterion.

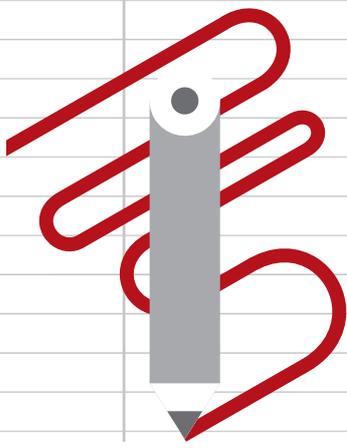
### **Children of staff**

A member of staff is defined as someone who meets all the following criteria a) to c) or meets criterion d), at the time the application for admission to the school is made:

- a) is employed at the school on a permanent contract;
- b) has been in post continuously for at least two years;
- c) has not given notice of resignation.

or

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



# In-year School Transfer Guide for the academic year

## Information guide



Someone who meets the 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.

The children of staff criterion is school specific and staff children can only be considered for admission at the school their parent works at, and not another school within the Chiltern Learning Trust.

## Admissions (oversubscription) criteria for Chiltern Academy

Children with Education, Health and Care (EHC) plan naming the school will be admitted before the following oversubscription criteria applies:

1. Looked after children and previously looked after children including those that appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff currently employed at the school.
3. Children with siblings at the school who will still be attending the school at the proposed date of admission.
4. Children living closest to the school measured on straight line distance.

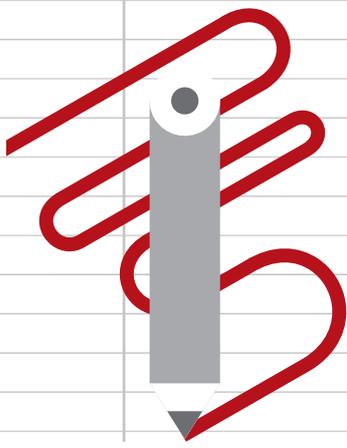
### Tie break

The admissions criteria for the school will be applied separately and sequentially until all places are filled. Within each criterion applicants are ranked according to the shortest distance, measured in a straight line from the front main entrance of the school and the pupil's home address. The pupil's home address is the point identified in the Local Land and Property Gazetteer (LLPG). Those who live closer to the school will be accorded higher priority.

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 allocation.

### Waiting lists

Where it is not possible to agree all applications for the school, a waiting list will be kept. The waiting lists are organised in the priority of the admissions criteria. They are not based on the date the application was added to the list. The waiting lists will be held until 31 July in the academic year of when admission is required. Therefore, it will be necessary for parents to re-apply to remain on the waiting list.



## In-year School Transfer Guide for the academic year

2025/26

### Definitions

#### **Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be as a result of being adopted.**

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 (as defined by section 22(1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order.

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g.

- Adoption order or adoption birth certificate
- Residence order
- Special guardianship order.

### Home address

All applicants will be required to provide proof of address/residence. 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 his/her parent or legal guardian. Where the child spends an equal amount of the school week at two addresses with either parent/guardian, the parent in receipt of Child Benefit will be deemed as the main address and a Child Benefit statement will be required to provide proof of this. 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 natural, half and step brother and sisters. It also includes fostered siblings, where foster care has been arranged by a Local Authority. Other family relationships such as cousins will not be considered under this criterion.

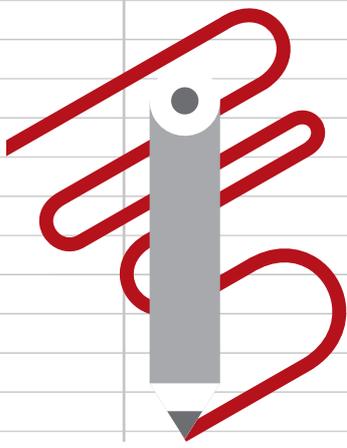
### Children of staff

A member of staff is defined as someone who meets the following criteria, at the time the application for admission to the school is made:

- a) is employed at the school on a permanent contract;
- b) has been in post continuously for at least two years;
- c) has not given notice of resignation.

or

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



# In-year School Transfer Guide for the academic year

## Information guide



Someone who meets the 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.

The children of staff criterion is school specific and staff children can only be considered for admission at the school their parent works at and not another school within the Chiltern Learning Trust.

## Admissions (oversubscription) criteria for Icknield High School

In accordance with the Education Act 1996, children with an Education Health Care Plan are required to be admitted to the school named in the 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, 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<sup>33</sup> including those who appear to the school to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Children of staff who work at the school.
3. Students having their current home address within the present local authority designated catchment area.
4. Siblings of students attending the school at the time of proposed admission.
5. 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.
6. Any other applicant.

### Tie break

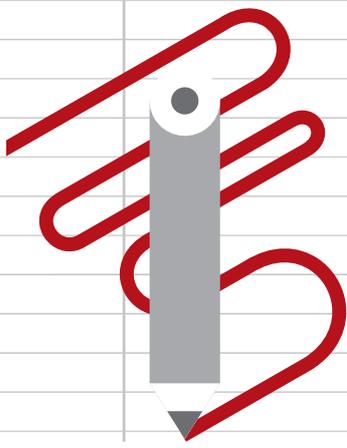
The distance criterion will be used as the "tie-breaker" for situations where the number of places allocated within any of the criteria (2) to (6) above reaches the published admissions number. The distance criterion is measured on the shortest straight line distance from the central school quadrangle to the student's home address,<sup>34</sup> 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 until 31 July 2026. Parents will need to re-apply after this date if they wish their child's name to be carried forward on the waiting list.

<sup>33</sup> 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).

<sup>34</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



## In-year School Transfer Guide for the academic year

2025/26

### 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### 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 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 any query on the home address this will be checked against official documentation.

#### Siblings

The term 'siblings' includes 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.

54

#### 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.

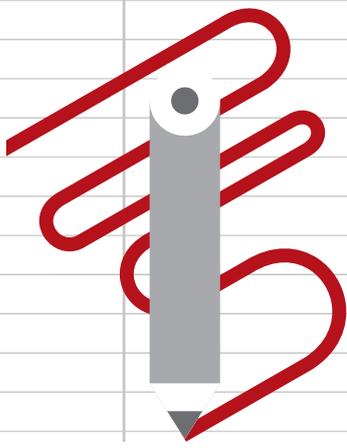
Children of staff that have given notice of resignation will not be considered under this criterion.

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.

#### Medical grounds

This refers to the health of the child for whom a place is being requested and for whom the 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 school.



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for Lealands High School

In accordance with the Education Act 1996, children with an Education and Health Care Plan (EHCP) for their special educational needs are required to be admitted to the school named in the EHCP. 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<sup>35</sup> including those who appear to the school to have been in state care outside of England and ceased to be in care, as a result of being adopted.
2. Pupils living in the catchment area of the school.
3. On medical grounds supported by medical evidence.
4. Brothers and sisters (siblings) 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<sup>36</sup> of the school site and the pupil's home address<sup>37</sup>, 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. 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

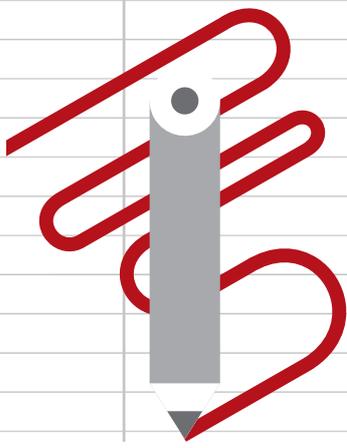
Your child's details will be placed on a waiting list until 31 July 2026.

Parents need to re-apply for a place after this date if they wish their child's name to be carried forward.

<sup>35</sup> 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).

<sup>36</sup> Main entrance of the School means the door used to access the School's main reception.

<sup>37</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

2025/26

## 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### 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' 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.

56

### 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 school.

### Children of staff

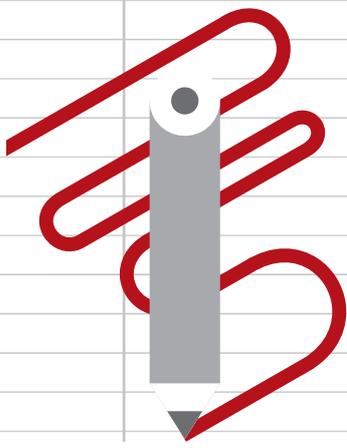
The school regards children of staff as someone employed to work at the school on a permanent contract for at least 15 hours per week, who meets one of the following criteria at the time of application:

- (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.



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for Queen Elizabeth 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<sup>38</sup> including those who appear to the school to have been in state care outside of England and ceased to be in care as a result of being adopted.
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

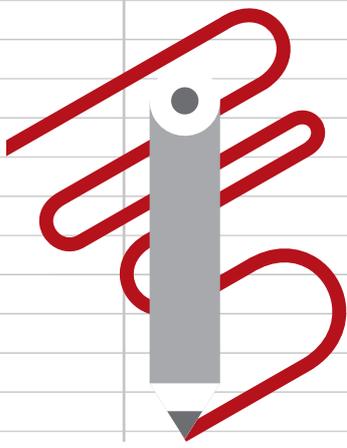
Where the number of places allocated within any of the criteria reaches the planned admission number, the straight line distance from the school reception entrance to the pupil's home,<sup>39</sup> using the local authority's computerised measuring system will be used as a 'tie-breaker' with places being allocated to those who live closest first.

### Waiting lists

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.

<sup>38</sup> 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).

<sup>39</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### Home address

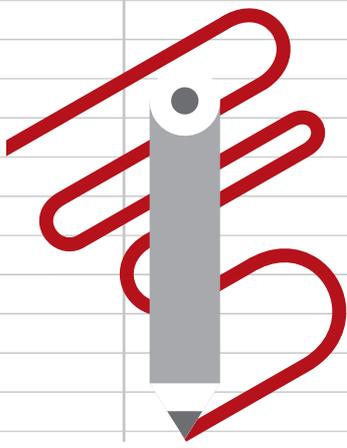
A pupil's home address/permanent residence is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there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

### Siblings

The term 'siblings' include both natural, adopted and step brothers and sisters. It also includes foster 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. 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 school.



# In-year School Transfer Guide for the academic year

## Information guide



## Admissions (oversubscription) criteria for Stopsley High School

All children whose Education Health Care (EHC) Plans name Stopsley High School will be admitted to the school before any other places are allocated.

If the school is oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places available, places will be given to children who meet any of the criteria set out below, in order, until all places are filled:

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. Children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Students living in the catchment area of the school.
4. Siblings of children attending the school at the time of proposed admission.
5. Students who do not live in the catchment area but who attend a local feeder school i.e. Stopsley Primary School, St Matthews Primary School and Bushmead Primary School.
6. Medical grounds supported by an appropriate medical practitioner.
7. 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.

A tie-breaker will come into force where the number of places eligible within any of the criteria would exceed the Published Admission Number for the relevant year group. In such circumstances shortest straight line distance from the door to the school's main reception to the student's home address,<sup>40</sup> will be used. Students living closer to the school will be given priority.

The distance will be measured using a computerised mapping system, as approved by Luton Council. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer.

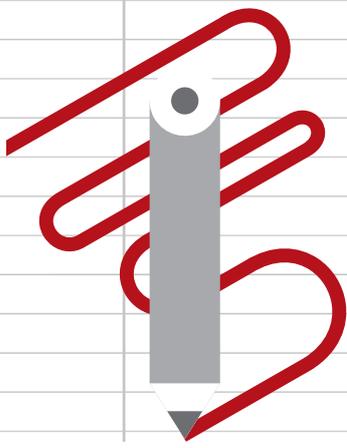
In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by an independent body.

### Waiting lists

Where it is not possible to agree all applications for the school, a waiting list will be devised. Students names will be held on the waiting list until 31 July 2026.

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.

<sup>40</sup> The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



# In-year School Transfer Guide for the academic year

2025/26

## Definitions

### Looked after child

Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions
- Previously looked after children are children who were looked after, but ceased to be so because they:
- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### 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.

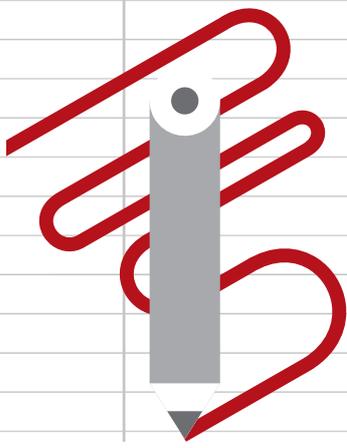
60

### 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 the school and where the 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 the 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 the school on medical grounds. Admission on medical grounds cannot be considered when the medical condition relates to that of a parent/carer, brother, sister or other relative.



# In-year School Transfer Guide for the academic year

## Information guide



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

The Chalk Hills Academy and The Stockwood Park Academy will admit any child where it is named in the child's EHC Plan as the school to meet the child's needs.

**Rule 1** 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, guardianship order including those who appear to the Trust to have been in state care outside of England and ceased to be in care as a result of being adopted.

**Rule 2** Children of staff.

**Rule 3** 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.

**Rule 4** Children who live within the catchment area for the relevant school.

**Rule 5** Children who attend the Trust's feeder primary schools.

The following schools are regarded as feeder schools to The Chalk Hills Academy and The Stockwood Park Academy:

**The Linden Academy**

**The Vale Academy**

**Rule 6** Shortest distance.

### Tie break

In any situation where the application of the admission rules results in a situation where there are more children with an equal right to admission to the relevant Academy than the number of available places, a distance tie break will be used, giving priority for admission to the child living closest to the relevant Academy.

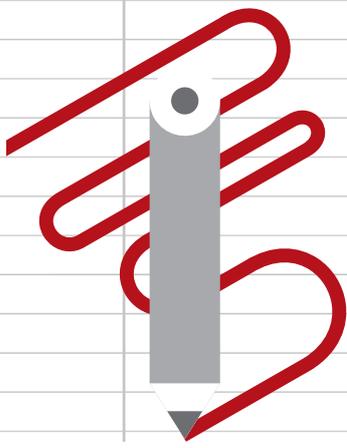
The tie break will be the distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the relevant Academy will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Legrave High Street, for The Chalk Hills Academy and Rotheram Avenue, for The Stockwood Park Academy.

### Waiting lists

Unsuccessful applicants will be automatically placed on the waiting lists.

Your child's details will be held on the waiting list until 31 July 2026.

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.



## In-year School Transfer Guide for the academic year

2025/26

### 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, in England (section 22(1) of the Children Act 1989).

A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

#### Home address

A pupil's home address is 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. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

62

#### 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.

#### Children of staff

Where the member of staff has been employed at the school for two or more years at the time at which the application is made and/or:

The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

#### Additional Information

Details of the catchment areas are published on the council's website ([www.luton.gov.uk/school-admissions](http://www.luton.gov.uk/school-admissions)).

### Special education

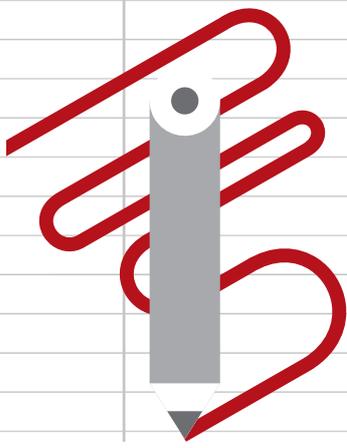
Luton provides a range of facilities and services for children with Special Educational Needs (SEN) and aims to meet those needs within the local mainstream school as far as possible.

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.

The local authority acts as the admission authority for children with an Education Health Care Plan.

The admission arrangements for children with EHC Plans 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; 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](mailto:senat@luton.gov.uk).



# In-year School Transfer Guide for the academic year

## Information guide



## 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 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,<sup>41</sup> 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.

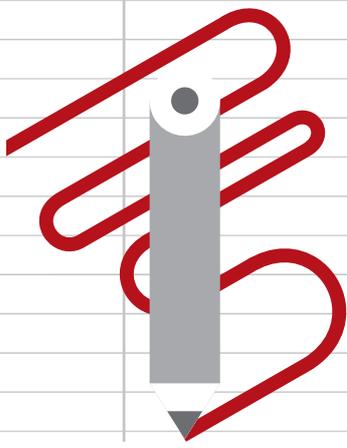
### Children from low income families

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 be awarded financial assistance to purchase a bus pass.

<sup>41</sup> Nearest suitable school is defined as the local catchment area school or, if this is full, then the next nearest school with places available.



## In-year School Transfer Guide for the academic year

2025/26

### 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 assistance with 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 assistance with 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 qualify for assistance with 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 assistance with transport to primary children aged 8-11, from low income families where they live more than two miles from their nearest school.

64

If you require further information please contact the Transport Team at the council on **01582 54 82 27**.

### Appeals procedure

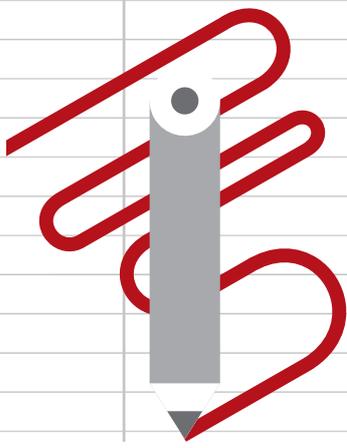
In accordance with the School Standards and Framework Act (1998) parents/carers have the right of appeal against an admissions authority’s decision to refuse their child admission to a school or academy.

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 **luton.gov.uk/school-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 emailing **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** or by downloading **a copy from luton.gov.uk/school-admissions**.



# In-year School Transfer Guide for the academic year

## Information guide



**The completed appeal forms for the schools listed should be returned to the council's Appeals Team.**

Beech Hill Primary School	Hillborough Junior School	Stopsley Primary School
Beechwood Primary School	Icknield High School	St Josephs Primary School
Bramingham Primary School	Icknield Primary School	St Margaret of Scotland Primary School
Bushmead Primary School	Lealands High School	St Martin de Porres Primary School
Cardinal Newman Catholic School	Lea Manor High School	St Matthews Primary School
Challney High School for Boys	Maidenhall Primary School	Tennyson Road Primary School
Challney High School for Girls	Norton Road Primary School	The Chalk Hills Academy
Chantry Primary Academy	Parklea Primary School	The Linden Academy
Crawley Green Infant School	Pirton Hill Primary School	The Meads Primary School
Cutenhoe Hill Primary School (previously known as Surrey Street Primary School)	Putteridge High School	The Stockwood Park Academy
Dallow Primary School	Putteridge Primary School	Warden Hill Infant Academy
Denbigh High School	Queen Elizabeth School	Warden Hill Junior School
Denbigh Primary School	Ramridge Primary School	Waulud Primary School
Downside Primary School	River Bank Primary School	Wenlock CofE Academy
The Ferrars Academy	Sacred Heart Primary School	Whipperley Infant Academy
Farley Junior Academy	Somerles Infant School and Early Childhood Education Centre	Whitefield Primary Academy
Ferrars Junior School	Somerles Junior School	Wigmore Primary School
Foxdell Primary School	Southfield Primary Academy	William Austin Infant School
Hillborough Infant School	Stopsley High School	William Austin Junior School

### 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.

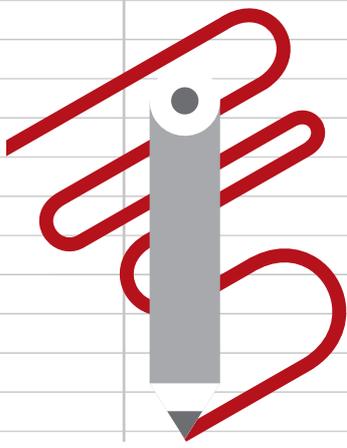
### Appeals for schools outside of Luton

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.

### Appeals for Leagrave Primary School

Appeals forms for Leagrave Primary School must be obtained and returned directly to the school - see page 61 for the school's contact details.



## In-year School Transfer Guide for the academic year

2025/26

### 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.

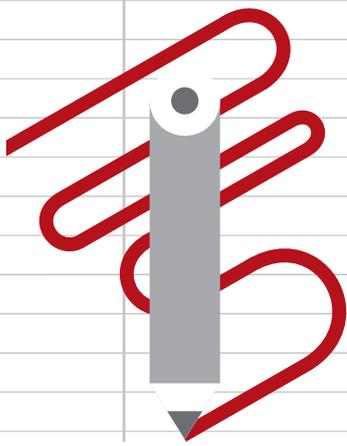
or

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.



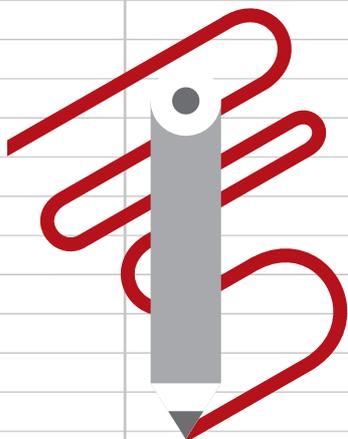
# In-year School Transfer Guide for the academic year

## Information guide



## Contact details for Luton infant and primary schools

School	Address	Headteacher	Telephone Number
Beech Hill Primary School	Dunstable Road, Luton, LU4 8BW	Mr Davison	01582 42 94 03
Beechwood Primary School	Linden Road, Luton, LU4 9RD	Mr Sherwin-Peddie	01582 51 84 00
Bramingham Primary School	Freeman Avenue, Luton, LU3 4BL	Ms Sutton	01582 61 75 00
Bushmead Primary School	Bushmead Road, Luton, LU2 7EU	Ms Travi	01582 72 53 87
Chantry Primary Academy	Tomlinson Avenue, Luton, LU4 0QP	Ms Hussain	01582 70 65 00
Crawley Green Infant School	Beaconsfield, Luton, LU2 0RW	Ms Shadbolt	01582 72 42 67
Cutenhoe Hill Primary School (previously known as Surrey Street Primary School)	Cutenhoe Road, Luton, LU1 3NJ	Mrs Jackson	01582 35 93 90
Dallow Primary School	Dallow Road, Luton, LU1 1LZ	Ms Lovell	01582 61 66 01
Denbigh Primary School	Denbigh Road, Luton, LU3 1NS	Ms McKiernan	01582 57 15 97
Downside Primary School	Chaul End Lane, Luton, LU4 8EZ	Miss Hooker	01582 58 71 60
Foxdell Primary School	Dallow Road, Luton, LU1 1TG	Ms Nisar	01582 73 37 64
Hillborough Infant School	Hillborough Road, Luton, LU1 5EX	Ms Walter	01582 72 57 64
Icknield Primary School	Birdsfoot Lane, Luton, LU3 2JB	Ms James	01582 53 40 00
Leagrave Primary School	Strangers Way, Luton, LU4 9ND	Ms Gillespie	01582 57 19 51
Maidenhall Primary School	Newark Road, Luton, LU4 8LD	Mr Adkins	01582 43 07 80
Norton Road Primary School	Norton Road, Luton, LU3 2NX	Mrs Asgar	01582 57 11 69
Parklea Primary School	Cranbrook Drive, Luton, LU3 3EW Kincross Crescent, Luton, LU3 3JU	Mr Spooner	01582 57 16 19
Pirton Hill Primary School	Butely Road, Luton, LU4 9EX	Mr Booth	01582 50 79 24
Putteridge Primary School	Putteridge Road, Luton, LU2 8HJ	Mr Pickard	01582 72 82 62
Ramridge Primary School	Turners Road North, Luton, LU2 9AH	Mrs Glenister	01582 72 99 70
River Bank Primary School	Bath Road, Luton, LU3 1ES	Mr Sansom	01582 53 18 60

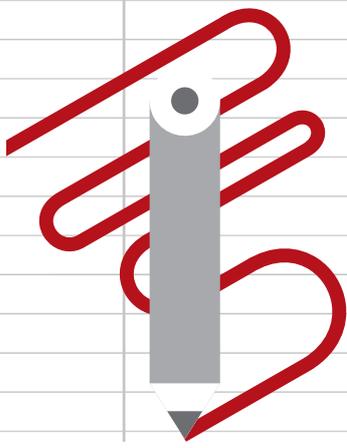


## In-year School Transfer Guide for the academic year

2025/26



School	Address	Headteacher	Telephone Number
Sacred Heart Primary School	Langford Drive, Luton, LU2 9AJ	Ms Somes	01582 28 74 80
Somerles Infant School and Early Childhood Education Centre	Wigmore Lane, Luton, LU2 8AH	Mr Scott	01582 41 45 45
Southfield Primary Academy	Pastures Way, Luton, LU4 0PE	Ms Baldwin	01582 60 48 76
St Josephs Primary School	Gardenia Avenue, Luton, LU3 2NS	Ms Murphy	01582 57 29 64
St Margaret of Scotland Primary School	Rotheram Avenue, Luton, LU1 5PP	Mr Chiswell	01582 72 34 30
St Martin de Porres Primary School	Pastures Way, Luton, LU4 0PF	Ms Barnaville Ms Gallagher	01582 61 76 00
St Matthews Primary School	Wenlock Street, Luton, LU2 0NJ	Ms Thomas	01582 72 39 70
Stopsley Primary School	Hitchin Road, Luton, LU2 7UG	Mr Fordham	01582 61 10 35
Tennyson Road Primary School	South Site, Tennyson Road, Luton, LU1 3RS North Site, Surrey Street, Luton, LU1 3BZ	Ms Gotch	01582 72 32 30
The Ferrars Academy	Macauley Road, Luton, LU4 0LL	Ms Green	01582 57 36 41
The Linden Academy	Osborne Road, Luton, LU1 3HJ	Ms Woodhams	01582 21 14 41 Central Admissions 01582 81 15 15
The Meads Primary School	Sawtry Close, Luton, LU3 2UE	Mr Jenkins	01582 49 09 05
Warden Hill Infant Academy	Birdsfoot Lane, Luton, LU3 2DN	Ms Maxted	01582 59 51 50
Waulud Primary School	Wauluds Bank Drive, Luton, LU3 3LZ	Ms Devereaux	01582 59 34 69
Whipperley Infant Academy	Whipperley Ring, Luton, LU1 5QY	Ms Whitehouse	01582 72 58 68
Whitefield Primary Academy	Stockholm Way, Luton, LU3 3SS	Ms Kirby	01582 59 61 08
Wigmore Primary School	Twyford Drive, Luton, LU2 9TB	Mr Johnson	01582 61 61 01
William Austin Infant School	Culverhouse Road, Luton, LU3 1PZ	Ms Kang	01582 59 51 98



# In-year School Transfer Guide for the academic year

## Information guide

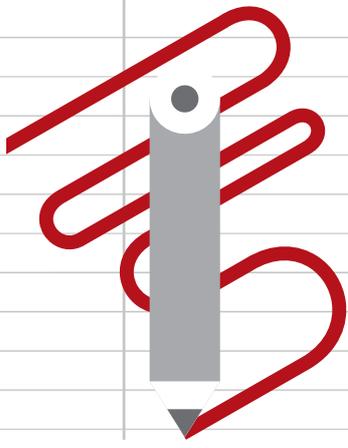
2025/26

### Luton junior schools

School	Address	Headteacher	Telephone Number
Farley Junior Academy	North Drift Way, Luton, LU1 5JF	Ms Whitehouse	01582 72 50 69
Ferrars Junior School	Lewsey Road, Luton, LU4 0ES	Mr Rae	01582 57 49 33
Hillborough Junior School	Hillborough Road, Luton, LU1 5EX	Mr Bradshaw	01582 61 33 31
Somerles Junior School	Wigmore Lane, Luton, LU2 8AH	Mr Hunt	01582 73 88 10
Warden Hill Junior School	Birdsfoot Lane, Luton, LU3 2DN	Ms Lightfoot	01582 59 13 86
Wenlock CoFE Academy	Beaconsfield, Luton, LU2 0RW	Ms O'Burke	01582 73 06 24
William Austin Junior School	Austin Road, Luton, LU3 1UA	Ms Adams	01582 57 21 00

### Luton high schools

School	Address	Headteacher	Telephone Number
Cardinal Newman Catholic School	Warden Hill Road, Luton, LU2 7AE	Ms Fay	01582 59 71 25
Challney High School for Boys	Stoneygate Road, Luton, LU4 9TJ	Mr Mailer	01582 59 99 21
Challney High School for Girls	Addington Way, Luton, LU4 9FJ	Ms George	01582 57 14 27
Chiltern Academy	Gipsy Lane, Luton LU1 3GF	Mr Douglas	01582 31 06 44
Denbigh High School	Alexandra Avenue, Luton, LU3 1HE	Ms Neely-Hayes	01582 73 66 11
Icknield High School	Riddy Lane, Luton, LU3 2AH	Mr Ahmed	01582 57 65 61
Lealands High School	Sundon Park Road, Luton, LU3 3AL	Mr Burridge	01582 61 16 00
Lea Manor High School	Northwell Drive, Luton, LU3 3TL	Ms Pather	01582 65 26 00
Putteridge High School	Putteridge Road, Luton, LU2 8HJ	Mr Graham	01582 41 57 91
Queen Elizabeth School	Crawley Green Road, Luton, LU2 9AG	Mrs McPherson	01582 43 61 00
Stopsley High School	St Thomas' Road, Luton, LU2 7UX	Ms Hand	01582 87 09 00
The Chalk Hills Academy	Leagrave High Street, Luton, LU4 0NE	Mr Rahman	School Telephone 01582 88 41 00 Central Admissions 01582 81 15 15
The Stockwood Park Academy	Rotheram Avenue, Luton, LU1 5PP	Mr Humayun	School Telephone 01582 72 23 33 Central Admissions 01582 81 15 15



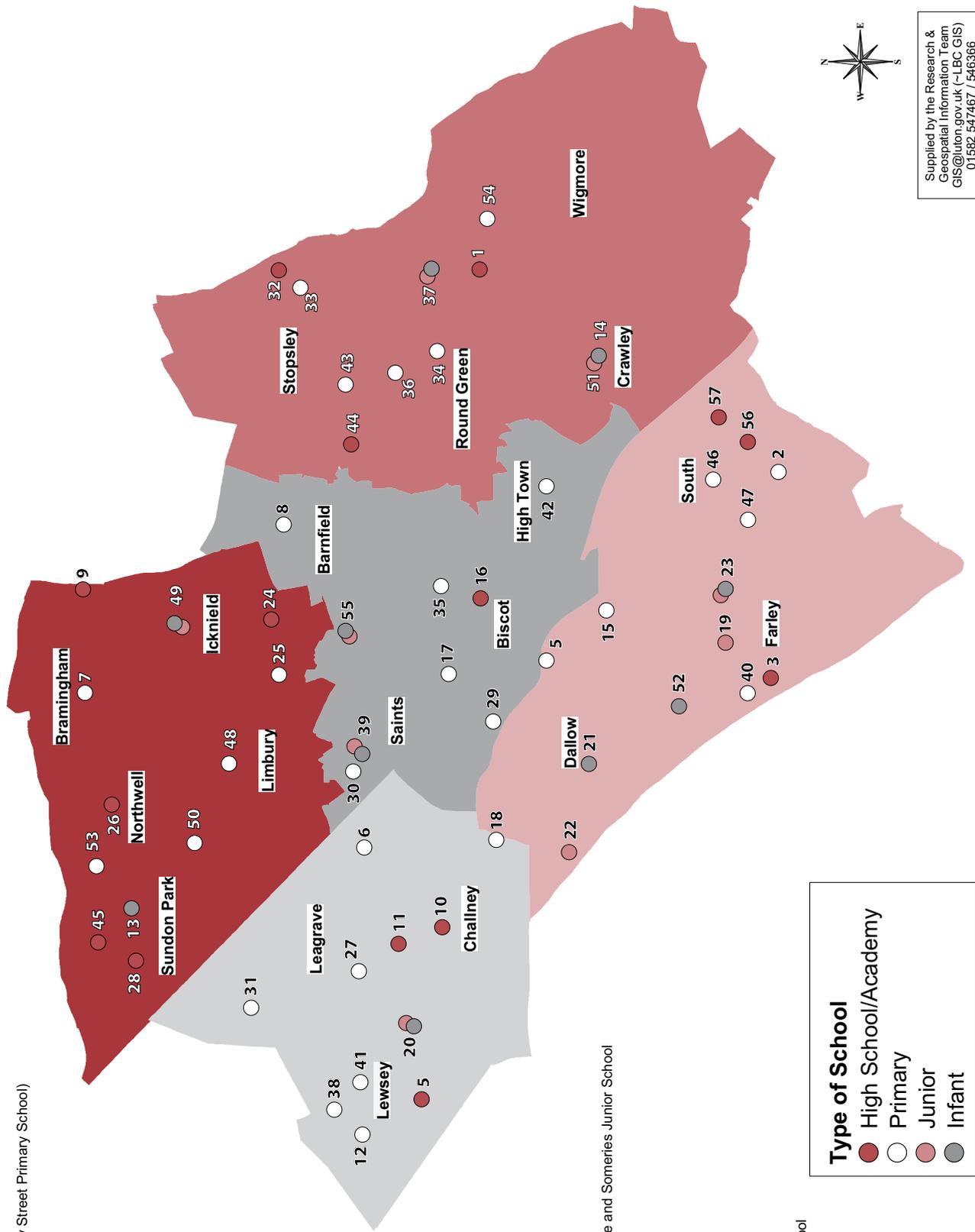
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**In-year School Transfer Guide  
for the academic year**  
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# Map of Schools in Luton

## School Index

- 1 - Queen Elizabeth School
- 2 - Cutenhoe Hill Primary School (previously known as Surrey Street Primary School)
- 3 - The Stockwood Park Academy
- 4 - The Chalk Hills Academy
- 5 - Beech Hill Primary School
- 6 - Beechwood Primary School
- 7 - Bramingham Primary School
- 8 - Bushmead Primary School
- 9 - Cardinal Newman Catholic School
- 10 - Challney High School for Boys
- 11 - Challney High School for Girls
- 12 - Chantry Primary Academy
- 13 - Parklea Primary School (lower site)
- 14 - Crawley Green Infant School
- 15 - Dallow Primary School
- 16 - Denbigh High School
- 17 - Denbigh Primary School
- 18 - Downside Primary School
- 19 - Farley Junior Academy
- 20 - The Ferraris Academy and Ferraris Junior School
- 21 - Foxdell Primary School (infant site)
- 22 - Foxdell Primary School (junior site)
- 23 - Hillborough Infant School and Hillborough Junior School
- 24 - Icknield High School
- 25 - Icknield Primary School
- 26 - Lea Manor High School
- 27 - Leagrave Primary School
- 28 - Lealands High School
- 29 - Maidenhall Primary School
- 30 - Norton Road Primary
- 31 - Pirton Hill Primary School
- 32 - Putteridge High School
- 33 - Putteridge Primary School
- 34 - Ramridge Primary School
- 35 - River Bank Primary School
- 36 - Sacred Heart Primary School
- 37 - Someries Infant School Early Childhood Education Centre and Someries Junior School
- 38 - Southfield Primary School
- 39 - St Joseph's Primary School
- 40 - St Margaret's of Scotland Primary School
- 41 - St Martin De Porres Primary School
- 42 - St Matthew's Primary School
- 43 - Stopsley Community Primary School
- 44 - Stopsley High School
- 45 - Parklea Primary School (upper site)
- 46 - Tennyson Primary School, North Site, Surrey Street
- 47 - Tennyson Road Primary School, South Site, Tennyson Road
- 48 - The Meads Primary School
- 49 - Warden Hill Infant Academy and Warden Hill Junior School
- 50 - Wauluds Primary School
- 51 - Wenlock CofE Academy
- 52 - Whipperley Infant Academy
- 53 - Whitefield Primary School
- 54 - Wigmore Primary School
- 55 - William Austin Infant School and William Austin Junior School
- 56 - The Linden Academy
- 57 - Chiltern Academy



**Type of School**

- High School/Academy
- Primary
- Junior
- Infant



Supplied by the Research & Geospatial Information Team  
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