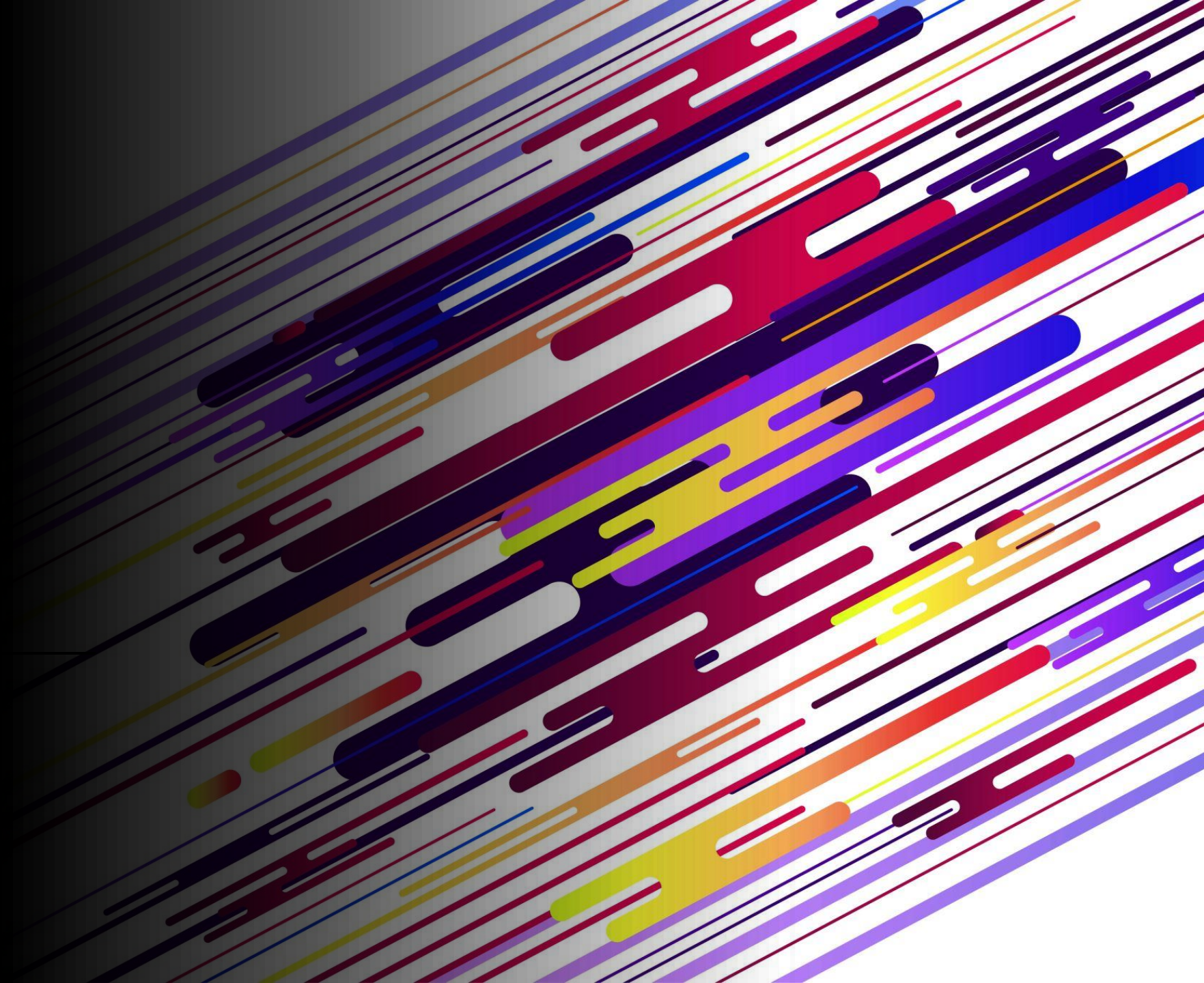




# Applying for High School 2024



# Important Information!

- National closing date 31ST OCTOBER 2023 It is vital that all parents submit an online application before the closing date. Late applications will not be processed until after the offer date
- Applications received after 31 October 2023 will be treated as late. Late applications will be processed in **April 2024.**
- **National Offer date is 1st March 2024**
- Admissions help line : 01582 548016



# Preparation-what you may need

- Look up your catchment area school at [www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions). If you want a place at your catchment area school, you must still apply and name that school as one of your preferences. It is not automatically allocated.
- Prepare the additional documents that you will need to upload such as: Proof of address is needed for some schools: Challney High school for Boys, Challney High school for Girls, Chiltern Academy, Denbigh High School and Putteridge High School.
- Catholic school applications will need your child's original Baptismal Certificate and a supplementary form.
- Look at the 'How to apply for a school place 2024' guide available at Luton School Admissions home page The guide gives information on individual schools and academies in Luton allowing you to judge your chances of securing a place at your preferred schools. There is also a handy application checklist on the same page.
- Have your email address and password ready as you will need these during the registration process



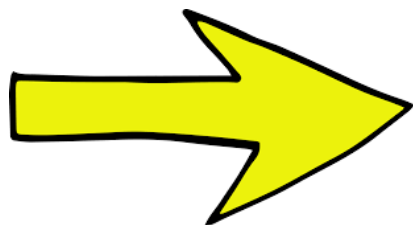
# How to apply online

First navigate to School admissions page on the Luton Borough Council Website. Then select “Transferring to a High School in 2024” box

## School admissions



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



### Transferring to a new school or academy

Information for parents whose child is transferring to a new school in September 2024.

[Find out more about transferring to a new school or academy.](#)

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

Information for parents who want to change their child's school during the school year.

[Find out more about changing my child's school \(in-year\)](#)

### Appeals, policies and admission arrangements

Information on admissions appeals, policies and arrangements for Luton schools and academies.

[Find out more about admission, policies and academies](#)

### Children under five years of age

If your child is starting school or nursery this year.

### Catchment area look-up

Find out which schools are in the catchment area/ward for your address.

### Does my child qualify for school transport?

The passenger transport unit (PTU) provides transport to schools for pupils

# Education Portal

## Making an application using the Education Portal

**You must register to the online system if you have not used the online application system in the last two years.**

Once you have completed the registration, you will be able to access the system using the log in details you have used this year for any future online applications you wish to make.

You will be asked to upload proof of your address to the online system.

[You must read the checklist before submitting your application.](#)

The closing date for applications to be considered in the initial allocation is **31 October 2023**.

All documents must also be provided by **31 October 2023**. Please note, additional forms must be provided to the relevant council by **31 October 2023**.

**If you specify Cardinal Newman Catholic School as a preference, you must also complete the school's supplementary form and provide the completed supplementary form, your child's original Baptismal Certificate and Certificate of Catholic Practice direct to the school.**

Applications received after **31 October 2023** will be treated as late. Late applications will be processed in April 2024.

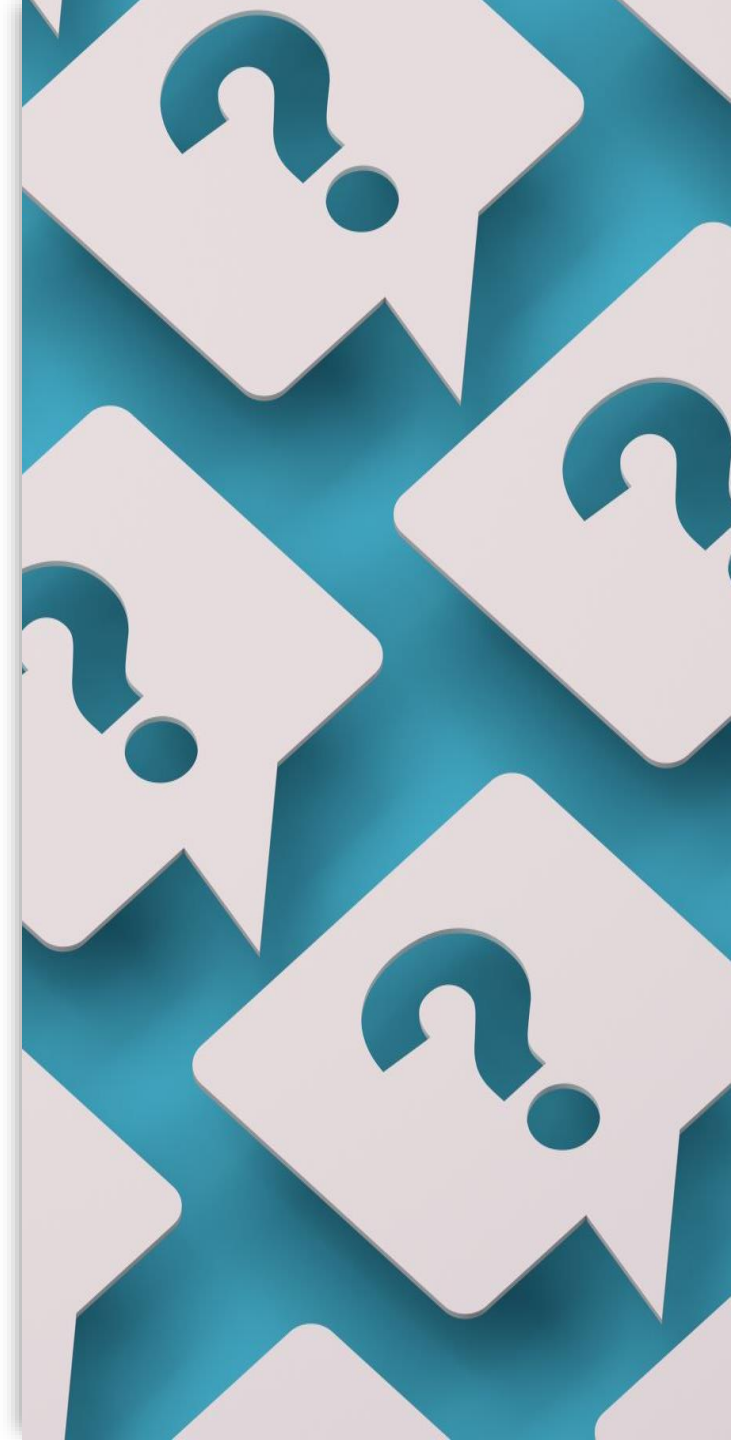
[\*\*Go to education portal\*\*](#)

Please note, the education portal can be used to apply online for a high school place and to keep up to date with any changes you make to your application.

After the closing date, an update on the school your child has been allocated can be seen on the portal from 1 March 2024.

# Tips and hints on how to use the portal

- You may need to register for a new account, even if you have used the portal before.
- You will be sent an email and click on the confirmation link.
- You are ready to log in using your email address and password.
- Follow the steps.
- You can go back into the portal as many times as you like prior to the closing date if you wish to make changes. Preferences can be changed at any time until the closing date.
- Remember to put information of siblings who will be attending the preferred school at the time your child transfers.
  - ➤ At the end remember to click submit.



# Preferences

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- You can apply for three schools – these are called preferences and all three will be given equal consideration. Parents/carers must identify their first, second and third preference schools on their application. It is important to name three different schools.
- Ensure that you consider realistic 'back-up' preferences. Think about scenarios and the logistics should the preferred school(s) not be allocated. Transport costs are usually the responsibility of the parent (some exceptions).
- It doesn't matter how early you apply, you do not jump the queue by applying early.
- You can apply to any school or academy. Remember to consider how likely you are going to be and refer to the booklet to gauge what your chances are. Always consider putting the catchment area school as a back up preference.
- Applications for Luton schools and out of borough schools should be applied for via Luton Borough Council.
- Apply directly via the school if applying for a private school.
- Applications from parents living outside of Luton must do so by following their 'home' Council's application process. Their Council will forward the application to Luton Council for consideration. Luton Council will inform the pupil's 'home' Council of the outcome of the application. Where both authorities can offer a school place, the highest ranking preference that can be offered will be confirmed and any lower ranking offers will be eliminated

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## Criteria

- Criteria are a set of “rules” each school has to allocate places at a school.
- Each school is slightly different and it is useful to check where your child sits within these.
- Each school publishes theirs in the guide online.





# Criteria

Number of places allocated in the initial allocation under the following criteria:

School	Published admissions number	Number of first, second and third preferences received before 31 October 2022	Number of places allocated in the initial allocation (1 March 2023)	Children with an Education Health Care Plan	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 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	Pupils living in the catchment area of the school	On medical grounds supported by medical evidence	Brothers and sisters (siblings) of pupils attending the school when the pupil starts at the school	Children of staff who work at the school	On the shortest distance, measured in a straight line, between the main entrance of the school site and the pupil's home address, with those living closer to the school being accorded higher priority	Straight line distance of last child allocated a place	Number of pupils on the waiting list as at 20 June 2023
Lealands High School	210	383	210	1 ✓	2 ✓	111 ✓	0	25 ✓	0	71 ✓	2.043 miles	5

Lealands High School was **unable** to offer a place to all pupils who met the **On the shortest distance** criterion; therefore, the pupils living closest to the school were allocated a place.

# Criteria

Number of places allocated in the initial allocation under the following criteria:											
School	Published admissions number	Number of first, second and third preferences received before 31 October 2022	Number of places allocated in the initial allocation (1 March 2023)	Children with an Education Health Care Plan	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 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	Students having their permanent residence within the catchment area	Siblings of children attending the school at the time of proposed admission	Students seeking admission on medical grounds	Any other applicants	Straight line distance of last child allocated a place	Number of pupils on the waiting list as at 20 June 2023
Lea Manor High School	240	274	190	2 ✓	1 ✓	111 ✓	15 ✓	0	61 ✓	N/A	0

# Frequently asked questions

If I apply early, I will get my first-choice school?

No, applications are not processed on a first come first served basis. Places are allocated using the schools admissions criteria which you can find in the How to apply for a school place 2022 guide.

If I apply for the same school three times, will I stand a better chance?

No, you should apply for three different schools.

We might move house, shall I wait until we move?

You must apply at the address you are living at prior to the closing date.

We have other children attending our preferred school, will this guarantee a place for my child?

Please remember to add the sibling to the application however this does not guarantee you a place automatically.

My child has a cousin at the school, do they count as a sibling?

No, cousins do not count as siblings.

# Applying to Catholic Schools

- Parents wishing to apply for a place at Cardinal Newman Catholic School must also complete the school's supplementary form and provide the original Baptismal certificate.
- The supplementary form and Baptismal certificate can be returned to the child's current school or Admissions Team.
- Part 2 of supplementary form should be left blank. Do not take the form to your Priest/ Minister – the school will request completion from the Priest/ Minister after the closing date.
- Supplementary forms and baptismal certificates **MUST** be submitted by the closing date.
- For out of borough Catholic Schools please refer to the individual schools for their application process.



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## Appeal process

- Parents/ carers can apply for an appeal for any school preference that they have applied for and have been unsuccessful.
- An appeal application needs to be submitted within 20 school days from receipt of the offer letter to be considered in the first round of appeals.
- There are no guarantees that an appeal will be upheld. It is important that you do not rely on the appeal process to gain a place at your preferred school.
- You can only appeal once per academic year unless there are significant and material changes to circumstances.
- If it is not possible to allocate your child a place at one of your preferred schools you can ask for your case to be considered by an independent appeal panel.
- Please see Admissions page on LBC Website.



School	Date	Time
Cardinal Newman Catholic School	5 October 2023	4pm - 8pm
Challney High School for Boys	12 October 2023	5.30pm – 7.30pm
Challney High School for Girls	12 October 2023	6pm – 8.30pm
Chiltern Academy	18 October 2023 Open week - week commencing 16 October 2023 by appointment only. Parents only	5.30pm – 8.30pm
Denbigh High School	Denbigh High School will be holding Open Days commencing Monday 2 October 2023 to Friday 20 October 2023 inclusive. This will be strictly by appointment only and details on how to book an appointment for a tour will be on the school's website nearer the time.	By appointment only
Icknield High School	3 October 2023	6pm – 8.30pm
Lea Manor High School	5 October 2023	5pm – 8pm
Lealands High School	4 October 2023 Open morning – 5 October 2023 Open morning – 6 October 2023	4.30pm – 8pm 9am – 12noon 9am – 12noon
Putteridge High School	3 October 2023	5.30pm – 8pm
Queen Elizabeth School	10 October 2023	5pm – 7.30pm
Stopsley High School	5 October 2023	5.30pm – 8pm
The Chalk Hills Academy	5 October 2023	4.30pm – 7.30pm
The Stockwood Park Academy	3 October 2023 Week commencing 25 September 2023 – 20 October 2023 – open mornings by	4.30pm – 7.30pm 9am – 10.30am



Any questions???

Please do contact Miss Legg or Mrs Altaf if you need any help, support or guidance through the process.

clegg@bramingham.net  
galtaf@bramingham.net

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