

How to apply for a school place for September 2025

A guide for parents/carers with children due to start infant/primary school, transfer to junior school or transfer to high school in September 2025



luton.gov.uk/school-admissions

Luton



How to apply for a school place for September 2025



Foreword

This booklet provides information in relation to the following admission rounds:

- ▶ Starting school (for children born between 1/9/20-31/8/21)
- ▶ transfer to junior school (for children in Year 2 seeking a place at a junior school)
- ▶ transfer to high school (for children in Year 6 seeking a place at a high school)

The closing dates are as follows:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

You must apply to our Admissions Team for a place even if:

- ▶ you would like to request a place at your catchment area school
- ▶ you would like to your child to attend a school outside of Luton.
- ▶ your child has been attending the early years unit attached to your preferred school (only for the starting school admissions round). Please note, a place in the nursery or early years unit does not guarantee admission to the main school
- ▶ your child is attending the linked infant school (only for the junior school transfer)
- ▶ you have previously applied to the school for a place
- ▶ you would like your child to attend a faith school, a foundation school, an academy or a free school.

If you live in Luton you must apply to Luton Council for a school place, even if you are requesting a place at a school(s) outside of Luton.

If you live outside of Luton, but would like your child to attend a Luton school, you must apply using your Council's application form or online application system.

It is important that Luton parents and carers read and understand this guide.

This guide is split into the following four sections:

- General information • Starting school
- Junior transfer • High school transfer

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

Applying for a school place

Luton parents and carers can apply for a school place by using Luton Council's online application system.

The benefits of online applications are:

- **easy step-by-step instructions**
- **preferences can be changed at any time until the closing date**
- **you will receive confirmation that your application has been submitted.**

If you do not have access to a computer, you can apply by completing the application form enclosed with this guide.

Please note, if you are applying for a place at Cardinal Newman Catholic School, you will also need to provide a paper copy of the school's supplementary form together with your child's original Baptismal Certificate or First Holy Communion Certificate and Certificate of Catholic Practice.

If you are applying for a place at a Luton Catholic primary school, you will also need to provide a paper copy of the school's supplementary form (only for St Margaret of Scotland Primary School and St Martin de Porres Primary School) and your child's original Baptismal Certificate or Certificate of Reception.

The supplementary forms are attached to the application form.

The original Baptismal Certificate or First Holy Communion Certificate or Certificate of Catholic Practice or Certificate of Reception must be provided even if you have previously provided it to the schools.

If you are applying for a place at Wenlock CoE Academy, you will also need to provide a paper copy of the supplementary form.

You must submit these documents to your first preference school (for starting school) or to your child's current school (for the junior and high school transfers), if this is in Luton or to the Council's Admissions Team by the relevant closing date.



How to apply for a school place for September 2025



Translations

Bengali

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

সন্তান আছে এমন সকল প্যারেন্টস/কেয়ারারদের যাঁদের একটি ইনফ্যান্ট/প্রাইমারি স্কুল, জুনিয়র স্কুল বা হাই স্কুলে একটি স্থান প্রয়োজন সেপ্টেম্বর 2025 থেকে তাঁদের অবশ্যই নিম্নোক্ত তারিখের আগে আবেদন করতে হবে:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

স্কুল শুরু করা – 15 জানুয়ারি 2025,

জুনিয়র স্কুলে ট্রান্সফার – 15 জানুয়ারি 2025,

হাই স্কুলে ট্রান্সফার – 31 অক্টোবর 2024

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

যদি এই নির্দেশনাটি বুঝতে আপনার কোনো অসুবিধা হয় তাহলে অনুগ্রহ করে অ্যাডমিশন হেল্পলাইনে 01582 54 80 16 নম্বরে সোমবার থেকে শুক্রবার সকাল 9টা থেকে বিকাল 4টার মাঝে ফোন করুন।

Gujarati

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

સપ્ટેમ્બર 2025 થી શિશુ/પ્રાથમિકી સ્કૂલ, જુનિયર સ્કૂલ અથવા હાઈસ્કૂલમાં સ્થાન જરૂર હોય તેવા બાળકો સાથે તમામ માતાશિતા/સાંભાળ રાખિરાઓએ હેલાઈ અરજી કરવી આવશ્યક છે:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

શાળા રીડ કરી રહ્યા છીએ - 15 જાન્યુઆરી 2025

જુનિયર સ્કૂલમાં ટ્રાન્સફર - 15 જાન્યુઆરી 2025

હાઈસ્કૂલમાં ટ્રાન્સફર - 31 ઓક્ટોબર 2024

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

જો તમિ આ માર્ગદર્શિકા સમજવા માટે મદદી જરૂર હોય, તો ફોન કરી 01582 54 80 16, સોમવારથી શુક્રવાર સવારે 9 થી સાંજ 4 વાગ્યા વચ્ચે એડમિશન હેલ્પલાઈને સંપર્ક કરો.



How to apply for a school place for September 2025



Hindi

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

सितंबर 2025 से इन्फनट/प्रायमेरी स्कूल, जूनियर स्कूल या हाई स्कूल में जगह की आवश्यकता वाले बच्चों के साथ सभी माता-पिता/देखभाल करने वालों को पहले आवेदन करना होगा:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

स्कूल शुरू करना - 15 जनवरी 2025

जूनियर स्कूल में ट्रांसफर करना - 15 जनवरी 2025

हाई स्कूल में ट्रांसफर करना - 31 अक्टूबर 2024

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

यदि आपको इस मार्गदर्शिका को समझने में सहायता की आवश्यकता है, तो कृपया एडमिशन हेल्पलाइन से 01582 54 80 16, सोमवार से शुक्रवार सुबह 9 बजे से शाम 4 बजे के बीच संपर्क करें।

4

Polish

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

Wszyscy rodzice/opiekunowie z dziećmi, wymagającymi miejsca w zerówce/szkole podstawowej, szkole średniej lub liceum od września 2025 r. muszą złożyć wniosek przed:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

Rozpoczęcie szkoły – 15 stycznia 2025 r.

Transfer do szkoły średniej – 15 stycznia 2025 r.

Transfer do liceum – 31 października 2024 r.

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

Prosimy o kontakt z Infolinią Przyjęć na 01582 54 80 16, od poniedziałku do piątku w godzinach pomiędzy 09:00 a 16:00, jeżeli potrzebujecie Państwo pomocy w zrozumieniu tego przewodnika.



How to apply for a school place for September 2025



Punjabi

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

ستمبر 2025 توں سارے والدین/نگہداشت کرن آلیے بچیاں دے نال جیناں نوں نومولود/پرائمری سکول، جونیئر سکول یا ہائی سکول وچ جگہ دی ضرورت آے اس توں پہلاں درخواست دین:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

اسکول شروع ہون دیا آے - 15 جنوری 2025

جونیئر اسکول وچ منتقلی - 15 جنوری 2025

ہائی اسکول وچ منتقلی - 31 اکتوبر 2024

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

جے توانوں اس ہدایت نوں سمجھن چہ مدد دی ضرورت ہووے تے برائے مہربانی داخلہ ہیلپ لائن 01582 54 80 16 تے سوموار توں جمعہ سویرے 9 وجے تے شام 4 وجے دے درمیان رابطہ کرو۔

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Romanian

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

Toți părinții/îngrijitorii cu copii care necesită un loc la o grădiniță/școală primară, gimnaziu sau liceu din septembrie 2025 trebuie să depună cererea înainte de:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

Începerea școlii – 15 ianuarie 2025

Transferul la gimnaziu – 15 ianuarie 2025

Transferul la liceu – 31 octombrie 2024

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

Vă rugăm contactați Serviciul de Asistență al Echipei pentru Admiteri la 01582 54 80 16, de luni până vineri între orele 9am și 4pm, în cazul în care aveți nevoie de ajutor pentru a înțelege acest ghid.



How to apply for a school place for September 2025



Somali

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

Dhamaan waalidka / masuulaka caruurta ee boos uga baahan skuulka xanaanada caruurta/hoose, dhexe ama skuulka sare ee bilaabmaya September 2025 waa in ay dalbadaan ka hor:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

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

Bilowga Skuulka – 15 January 2025

Ka loo bedelayo skuulka dhexe – 15 January 2025

Ka loo bedelayo skuulka sare – 31 October 2024

Fadlan kala xiriir laynka kaa caawinaya diiwaangelinta gelitaanka 01582 54 80 16, Isniinta ilaa Jimcaha saacadaha u dhexeeya 9 sabaxdii ilaa 4 galabtii hadii aad u baahan tahay fahamka tilmaantan.

6

Urdu

All parents/carers with children requiring a place at an infant/primary school, junior school or high school from September 2025 must apply before:

ستمبر 2025 سے تمام والدین / نگہداشت کرنے والے بچوں کے ساتھ جن کو نومولود/پرائمری اسکول، جونیئر اسکول یا ہائی اسکول میں جگہ کی ضرورت ہے اس سے پہلے درخواست دیں:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

اسکول شروع ہو رہا ہے - 15 جنوری 2025
جونیئر اسکول میں منتقلی - 15 جنوری 2025
ہائی اسکول میں منتقلی - 31 اکتوبر 2024

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

اگر آپ کو اس ہدایت کو سمجھنے میں مدد کی ضرورت ہو تو براہ کرم داخلہ ہیلپ لائن 16 80 54 01582 پر پیر سے جمعہ صبح 9 بجے اور شام 4 بجے کے درمیان رابطہ کریں۔



How to apply for a school place for September 2025



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How to apply for a school place for September 2025



A personal message from the Corporate Director – Children, Families and Education

I am pleased to offer this information guide to parents/carers of children due to start or transfer schools in September 2025.

Please take the time to read this guide as it has been prepared to help you understand the admissions process. It also explains the importance of applying for a school place by the following closing date:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

Luton parents/carers wishing to apply for a school place outside of Luton should also read this information guide ([page 13](#) provides further details).

This guide gives information on individual schools and academies in Luton, so that you can judge your chances of securing a place at your preferred schools.

It is important that you understand how places will be allocated and how your first, second and third preferences will be processed ([see page 11-12 for a full explanation](#)).

If you would like your child to attend your catchment area school you must specify it as a preference. Where your catchment area school is oversubscribed with applications, those living in the catchment area and not identifying it as a preference will not be considered for a place.

Luton Council is committed to fair admission arrangements that enable schools to foster high achievement and access for all. I have no hesitation in recommending Luton schools to you. I know that whichever school your child attends will provide a caring environment within which your daughter or son can build a secure future with the highest educational expectations.

I wish your child every success in their learning and beyond.



Dheeraj Chibber
Corporate Director for Children, Families and Education
Luton Council

How to apply for a school place for September 2025

General Information



luton.gov.uk/school-admissions

Luton



How to apply for a school place for September 2025



The Council co-ordinates applications for all the schools and academies in Luton.

The address and telephone number of the schools and academies can be found on pages 67–69 for the starting school admissions round, page 82 for transfer to junior school and page 114 for the transfer to high school.

Application process

Applications must be made by the relevant closing date.

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

Applying online

You can apply online for a school place at www.luton.gov.uk/school-admissions. Online applications are quick, simple to use and secure. There are easy step-by-step instructions too.

You get an automatic confirmation to show that your application has been received. You can also change your preferences at any time right up to the relevant closing date.

Applying using the paper application form

You can apply for a school place by completing an application form. The application form can be downloaded at www.luton.gov.uk/school-admissions or you can get a paper copy from the Admissions Team.

Completed application forms must be returned to your child's current Luton school (*for the junior and high school transfer*) or to your first preference Luton school (*for the starting school admissions round*) or to the Admissions Team by the relevant closing date.

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

Catchment areas

You can look up your catchment area school at 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.

Applying for a place at a faith school

If you specify Cardinal Newman Catholic School as a preference you will also need to complete and return the school's supplementary form and provide your child's original Baptismal Certificate or First Holy Communion Certificate and Certificate of Catholic Practice.

If you specify a Luton Catholic primary school as a preference, you will also need to complete and return the supplementary form (only for St Margaret of Scotland Primary School and St Martin de Porres Primary School) and also provide your child's original Baptismal Certificate or Certificate of Reception.

The completed supplementary forms and documents must be provided direct to the school you are applying for by the relevant closing date.

If you specify Wenlock CoFE Academy as a preference, you will also need to complete the school's supplementary form and return the completed form to the Admissions Team by the relevant closing date.

You must provide your child's original Baptismal Certificate or First Holy Communion Certificate and Certificate of Catholic Practice or Certificate of Reception even if you have previously provided it to the schools.

The supplementary forms are attached to the application form. Alternatively, you can request a supplementary form at www.luton.gov.uk/school-admissions or you can get a paper copy from Wenlock CoFE Academy, a Luton Catholic primary school or from Cardinal Newman Catholic School.



How to apply for a school place for September 2025



If you name a faith school outside of Luton as one of your preferences, it is up to you to check with that school whether you also need to complete an additional form supplied by them. In all cases, you must still make an application through our Admissions Team as well.

All additional paperwork must be submitted by the relevant closing date, set out below:

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

Home address

Where a school or academy is oversubscribed your address, as at the relevant closing date, will be used to decide which catchment area you live in. You may be asked to provide the documentation listed below to verify your address:

If you are applying for a place at Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Lea Manor High School, Putteridge High School or Dallow Primary School you must provide proof of address/residence.

Your recent (*within the last 12 months*) Working Tax Credit/Child Tax Credit award letter for 2024/25, 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 three months*) gas bill or electricity bill or water bill which shows your address. Alternatively, you can provide your 2024/25 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 your child attends a school outside of Luton or an independent (*private school*) the Admissions Team will need to see a copy of your child's birth certificate (*for the junior and high school transfers only*).

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

Admission process

Pupils are admitted to Luton schools and academies without reference to ability or aptitude up to the published admissions number. The admissions number for each school and academy can be found on pages 67-69 for the starting school admissions round, page 82 for transfer to junior school and page 114 for transfer to high school.

Parents/carers must identify their first, second and third preference schools on their application. It is important to name three different schools.

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 and academies operate an equal preference system for processing parental preferences.

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



How to apply for a school place for September 2025



The system is explained below:

Stage1: Applying the admissions criteria

All first, second and third preference applications are considered equally against the school admissions criteria for each school. At this stage there is no distinction between first, second and third preference applications. For example, if a school has 150 places and there are 300 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.

Pupils who have not been allocated a place at any of their preferred schools, or whose parents/carers did not express a written preference, will be allocated a place at one of the nearest schools to their home address with vacancies.

Please note, if any information given on your application form or any amendments made to the form changes prior to the relevant closing date, you must notify the Admissions Team in writing immediately.

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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 schools' admissions criteria. It is important to remember that the position of your child on the waiting list(s) may change as children are added to, or deleted from the lists(s).

If a place can be offered via the waiting list after the initial allocation, the original place offered will automatically be re-allocated to another child unless the parent has removed their child's name from the waiting list of their preferred school(s).

Late applications

It is vital that parents submit an online application or return their completed application form before the relevant closing date.

Starting school – 15 January 2025

Transfer to junior school – 15 January 2025

Transfer to high school – 31 October 2024

Late applications will not be processed until after the relevant offer date, except in very exceptional circumstances.

Where parents have submitted an application before the closing date, but then seek to change their preference after the closing date, this late change of preference will be treated as a 'late' application and will not be considered in the initial allocation of places.



How to apply for a school place for September 2025



When parents submit a late application changing their preference(s) and are successful in gaining a place at a preferred school, the original place offered to their child will automatically be re-allocated to another child.

Late applications for Luton schools must be sent to the Council's Admissions Team.

Offer dates

The outcome of applications will be sent to parents on the following dates:-

Starting school – 16 April 2025

Transfer to junior school – 16 April 2025

Transfer to high school – 3 March 2025

Applying for a school outside Luton

Luton parents seeking a place at a school(s) outside of Luton must apply through Luton Council. The Council will send applications for out of borough schools to the relevant Local Authority for consideration. Applications submitted by Luton parents, direct to other Councils will not be accepted.

The Council will liaise with other local authorities over the outcome of applications for Luton pupils. Where both authorities can offer a school place the highest ranking preference that can be offered will be confirmed, any lower ranking offers will be eliminated.

Where parents specify an out of borough school as their first, second or third preference they must check the following with the individual school:

- the school's admissions criteria
- whether they also need to complete any supplementary forms supplied by the school.

Applications from parents living outside of Luton

Parents living outside of Luton, wishing to apply for a Luton school must do so by following their 'home'¹ 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.

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.

Parents of summer born children wishing to delay their child's entry to school by one year should apply for permission to do so in the September after their child's fourth birthday. If permission is granted, the parent will need to submit a hard copy application by the 15 January in the year their child is due to start school.

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.

¹ Your 'home' Council is the local authority to which you pay your Council Tax.



How to apply for a school place for September 2025



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 relevant school's website.

Important things to consider

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

1. The admissions criteria for your preferred schools (*pages 23–65 for the starting school admissions round, pages 74–80 for transfer to junior school and pages 86–111 for transfer to high school of this guide*). It is vital that you understand how places will be allocated if there are more applicants for your preferred schools than places available.
2. The admissions process – it is important that you understand the admissions process (*see pages 11–12 of this guide*).
3. How places have been allocated in previous years (*see pages 23–65 for the starting school admissions round, pages 74–80 for the transfer to junior school and pages 86–111 for the transfer to high school of this guide*).
- 14 4. Please be aware that the system of processing parental preferences places more emphasis on the schools' admissions criteria and only uses preference ranking where your child qualifies for a place at more than one school (*see pages 11–12 for further details*).
5. You are strongly advised to name three different schools on your form. Some parents/carers believe that if they only express a preference for one school, or name the same school two or three times, they increase their chance of gaining a place at the school– this is incorrect.

If you would like your child to attend your catchment area school you should specify the school as a preference. Where the catchment area school has more applications than places available, those living in the catchment area and not specifying it as a preference will not be considered for a place.

Parents/carers do not have a right to a place for their child at any of their preferred schools. If parents/carers are unsuccessful in gaining a place at any of their preferred schools, their child will be allocated a place at one of the nearest schools to their home address with vacancies.

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. See pages 16 - 17 for information on eligibility for assistance with transport.

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 may 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 they would prefer to attend.



How to apply for a school place for September 2025



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?

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, which 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)
- ▶ Ofsted reports can be viewed on www.ofsted.gov.uk

In-year admissions

In year admissions are applications to enter a year group that has already started at the school. Further guidance on in-year admissions is available on the Council's website (www.luton.gov.uk/admissions). Alternatively, parents can request a guide by contacting the Admissions helpline.

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.

Catchment areas

You can look up your catchment area school at www.luton.gov.uk/admissions or by contacting the Admissions helpline. Remember, if you want a place at your catchment area school, you must still apply and name that school as one of your preferences.

Special education

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

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

For children with an EHC Plan, the Local Authority acts as the admissions authority.



How to apply for a school place for September 2025



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**.

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** and clicking on Education and Learning, schools and colleges, parents and students and the Travel to school and college link.

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Community and foundation schools and academies

The Council will make travel arrangements, free of charge, to your child's nearest suitable school², 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 assessing 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 meeting the following criteria, or whose parents are in receipt of the maximum level of Working Tax Credit:

- ▶ Income Support
- ▶ Income-based Jobseekers Allowance
- ▶ Income-related Employment and Support Allowance
- ▶ Support under Part VI of the Immigration and Asylum Act 1999
- ▶ The guaranteed element of State Pension Credit Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- ▶ Working Tax Credit run-on paid for four weeks after you stop qualifying for Working Tax Credit
- ▶ Universal Credit



How to apply for a school place for September 2025



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.

Examples

Child A is an eleven year old child meeting the low income criteria. 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 suitable school.

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



How to apply for a school place for September 2025



Appeals procedure

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

If you decide to appeal you must complete an appeal form.

Parents can appeal online for the schools shown overleaf by going to **www.luton.gov.uk/admissions** and clicking on **Appeals, policies and arrangements** and **School admissions appeal form**.

Alternatively, parents can obtain an appeal form by telephoning **01582 54 80 19** or requests for appeal forms and guidance on appeals can be made by emailing **admissionsappeals@luton.gov.uk**.

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Beech Hill Primary School	Icknield High School	Somerles Junior School
Beechwood Primary School	Icknield Primary School	Southfield Primary Academy
Bramingham Primary School	Lealands High School	Stopsley High School
Bushmead Primary School	Lea Manor High School	Stopsley Primary School
Cardinal Newman Catholic School	Maidenhall Primary School	Surrey Street Primary School
Challney High School for Boys	Norton Road Primary School	Tennyson Road Primary School
Challney High School for Girls	Parklea Primary School	The Chalk Hills Academy
Chantry Primary Academy	Pirton Hill Primary School	The Linden Academy
Chiltern Academy	Putteridge High School	The Meads Primary School
Crawley Green Infant School	Putteridge Primary School	The Stockwood Park Academy
Wenlock CoFE Academy	Queen Elizabeth School	Warden Hill Infant School
Dallow Primary School	Ramridge Primary School	Warden Hill Junior School
Denbigh High School	River Bank Primary School	Waulud Primary School
Denbigh Primary School	Sacred Heart Primary School	Whipperley Infant Academy
Downside Primary School	St Joseph's Primary School	Farley Junior Academy
The Ferrars Academy	St Margaret of Scotland Primary School	Whitefield Primary Academy
Ferrars Junior School	St Martin de Porres Primary School	Wigmore Primary School
Foxdell Primary School	St Matthew's Primary School	William Austin Infant School
Hillborough Infant School	Somerles Infant School	William Austin Junior School
Hillborough Junior School		



How to apply for a school place for September 2025



The completed appeal forms and any supporting written evidence should be returned to the Council's Appeals Team.

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.

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. You can also email any queries to **admissionsappeals@luton.gov.uk**.

Appeals for Legrave Primary School

Appeals forms for Legrave Primary School must be obtained and returned directly to the school.

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.

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

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

Independent advice on admissions and appeals can also be obtained from the Advisory Centre for Education on **0300 011 5142 (website: www.ace-ed.org.uk)**.

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

How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025
For children born between 1/9/20 - 31/8/21



luton.gov.uk/school-admissions

Luton



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Information on the starting school admissions round for September 2025

Infant and primary schools in Luton

There are 27 maintained infant/primary schools in Luton, 9 academies and two free schools.

Name of school	Status of school	Age range	Responsibility for admissions
Beech Hill Primary School	Community	3–11	Luton Council
Beechwood Primary School	Community	4–11	Luton Council
Bramingham Primary School	Community	4–11	Luton Council
Bushmead Primary School	Community	4–11	Luton Council
Chantry Primary Academy	Academy	3–11	Academy Trust
Crawley Green Infant School	Foundation	4–7	Governing Body
Dallow Primary School	Academy	4–11	Academy Trust
Denbigh Primary School	Community	4–11	Luton Council
Downside Primary School	Community	4–11	Luton Council
Foxdell Primary School	Community	4–11	Luton Council
Hillborough Infant School	Community	3–7	Luton Council
Icknield Primary School	Community	4–11	Luton Council
Leagrave Primary School	Foundation	4–11	Governing Body
Maidenhall Primary School	Community	4–11	Luton Council
Norton Road Primary School	Community	4–11	Luton Council
Parklea Primary School	Community	4–11	Luton Council
Pirton Hill Primary School	Community	3–11	Luton Council
Putteridge Primary School	Community	4–11	Luton Council
Ramridge Primary School	Community	3–11	Luton Council
River Bank Primary School	Free School	4–11	Academy Trust



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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Name of school	Status of school	Age range	Responsibility for admissions
Sacred Heart Primary School	Voluntary Aided*	4 – 11	Governing Body
St Joseph's Primary School	Voluntary Aided	4 – 11	Governing Body
St Matthew's Primary School	Community	4 – 11	Luton Council
St Margaret of Scotland Primary School	Academy (Voluntary Aided)	4 – 11	Academy Trust
St Martin de Porres Primary School	Academy (Voluntary Aided)	3 – 11	Academy Trust
Somerles Infant School and Early Childhood Education Centre	Foundation	4 – 7	Governing Body
Southfield Primary Academy	Academy	4 – 11	Academy Trust
Stopsley Primary School	Community	4 – 11	Luton Council
Surrey Street Primary School	Community	4 – 11	Luton Council
Tennyson Road Primary School	Academy	4 – 11	Academy Trust
The Ferrars Academy	Academy	3 – 7	Academy Trust
The Linden Academy	Free School	4 – 11	Academy Trust
The Meads Primary School	Community	4 – 11	Luton Council
Warden Hill Infant School	Community	4 – 7	Luton Council
Waulud Primary School	Community	3 – 11	Luton Council
Whipperley Infant Academy	Academy	3 – 7	Academy Trust
Whitefield Primary Academy	Academy	3 – 11	Academy Trust
Wigmore Primary School	Community	4 – 11	Luton Council
William Austin Infant School	Community	4 – 7	Luton Council

* This school is in the process of converting to become an academy. Following conversion the Academy Trust will be responsible for admission arrangements



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for community infant and primary schools:

Community infant and primary schools

Beech Hill Primary School	Foxdell Primary School	Pirton Hill Primary School	The Meadows Primary School
Beechwood Primary School	Hillborough Infant School	Putteridge Primary School	Warden Hill Infant School
Bramingham Primary School	Icknield Primary School	Ramridge Primary School	Waulud Primary School
Bushmead Primary School	Maidenhall Primary School	St Matthew's Primary School	Wigmore Primary School
Denbigh Primary School	Norton Road Primary School	Stopsley Primary School	William Austin Infant School
Downside Primary School	Parklea Primary School	Surrey Street 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 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 order¹ 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 medical evidence.
5. Children of staff who work at the School.
6. On the shortest distance, measured in a straight line, between the main entrance² of the school site and the pupil's home address³, with those living closer to the school being accorded higher priority.

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.

¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child 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).

² The main entrance of the school means the door used to access the school's main reception.

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



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

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 schools 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. Thereafter, it will be necessary for parents to re-apply for their child to remain on the waiting list(s).

Additional information

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:

- The linked infant school for Farley Junior School is Whipperley Infant Academy.

Definitions

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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 Local Authority 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 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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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.

Summary of places allocated for the September 2024 starting school admissions round

The Council was **unable** to offer a place to all children who stated the following schools as a preference in the initial allocation:

Beech Hill Primary School	Bushmead Primary School	Bramingham Primary School
Denbigh Primary School	Hillborough Infant School	Ramridge Primary School

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The Council was **able** to offer a place to all children who stated the following schools as a preference in the initial allocation:

Beechwood Primary School	Downside Primary School	Foxdell Primary School	Icknield Primary School
Maidenhall Primary School	Norton Road Primary School	Parklea Primary School	Pirton Hill Primary School
Putteridge Primary School	St Matthews Primary School	Stopsley Primary School	Surrey Street Primary School
The Meads Primary School	Warden Hill Infant School	Waulud Primary School	Wigmore Primary School
William Austin Infant School			

How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:							Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
				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 council to have been in state care outside of England and ceased to be in care as a result of being adopted	Siblings	Catchment	Medical	Children of Staff	Distance		
Beech Hill Primary School	120	254	120	0	0	54 ✓	31 ✓	0	1 ✓	34 x	0.603 miles	15
Beechwood Primary School	120	209	116	0	0	50 ✓	48 ✓	0	0	18 ✓	N/A	0
Bramingham Primary School	60	155	60	0	0	21 ✓	15 ✓	1 ✓	2 ✓	21 x	0.615 miles	14
Bushmead Primary School	90	182	90	2 ✓	2 ✓	56 ✓	21 ✓	0	0	9 x	0.447 miles	15
Denbigh Primary School	90	293	90	0	0	47 ✓	43 x	0	0	0	0.322 miles	54
Downside Primary School	150	245	131	0	0	66 ✓	36 ✓	0	1 ✓	28 ✓	N/A	0
Foxdell Primary School	90	135	54	0	0	21 ✓	29 ✓	0	0	4 ✓	N/A	0
Hillborough Infant School	90	214	90	0	0	28 ✓	39 ✓	0	0	23 x	0.480 miles	24
Icknield Primary School	90	194	73	0	0	33 ✓	18 ✓	0	1 ✓	21 ✓	N/A	0
Maidenhall Primary School	90	141	69	0	0	43 ✓	9 ✓	0	1 ✓	16 ✓	N/A	0
Norton Road Primary School	60	77	30	0	0	17 ✓	8 ✓	0	0	5 ✓	N/A	0
Parklea Primary School	90	89	69	1 ✓	0	28 ✓	33 ✓	0	0	7 ✓	N/A	0
Pirton Hill Primary School	60	88	57	0	0	25 ✓	25 ✓	0	0	7 ✓	N/A	1
Putteridge Primary School	90	168	85	0	0	35 ✓	21 ✓	0	1 ✓	28 ✓	N/A	0
Ramridge Primary School	60	162	60	0	1 ✓	17 ✓	27 ✓	0	0	15 x	0.687 miles	15



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:							Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
				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 council to have been in state care outside of England and ceased to be in care as a result of being adopted	Siblings	Catchment	Medical	Children of Staff	Distance		
St Matthews Primary School	150	219	145	2 ✓	0	35 ✓	72 ✓	0	0	36 ✓	N/A	9
Stopsley Primary School	60	129	37	0	0	13 ✓	12 ✓	0	0	12 ✓	N/A	0
Surrey Street Primary School	60	109	51	0	0	25 ✓	16 ✓	0	1 ✓	9 ✓	N/A	0
The Meads Primary School	90	108	57	1 ✓	0	28 ✓	11 ✓	0	0	17 ✓	N/A	0
Warden Hill Infant School	120	207	96	0	0	40 ✓	23 ✓	0	0	33 ✓	N/A	0
Waulud Primary School	60	91	53	0	1 ✓	22 ✓	22 ✓	0	0	8 ✓	N/A	0
Wigmore Primary School	90	143	82	0	0	35 ✓	22 ✓	0	0	25 ✓	N/A	0
William Austin Infant School	120	184	85	0	0	40 ✓	34 ✓	0	0	11 ✓	N/A	0

Beech Hill Primary School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Bramingham Primary School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Bushmead Primary School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Denbigh Primary School was **unable** to offer a place to all children who met the **Catchment** criterion; therefore, the children living closest to the school were allocated a place.

Hillborough Infant School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Ramridge Primary School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Beech Hill Primary School	2	2	0	0	0%	0	0%	0
Beechwood Primary School	No appeals were lodged for the school							
Bramingham Primary School	4	0	4	0	0%	4	100%	0
Bushmead Primary School	No appeals were lodged for the school							
Denbigh Primary School	5	2	2	0	0%	2	100%	1
Downside Primary School	No appeals were lodged for the school							
Foxdell Primary School	No appeals were lodged for the school							
Hillborough Infant School	2	0	2	0	0%	2	100%	0
Icknield Primary School	No appeals were lodged for the school							
Maidenhall Primary School	No appeals were lodged for the school							
Norton Road Primary School	No appeals were lodged for the school							
Parklea Primary School	No appeals were lodged for the school							
Pirton Hill Primary School	No appeals were lodged for the school							
Putteridge Primary School	No appeals were lodged for the school							
Ramridge Primary School	2	1	1	0	0%	1	100%	0
St Matthews Primary School	No appeals were lodged for the school							
Stopsley Primary School	No appeals were lodged for the school							
Surrey Street Primary School	No appeals were lodged for the school							
The Meads Primary School	No appeals were lodged for the school							
Warden Hill Infant School	No appeals were lodged for the school							
Waulud Primary School	No appeals were lodged for the school							
Wigmore Primary School	No appeals were lodged for the school							
William Austin Infant School	No appeals were lodged for the school							



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Beech Hill Primary School	No appeals were heard for the school						
Beechwood Primary School	No appeals were heard for the school						
Bramingham Primary School	1	1	0	0%	1	100%	0
Bushmead Primary School	11	7	0	0%	7	100%	4
Denbigh Primary School	8	5	0	0%	5	100%	3
Downside Primary School	No appeals were heard for the school						
Foxdell Primary School	No appeals were heard for the school						
Hillborough Infant School	No appeals were heard for the school						
Icknield Primary School	No appeals were heard for the school						
Maidenhall Primary School	No appeals were heard for the school						
Norton Road Primary School	No appeals were heard for the school						
Parklea Primary School	No appeals were heard for the school						
Pirton Hill Primary School	No appeals were heard for the school						
Putteridge Primary School	No appeals were heard for the school						
Ramridge Primary School	No appeals were heard for the school						
St Matthews Primary School	No appeals were heard for the school						
Stopsley Primary School	No appeals were heard for the school						
Surrey Street Primary School	No appeals were heard for the school						
The Meads Primary School	No appeals were heard for the school						
Warden Hill Infant School	4	3	0	0%	3	100%	1
Waulud Primary School	5	3	0	0%	3	100%	2
Wigmore Primary School	No appeals were heard for the school						
William Austin Infant School	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions 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 order⁴, 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.
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 entrance⁵ of the school/academy site and the pupil's home address⁶, with those living closer to the school/academy being accorded higher priority.

Tie break

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

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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.

Multiple births

Where one twin/child of multiple births qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

Where it is not possible to agree all applications, for the Academy 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.

⁴ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements 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).

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

⁶ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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 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.

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 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.

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 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.



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Chantry Primary Academy, Southfield Primary Academy and Whitefield Primary Academy were able to offer a place to all children who stated the schools as a preference in the initial allocation.

The ticks(✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:								
				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 Trust to have been in state care outside of England and ceased to be in care as a result of being adopted	Brothers and sisters or pupils attending the school	Pupils living in the catchment area of the academy	On medical grounds	Children of staff employed by the Trust	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Chantry Primary Academy	90	115	72	1 ✓	0	35 ✓	15 ✓	0	0	21 ✓	N/A	0
Southfield Primary Academy	60	101	57	1 ✓	0	22 ✓	21 ✓	0	1 ✓	12 ✓	N/A	0
Whitefield Primary Academy	60	83	47	0	0	26 ✓	16 ✓	0	0	5 ✓	N/A	0

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Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Chantry Primary Academy	No appeals were lodged for the school							
Southfield Primary Academy	No appeals were lodged for the school							
Whitefield Primary Academy	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Chantry Primary Academy	No appeals were heard for the school						
Southfield Primary Academy	No appeals were heard for the school						
Whitefield Primary Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for Crawley Green Infant School

In accordance with the Education Act 1996, children with an EHC 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 order⁷ 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 siblings(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.

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.

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Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

Once the number of pupils reaches the admission number, a waiting list is formed. The waiting list for the new Year R intake 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.

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

Definition

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.

⁷ 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).

How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025

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.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Crawley Green Infant School was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

				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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	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	Children with sibling(s) already at the school at the time of proposed admission	Children with sibling(s) at Wenlock CofE Academy at the time of proposed admissions	Children living within the school's catchment area	Children living outside of the school's catchment area	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Crawley Green Infant School	90	153	81	1	0	26	0	36	18	N/A	5

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Crawley Green Infant School	1	1	0	0	0%	0	0%	0

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Crawley Green Infant School	1	0	0	0%	0	0%	1

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions 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 so 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.

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, the school 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.

Waiting list

Where it is not possible to agree all applications for the school, a waiting list will be kept. The waiting list is organised in the priority of the school's admissions criteria. It is not based on the date the application was added to the list. 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.

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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Child Arrangements Order is defined in Section 8 of the Children Act 1989, as amended by Section 14 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. 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.

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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 the school's admissions criteria, 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 with the Chiltern Learning Trust.



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Dallow Primary School was **unable** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	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	Children of staff who work at the school	Children in the catchment area with sibling(s) already at the school at proposed date of admission	Children living in catchment area of the school	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	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Dallow Primary School	90	238	91	1 ✓	0	2 ✓	23 ✓	52 ✓	10 ✓	3 x	N/A	0

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Dallow Primary School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Dallow Primary School	3	1	2	0	0%	2	100%	0

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Dallow Primary School	3	1	0	0%	1	100%	2

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions 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 order⁸ 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 site⁹ and the pupil's home address, with those living closer to the school being accorded higher priority.

Tie break

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

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

Once the number of pupils reaches the admission number, a waiting list is formed. Positions on the waiting list are organised in the order of priority of the school's admissions criteria. The waiting list for the Reception intake will be held until 27 March 2026.

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.

⁸ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children'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).

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



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Legrave Primary School was **unable** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (✗) show the criterion in which some children were refused a place.

				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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	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	Children of staff who work at the school	Children in the catchment area with sibling(s) already at the school at proposed date of admission	Children living in catchment area of the school	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	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Legrave Primary School	60	222	60	0	0	1 ✓	23 ✓	29 ✓	6 ✓	1 ✗	0.193 miles	40

Legrave Primary School was **unable** to offer a place to all children who met the **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 being accorded higher priority** criterion; therefore the children living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Legrave Primary School	10	6	4	0	0%	4	100%	0

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Legrave Primary School	3	3	0	0%	3	100%	0

The information is correct as at 24 July 2023.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for River Bank Primary School

Children with an Education, Health and Care (EHC) Plan naming the 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 order¹⁰ 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.

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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 site¹¹ and the pupil's home address¹², will serve to differentiate between children in criteria a) to f) should the need arise.

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

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

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 relevant 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.

¹⁰ 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).

¹¹ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.

¹² Main entrance of the School means the door used to access the School's main reception.



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

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.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at River Bank Primary School was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:								Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
				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 council to have been in state care outside of England and ceased to be in care as a result of being adopted	Children with a normal home address in the catchment area with a sibling on roll at the school at the time of application	Children of staff	Children with a normal home address in the catchment area of the school	Children with a normal home address outside the catchment area with a sibling on the roll of the school at the time of application	Other children			
River Bank Primary School	120	201	104	1 ✓	0	30 ✓	1 ✓	17 ✓	25 ✓	30 ✓	N/A		0

Summary of places agreed on appeal September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
River Bank Primary School	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
River Bank Primary School	No appeals were heard for the school						

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions 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 order¹³ including those who appear to the Governors of Sacred Heart Primary School to have been in state care 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 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 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 measured from a point at the home address identified in the Local Land and Property Gazetteer to the main entrance of the school site, determined by the Governing Body of the school as the main entrance in Langford Drive. Priority is not given within each criterion to children who meet other criteria.

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

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

¹³ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Waiting list

The Admissions Committee will keep a waiting list of those children who have not been offered a place until 31 July 2026.

Parents will need to reapply 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' 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.

Children of staff

Where the applicant'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.

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.

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].



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

Social, medical and pastoral needs

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at the 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.

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. The documents must be handed directly to the school's reception by 15 January 2025.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Sacred Heart Primary School was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

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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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	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, guardianship order including those who appear to the Governors of Sacred Heart Primary School to have been in state care outside of England and cease to be in care as a result of being adopted	Catholic children with exceptional social, medical or pastoral needs	Catholic children who are resident in the relevant parishes and who have a sibling attending the school at the time of admission	Catholic children who are resident in the relevant parishes	Other Catholic children	Other children with social, medical or pastoral needs	Children of staff	Other children with siblings	Any other children	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Sacred Heart Primary School	60	66	31	0	1 ✓	0	9 ✓	7 ✓	1 ✓	0	0	7 ✓	6 ✓	N/A	0

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Sacred Heart Primary School	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Sacred Heart Primary School	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for St Joseph's 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 Joseph's 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.

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 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 Gardenia Avenue - 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 Admissions Team.

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Waiting list

The Admissions Committee will keep a 'waiting list' of those children who have not been offered a place, until 31 July 2026.

Parents will need to re-apply for a place at the 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 as 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.

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 applicant's parent or carer is a member of staff employed on a permanent contract by St Joseph's 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.

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.

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].



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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.

Parents wishing to apply for a place at St Joseph's Primary School must also provide their child's original Baptismal Certificate or Certificate of Reception. The documents must be handed directly to the school's reception by 15 January 2025.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at St Joseph's Primary School was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

			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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Children with an Education Health Care Plan	Catholic looked after and previously looked after children	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	Catholic children with exceptional social, medical or pastoral needs	Catholic children who are resident in the relevant parishes and who have a sibling attending the school at the time of admission	Catholic children who are resident in the relevant parishes	Other Catholic children	Other children with social, medical or pastoral needs	Children of staff	Other children with siblings attending the school at the time of admission	Any other children	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
St Josephs Primary School	90	131	90	0	1 ✓	0	0	9 ✓	23 ✓	9 ✓	0	0	21 ✓	27 ✓	N/A	4



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
St Joseph's Primary School	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
St Joseph's Primary School	No appeals were heard for the school						

The information is correct as at 24 July 2024.

Admissions criteria for St Margaret of Scotland Primary School and St Martin de Porres Primary School

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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 schools' 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 name the schools 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.

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 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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



(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.

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.

Multiple births

The relevant Local Academy Committee will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Waiting list

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

Parents will need to reapply 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.

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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' 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.

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.

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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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 or medical 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 body 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.

Parishes

The relevant parishes are:

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

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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 Form for St Margaret of Scotland Primary School and St Martin de Porres Primary School and provide their child's original Baptismal Certificate or Certificate of Reception. The documents must be handed directly to the relevant school's reception by 15 January 2025.

The supplementary form can be requested at www.luton.gov.uk/admissions.

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



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

Summary of places allocated for the September 2024 starting school admissions round

The governing body at St Margaret of Scotland Primary School and St Martin de Porres Primary School were **able** to offer a place to all children who stated the schools as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (X) show the criterion in which some children were refused a place.

				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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Children with an Education Health Care Plan	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	Catholic children who are resident in the relevant parishes and who have a sibling attending the school at the time of admission	Catholic children who are resident in the relevant parishes	Other Catholic children	Baptised or dedicated children of other Christian denomination whose parents wish them to have a Catholic education whose application is supported by a Minister	Children from other faiths whose parents wish them to have a Catholic education whose application is supported by a religious leader	Any other children	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
St Margaret of Scotland Primary School	60	73	50	1 ✓	0	5 ✓	12 ✓	0	5 ✓	0	27 ✓	N/A	0
St Martin de Porres Primary School	60	75	30	0	0	6 ✓	5 ✓	1 ✓	1 ✓	1 ✓	16 ✓	N/A	0

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Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
St Margaret of Scotland Primary School	No appeals were lodged for the school							
St Martin de Porres Primary School	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
St Margaret of Scotland Primary School	No appeals were heard for the school						
St Martin de Porres Primary School	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Somerles 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 and 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 order¹⁴, including those who appear to Somerles 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 Somerles Infant School and Early Childhood Education Centre or Somerles Junior School at the proposed date of admission.
4. Children living in the catchment area of Somerles Infant School and Early Childhood Education Centre.
5. Children who live outside the catchment area with siblings at Somerles Infant School and Early Childhood Education Centre and/or Somerles Junior School who will still be attending Somerles Infant School and Early Childhood Education Centre and/or Somerles Junior School at the proposed date of admission.
6. On the shortest distance, measured in a straight line, between the main entrance¹⁵ of the school site and the pupil's home address¹⁶, with those living closer to the school being accorded higher priority.

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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 (criterion 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, witnessed by a Luton Council officer, independent of Luton Council's Admissions Team.

Multiple births

Twins or children from multiple births will be considered in the same way as all other applicants and the admissions criteria will be applied to each application. In circumstances where one of the siblings has been allocated the **last** remaining place at the school, the other sibling(s) will also be admitted. This approach will also be applied to all applications made during the academic year (in-year admissions). This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

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

Your child's details will be held on the waiting list until 27 March 2026. Parents will need to reapply for a place at the school after this date if they wish their child's name to be carried forward on the school's waiting list.

¹⁴ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by 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 guardian (or special guardian).

¹⁵ The 'main entrance' to the school is the door used to access the school's main reception.

¹⁶ The pupil's home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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 natural, adopted and step brothers and sisters. It also includes fostered siblings, where foster care has been arranged by Children Social Services. Other family relationships will not be considered under this criterion, including cousins.

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

Children of staff

The school regard 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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Summary of places allocated for the September 2024 starting school admissions round

The governing body at Someries Infant School and Early Childhood Education Centre was **unable** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:								
				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	Children of staff who are employed by the school	Children in the catchment area with a sibling or siblings already attending the school or Someries Junior School at the proposed date of admission	Children living in the catchment area of the school	Children who live outside the catchment area with siblings at the school and/or Someries Junior School who will still be attending the school and/or Someries Junior School at the proposed date of admission	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Someries Infant School and Early Childhood Education Centre	60	186	61	2 ✓	1 ✓	0	8 ✓	13 ✓	5 ✓	32 ✗	0.678 miles	32

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Someries Infant School and Early Childhood Education Centre was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Someries Infant School and Early Childhood Education Centre	1	0	1	0	0%	1	100%	0

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Someries Infant School and Early Childhood Education Centre	9	4	0	0%	4	100%	5

The information is correct as at 24 July 2023.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for Tennyson Road Primary School

Tennyson Road Primary School is based on two campuses, in south Luton. The Tennyson Road Campus is planned for one form of entry and the Surrey Street Campus operates with two forms of entry.

South Campus: Tennyson Road, Luton, LU1 3RS

North Campus: Surrey Street, Luton, LU1 3BZ

Places will be allocated using the criteria below for the 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 or children who were previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order¹⁷ including internationally adopted previously looked after children.
2. Brothers and sisters of pupils attending the school when the pupil starts at the school¹⁸
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 entrance¹⁹ of the school site and the pupil's home address²⁰, with those living closer to the school being accorded higher priority.

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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.

Tie break

The admissions criteria for each 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.

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.

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

¹⁸ 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.

¹⁹ 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.

²⁰ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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). Where 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.

Waiting list

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.

Additional information

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.

In June 2025 the School will inform parents of children allocated a place from September 2025, which school site their child will attend. When allocating pupils to a school site, the school will first endeavour to ensure that children with siblings at the school can attend the same site as their brother or sister to prevent logistical problems for parents.

Thereafter, geographical proximity (using walking distance) of the school sites to the home address will be used (those living closest to each site will be given priority up to the site's year group capacity).

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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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.

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.

Children of staff

For the purposes of Tennyson Learning Trust's admissions criteria, 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.



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Tennyson Road Primary School was **unable** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation under the following criteria:								Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
			Number of places allocated in the initial allocation (16 April 2024)	Children with an Education Health Care Plan	Looked after children or children who were previously looked after but immediately afterwards became subject to an adoption, child arrangements or special guardianship order including internationally adopted previously looked after children	Brothers and sisters of pupils attending the school when the pupil starts at the school	Pupils living in the catchment area of the school	On medical grounds supported by medical evidence	Children of staff currently employed at the school	On the shortest distance		
Tennyson Road Primary School	90	240	90	1 ✓	0	42 ✓	27 ✓	0	1 ✓	19 x	0.264 miles	39

58 Tennyson Road Primary School was **unable** to offer a place to all children who met the **Distance** criterion; therefore, the children living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Tennyson Road Primary School	4	3	1	0	0%	1	100%	0

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Tennyson Road Primary School	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for The Ferrars Academy

In accordance with the Education Act 1996, children with an EHC 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 becoming looked after became subject to an adoption, child arrangements or special guardianship order²¹ 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 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 tie breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

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Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

Where it is not possible to agree all applications for The Ferrars Academy, 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 s/he spends the majority of the school week (i.e. Monday to Friday including nights) with his/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. If there is any query on the home address this will be checked against official documentation.

²¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) and 'child arrangements order' is an order settling the arrangements 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 S14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardian' as an order appointing one or more individuals to be a child's 'special guardianship order' (or special guardians).



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

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 on determining whether the child should be prioritised on medical grounds with regard to admission to the school.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at The Ferrars Academy was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

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School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:							
				Children with an Education Health Care Plan	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 the school to have been in state care outside of England and ceased to be in care as a result of being adopted	Brothers and sisters of pupils attending the academy or Ferrars Junior School when the pupil starts at the school	Pupils living in the catchment area of the Academy	On medical grounds, supported by a medical certificate	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
The Ferrars Academy	90	127	72	0	1 ✓	16 ✓	43 ✓	0	12 ✓	N/A	0

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
The Ferrars Academy	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
The Ferrars Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions 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 the number of applications exceed the published admissions number the following oversubscription rules will apply in consecutive order:

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 or special 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 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 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 Osborne Road. Priority is not given within each criterion to children who meet other criteria.

Multiple births

The Linden Academy will admit over the Published Admission Number (PAN) to ensure twins/multiple birth children are not split if only one child is allocated an available place. If in such cases the PAN is exceeded, further admissions will be delayed until the roll returns to the PAN.

Waiting list

Unsuccessful applicants will automatically be placed on a 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.

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 (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.



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

Home address

The Academy 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 carer. 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. Where the member of staff has been employed for 2 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.

Priority can only be given at the Academy for which the staff member works and not any school with the Trust.

Summary of places allocated for the September 2024 starting school admissions round

The Board of Directors at The Linden Academy was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

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School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:							
				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	Children of staff	Children who have siblings currently at the school	Children who live in the relevant wards	Shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
The Linden Academy	72	112	61	0	0	0	26 ✓	28 ✓	7 ✓	N/A	0

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
The Linden Academy	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
The Linden Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Admissions criteria for Whipperley Infant Academy

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:

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 order²² 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 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 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 tie breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

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 for a place after this date if they wish their child's name to be carried forward on the waiting list.

Definitions

Looked after child

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

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 his/her parents or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

²² An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) and '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 S14 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).



How to apply for a school place for September 2025



Starting Infant/Primary School in September 2025

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.

Medical

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice on determining whether the child should be prioritised on medical grounds with regard to admission to the school.

Summary of places allocated for the September 2024 starting school admissions round

The governing body at Whipperley Infant Academy was **able** to offer a place to all children who stated the school as a preference in the initial allocation.

The ticks (✓) show which children were offered a place and the crosses (x) show the criterion in which some children were refused a place.

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School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:							
				Children with an Education Health Care Plan	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 the school to have been in state care outside of England and ceased to be in care as a result of being adopted	Brothers and sisters of pupils attending the academy or Farley Junior Academy when the pupil starts at the school	Pupils living in the catchment area of the Academy	On medical grounds, supported by a medical certificate	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Whipperley Infant Academy	90	108	72	0	0	26 ✓	37 ✓	0	9 ✓	N/A	0

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Whipperley Infant Academy	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Whipperley Infant Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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 of 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. In this case their application would be treated as an 'in-year admission and a place would only be offered if there were vacancies in the year group.

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.

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

Infant class size legislation

The law 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 three circumstances listed:

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.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Timetable

November 2024

Parents/carers receive a letter which briefly explains the application process.

Please take the time to read the relevant sections within this guide to make sure you understand the process. Further information and advice is available from the Admissions helpline on **01582 54 80 16**.

15 January 2025

Online applications must be submitted by this date. If you have completed a paper application form this must be returned to your first preference Luton school or to the Council's Admissions Team directly to the relevant school(s) by this date.

Applicants for Luton Catholic schools must ensure that in addition to completing an application they complete the supplementary form and provide their child's original Baptismal Certificate or Certificate of Reception directly to the relevant school(s) by this date.

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

16 April 2025

Offer emails are sent during the course of the day to parents/carers who submitted an online application.

Parents will not receive an offer letter in addition to the email. Decision letters are posted to parents/carers who submitted a paper application.

June 2025

Admission appeals will take place from June 2025.



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Contact details for Luton infant and primary schools

School	Address	Headteacher	Telephone Number	Admission Number
Beech Hill Primary School	Dunstable Road, Luton, LU4 8BW	Mr Davison	01582 42 94 03	120
Beechwood Primary School	Linden Road, Luton, LU4 9RD	Mr Sherwin-Peddie	01582 51 84 00	120
Bramingham Primary School	Freeman Avenue, Luton, LU3 4BL	Ms Sutton Ms Bains	01582 61 75 00	60
Bushmead Primary School	Bushmead Road, Luton, LU2 7EU	Ms Travi	01582 72 53 87	90
Chantry Primary Academy	Tomlinson Avenue, Luton, LU4 0QP	Ms Hussain	01582 70 65 00	90
Crawley Green Infant School	Beaconsfield, Luton, LU2 0RW	Ms Shadbolt Mr White	01582 72 42 67	90
Dallow Primary School	Dallow Road, Luton, LU1 1LZ	Ms Lovell	01582 61 66 01	90
Denbigh Primary School	Denbigh Road, Luton, LU3 1NS	Ms McKiernan (Acting)	01582 57 15 97	90
Downside Primary School	Chaul End Lane, Luton, LU4 8EZ	Miss Hooker	01582 58 71 60	150
Foxdell Primary School	Dallow Road, Luton, LU1 1TG	Ms Nisar	01582 73 37 64	90
Hillborough Infant School	Hillborough Road, Luton, LU1 5EZ	Ms Walter	01582 72 57 64	90
Icknield Primary School	Birdsfoot Lane, Luton, LU3 2JB	Mrs Farbon	01582 53 40 00	90
Leagrave Primary School	Strangers Way, Luton, LU4 9ND	Ms Gillespie	01582 57 19 51	60
Maidenhall Primary School	Newark Road, Luton, LU4 8LD	Mr Adkins	01582 43 07 80	90
Norton Road Primary School	Norton Road, Luton, LU3 2NX	Mrs Asghar	01582 57 11 69	60
Parklea Primary School	Cranbrook Drive, Luton, LU3 3EW Kinross Crescent, Luton LU3 3JU	Mr Spooner	Lower site - 01582 61 78 00	90
Pirton Hill Primary School	Butely Road, Luton, LU4 9EX	Mr Booth	01582 50 79 24	60
Putteridge Primary School	Putteridge Road, Luton, LU2 8HJ	Mr Pickard	01582 72 82 62	90
Ramridge Primary School	Turners Road North, Luton, LU2 9AH	Mrs Glenister	01582 72 99 70	60
River Bank Primary School	Bath Road, Luton, LU3 1ES	Mr Sansom	01582 53 18 60	120



How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



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School	Address	Headteacher	Telephone Number	Admission Number
Sacred Heart Primary School	Langford Drive, Luton, LU2 9AJ	Ms Somes	01582 28 74 80	60
Somerles Infant School and Early Childhood Education Centre	Wigmore Lane, Luton, LU2 8AH	Mr Scott	01582 41 45 45	60
Southfield Primary Academy	Pastures Way, Luton, LU4 0PE	Ms Baldwin	01582 60 48 76	60
St Joseph's Primary School	Gardenia Avenue, Luton, LU3 2NS	Ms Murphy	01582 57 29 64	90
St Margaret of Scotland Primary School	Rotheram Avenue, Luton, LU1 5PP	Mr Chiswell	01582 72 34 30	60
St Martin de Porres Primary School	Pastures Way, Luton, LU4 0PF	Ms Barnaville Ms Gallagher	01582 61 76 00	60
St Matthew's Primary School	Wenlock Street, Luton, LU2 0NJ	Ms Thomas	01582 72 39 70	120
Stopsley Primary School	Hitchin Road, Luton, LU2 7UG	Mr Fordham	01582 61 10 35	60
Surrey Street Primary School	Cutenhoe Road, Luton, LU1 3NJ	Mrs Jackson	01582 74 88 10	60
Tennyson Road Primary School	North Site: Surrey Street, Luton LU1 3BZ South Site:Tennyson Road, Luton, LU1 3RS	Ms Gotch	01582 72 32 30	90
The Ferrars Academy	Macauley Road, Luton, LU4 0LL	Ms Green	01582 57 36 41	90
The Linden Academy	Osborne Road, Luton, LU1 3HJ	Mr Campbell	01582 21 14 41	72
The Meads Primary School	Sawtry Close, Luton, LU3 2UE	Mr Jenkins	01582 49 09 05	90
Warden Hill Infant School	Birdsfoot Lane, Luton, LU3 2DN	Ms Maxted	01582 59 51 50	120
Waulud Primary School	Wauluds Bank Drive, Luton, LU3 3LZ	Ms Devereux	01582 59 34 69	60
Whipperley Infant Academy	Whipperley Ring, Luton, LU1 5QY	Ms Whitehouse	01582 72 58 68	90
Whitefield Primary Academy	Stockholm Way, Luton, LU3 3SS	Ms Kirby	01582 59 61 08	60
Wigmore Primary School	Twyford Drive, Luton, LU2 9TB	Mr Johnston	01582 61 61 01	90
William Austin Infant School	Culverhouse Road, Luton, LU3 1PZ	Ms Kang	01582 59 51 98	120

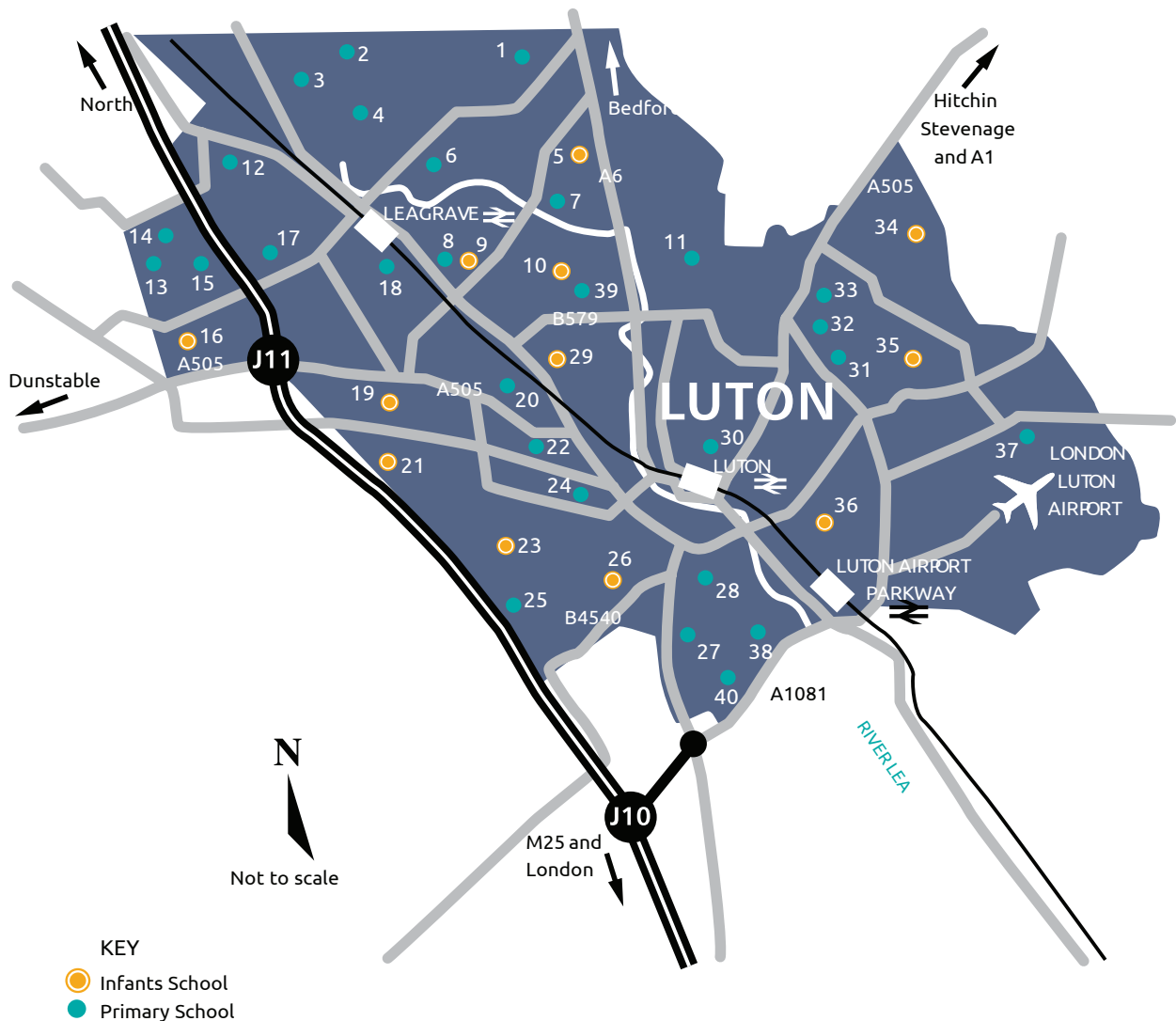


How to apply for a school place for September 2025

Starting Infant/Primary School in September 2025



Map of Infant/Primary Schools in Luton



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1. Bramingham Primary School
2. Whitefield Primary Academy
3. Parklea Primary School
4. Waulud Primary School
5. Warden Hill Infant School
6. The Meads Primary School
7. Icknield Primary School
8. Norton Road Primary School
9. St Joseph's Primary School
10. William Austin Infant School
11. Bushmead Primary School
12. Pirton Hill Primary School
13. Chantry Primary Academy
14. Southfield Primary Academy

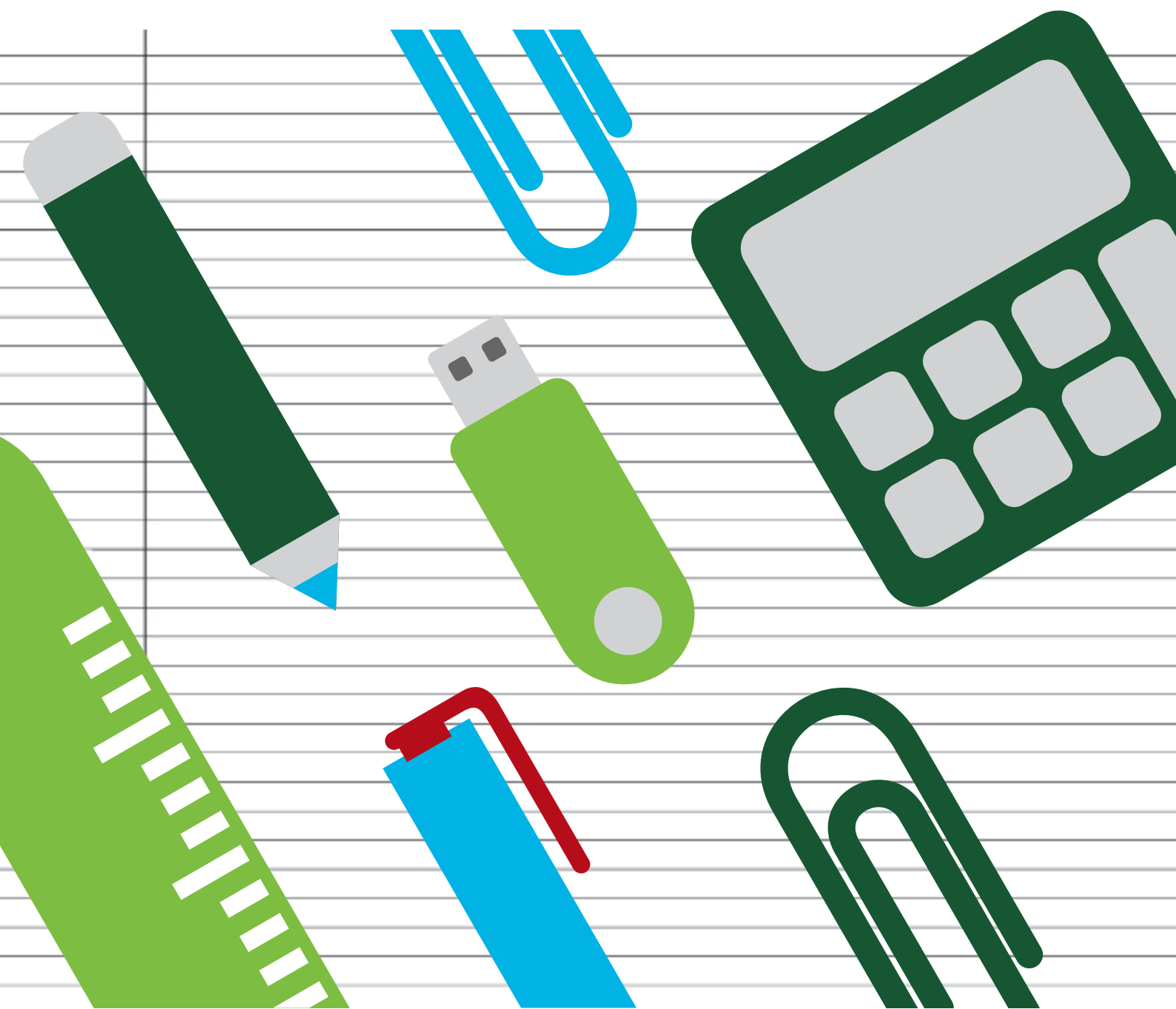
15. St. Martin de Porres Primary School
16. The Ferrars Academy
17. Leagrave Primary School
18. Beechwood Primary School
19. Downside Primary School
20. Maidenhall Primary School
21. Foxdell Primary School (infant site)
22. Beech Hill Primary School
23. Whipperley Infant Academy
24. Dallow Primary School
25. St Margaret of Scotland Primary School
26. Hillborough Infant School
27. Tennyson Road Primary School, South Site, Tennyson Road, Luton LU1 3RS

28. Tennyson Road Primary School, North Site, Surrey Street, Luton LU1 3BZ
29. Denbigh Primary School
30. St Matthew's Primary School
31. Ramridge Primary School
32. Sacred Heart Primary School
33. Stopsley Primary School
34. Putteridge Primary School
35. Someries Infant School
36. Crawley Green Infant School
37. Wigmore Primary School
38. The Linden Academy
39. River Bank Primary School
40. Surrey Street Primary School

How to apply for a school place for September 2025

Starting Junior School in September 2025

Children due to transfer to Junior school in September 2025



luton.gov.uk/school-admissions

Luton



How to apply for a school place for September 2025

Starting Junior School in September 2025



Information on the junior transfer for September 2025

Junior schools in Luton

There are 7 maintained junior schools in Luton.

Name of School	Status of school	Age range	Responsibility for admissions
Farley Junior Academy	Academy	7 – 11	Academy Trust
Ferrars Junior School	Community*	7 – 11	Luton Council
Hillborough Junior School	Community	7 – 11	Luton Council
Somerles Junior School	Community	7 – 11	Luton Council
Warden Hill Junior School	Community	7 – 11	Luton Council
Wenlock Junior Academy	Voluntary Aided	7 – 11	Governing Body
William Austin Junior School	Community	7 – 11	Luton Council

* This school is in the process of converting to become an academy. Following conversion the Academy Trust will be responsible for admission arrangements

Primary schools

The following primary schools are **not** included in the transfer from infant to junior school as children enter primary schools in the Reception Year and leave at the end of Year 6.

Beech Hill Primary School	River Bank Primary School
Beechwood Primary School	Sacred Heart Primary School
Bramingham Primary School	Southfield Primary Academy
Bushmead Primary School	St Joseph's Primary School
Chantry Primary Academy	St Margaret of Scotland Primary School
Dallow Primary School	St Martin de Porres Primary School
Denbigh Primary School	St Matthew's Primary School
Downside Primary School	Stopsley Primary School
Foxdell Primary School	Surrey Street Primary School
Icknield Primary School	Tennyson Road Primary School
Leagrave Primary School	The Linden Academy
Maidenhall Primary School	The Meads Primary School
Norton Road Primary School	Waulud Primary School
Pirton Hill Primary School	Whitefield Primary Academy
Putteridge Primary School	Wigmore Primary School
Ramridge Primary School	

You must **not specify a primary school as your first, second or third preference.** If you would like to request a place at a primary school please discuss the application procedure with the school concerned or contact the Admissions helpline for further advice (*see page 19 for contact details*).

If a primary school is given as a preference, the preference will not be processed. Parents seeking a place at a primary school for September 2025 should apply for a place in June 2025. Such requests will be treated as an 'in-year admission' and a place will only be agreed if there are vacancies in the relevant year group.



How to apply for a school place for September 2025

Starting Junior School in September 2025



Admissions criteria for Luton junior community schools

Ferrars Junior School	Hillborough Junior School	Somerles Junior School
Warden Hill Junior School	William Austin Junior School	

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 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 order¹ 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 entrance² of the school site and the pupil's home address³, with those living closer to the school being accorded higher priority.

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

- The Ferrars Academy for which Ferrars Junior School 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 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.

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

¹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child 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).

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

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



How to apply for a school place for September 2025

Starting Junior School in September 2025



Waiting list

Your child's details will be placed on a waiting list for any oversubscribed schools 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 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 local authority 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 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. 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 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 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.



How to apply for a school place for September 2025

Starting Junior School in September 2025



Summary of places allocated for the September 2024 Year 3 intake

The Council was **unable** to offer a place to all pupils who stated the following schools as a preference in the initial allocation:

Hillborough Junior School	Somerles Junior School
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The Council was **able** to offer a place to all children who stated the following schools as a preference in the initial allocation:

Ferrars Junior School	Warden Hill Junior School	William Austin Junior School
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The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

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				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 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	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 council to have been in state care outside of England and ceased to be in care as a result of being adopted	Siblings	Catchment	Medical	Pupils attending the linked infant school	Children of Staff	Distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024	
Ferrars Junior School	90	83	75	1 ✓	0	20 ✓	33 ✓	0	20 ✓	0	1 ✓	N/A	0	
Hillborough Junior School	90	145	90	4 ✓	0	23 ✓	36 ✓	0	21 ✓	0	6 ✗	0.556 miles	11	
Somerles Junior School	60	85	60	3 ✓	1 ✓	20 ✓	10 ✓	0	25 ✓	0	1 ✗	0.648 miles	7	
Warden Hill Junior School	120	155	116	6 ✓	0	37 ✓	29 ✓	0	42 ✓	0	2 ✓	N/A	1	
William Austin Junior School	120	144	119	1 ✓	0	50 ✓	45 ✓	0	22 ✓	0	1 ✓	N/A	0	

Hillborough Junior School was **unable** to offer a place to all pupils who met the **Distance** criterion; therefore, the pupils living closest to the school were allocated a place.

Somerles Junior School was **unable** to offer a place to any pupils who met the **Distance** criterion; therefore, the pupils living closest to the school were allocated a place.



How to apply for a school place for September 2025

Starting Junior School in September 2025



Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Ferrars Junior School	No appeals were lodged for the school							
Hillborough Junior School	No appeals were lodged for the school							
Somerles Junior School	2	0	0	0	%	0	0%	2
Warden Hill Junior School	No appeals were lodged for the school							
William Austin Junior School	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Ferrars Junior School	No appeals were heard for the school						
Hillborough Junior School	No appeals were heard for the school						
Somerles Junior School	No appeals were heard for the school						
Warden Hill Junior School	No appeals were heard for the school						
William Austin Junior School	No appeals were heard for the school						

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting Junior School in September 2025



Admissions criteria for Farley Junior Academy

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 order⁴ including those who appear to 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 academy or the linked infant 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. 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 door at the Academy's main reception and the pupil's home address with those living closer to the Academy being accorded higher priority.

Tie Break

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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 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.

Multiple births

Where one twin/child of multiple birth qualifies for a place and the other sibling(s) do not qualify for a place, both twins/multiple birth children will be promoted to the sibling criterion. This approach will also apply to siblings in the same year group who live together at the same address.

Waiting list

Where it is not possible to agree all applications for Farley Junior Academy, 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 for a place after this date if they wish their child's name to be carried forward on the waiting list.

⁴ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements 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).



How to apply for a school place for September 2025

Starting Junior School in September 2025



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 s/he spends the majority of the school week. (i.e. Monday to Friday including nights) with his/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. 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.

Medical

This refers to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice on determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Children of staff

The Academy 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 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.



How to apply for a school place for September 2025

Starting Junior School in September 2025



Summary of places allocated for the September 2024 Year 3 intake

The governing body was **able** to offer a place to all children who stated the school as a preference in the initial allocation:

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 15 January 2024	Number of places allocated in the initial allocation (16 April 2024)	Number of places allocated in the initial allocation under the following criteria:								Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
				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	Siblings	Catchment	Medical	Feeder	Children of Staff	Distance		
Farley Junior Academy	90	123	88	0	2 ✓	30 ✓	46 ✓	0	9 ✓	0	1 ✓	N/A	0

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Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Farley Junior Academy	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Farley Junior Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024

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.



How to apply for a school place for September 2025

Starting Junior School in September 2025



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.

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.

Multiple births

Where a place is offered to one twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted, even if this means the Published Admission Number is exceeded.

Waiting list

All children who are unsuccessful with their application will be placed on a waiting list. The waiting list will be maintained until 31 July 2026.

Parents who wish their child's name to remain on the waiting list after that date must make a new in-year application.

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.



How to apply for a school place for September 2025

Starting Junior School in September 2025



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).

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 school's supplementary form. The form must be uploaded to the online junior application for returned to the Council's Admissions Team by 15 January 2025.

The supplementary form can be requested at www.luton.gov.uk/school-admissions.

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

Summary of places allocated for the September 2024 Year 3 intake

The governing body was **able** to offer a place to all children who stated the school as a preference in the initial allocation:

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

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 15 January 2023		Number of places allocated in the initial allocation (17 April 2023)		Children with an Education Health Care Plan	All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement or special guardianship order including those who appear to the Governors of Wenlock CoFE Academy to have been in state care outside of England and ceased to be in care as a result of being adopted	Siblings of children already at the school at the date of proposed admission whose parents/carers fulfil the admissions criteria 3 or 4	Children of parent(s)/guardian(s) who worship regularly in any of the Church of England Churches in the Luton Deanery at the time of application	Children of parent(s)/guardian(s) who worship regularly in a Church of England Church who move into the Luton Deanery less than six months from the date of proposed admissions	Children of parent(s)/guardian(s) who live in the Luton Deanery and who regularly worship in a Church of England Church outside Luton Deanery, but still within the Diocese of St Albans	Children of parents/guardian(s) who are regular attendees of another place of Christian worship which, at the time of application, is a current paid up member of "Churches Together in Luton".	Siblings of children already at the school at the proposed date of admission	Children from Crawley Green Infant School catchment area	Children from Crawley Green Infant School living outside the catchment area	Any other children	Straight line distance of last child allocated a place	Number of pupils on the waiting list as at 20 June 2023
Wenlock CoFE Academy	90	73	70	0	0	0	0	0	0	0	0	0	0	16	29	20	5	N/A	0



How to apply for a school place for September 2025

Starting Junior School in September 2025



Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Wenlock CoFE Academy	No appeals were lodged for the school							

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Wenlock CoFE Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024

Timetable

September 2024

Parents/carers receive a letter which briefly explains the application process. Please take the time to read the relevant sections within this guide to make sure you understand the process. Further information and advice is available from the Admissions helpline on **01582 54 80 16**.

The guide can be downloaded at www.luton.gov.uk/admissions or you can obtain a copy from your child's current Luton school or from our Admissions Team.

15 January 2025

Online applications must be submitted by this date. If you have completed a paper application form this must be returned to your child's current Luton school or to the Council's Admissions Team by this date.

Applicants for Wenlock Junior Academy must ensure they have completed the school's supplementary form by this date.

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

16 April 2025

Offer emails are sent to parents/carers during the course of the day who submitted an online application. Parents will not receive an offer letter in addition to the email.

Decision letters are sent to parents/carers who submitted a paper application. If your child attends a school outside of Luton, or an independent (private) school, the letter will be sent via the post on this date.

June 2025

Admission appeals will take place from June 2025.



How to apply for a school place for September 2025

Starting Junior School in September 2025



Contact details Luton junior schools

School	Address	Headteacher	Telephone Number	Admission Number
Farley Junior Academy	North Drift Way, Luton, LU1 5JF	Ms Whitehouse	01582 72 50 69	90
Ferrars Junior School	Lewsey Road, Luton, LU4 0ES	Mr Rae	01582 57 49 33	90
Hillborough Junior School	Hillborough Road, Luton, LU1 5EZ	Mr Bradshaw	01582 61 33 31	90
Somerles Junior School	Wigmore Lane, Luton, LU2 8AH	Mr Hunt	01582 73 88 10	60
Warden Hill Junior School	Birdsfoot Lane, Luton, LU3 2DN	Ms Lightfoot	01582 59 13 86	120
Wenlock CoFE Academy	Beaconsfield, Luton, LU2 0RW	Ms O'Burke	01582 73 06 24	90
William Austin Junior School	Austin Road, Luton, LU3 1UA	Ms Adams	01582 57 21 00	120

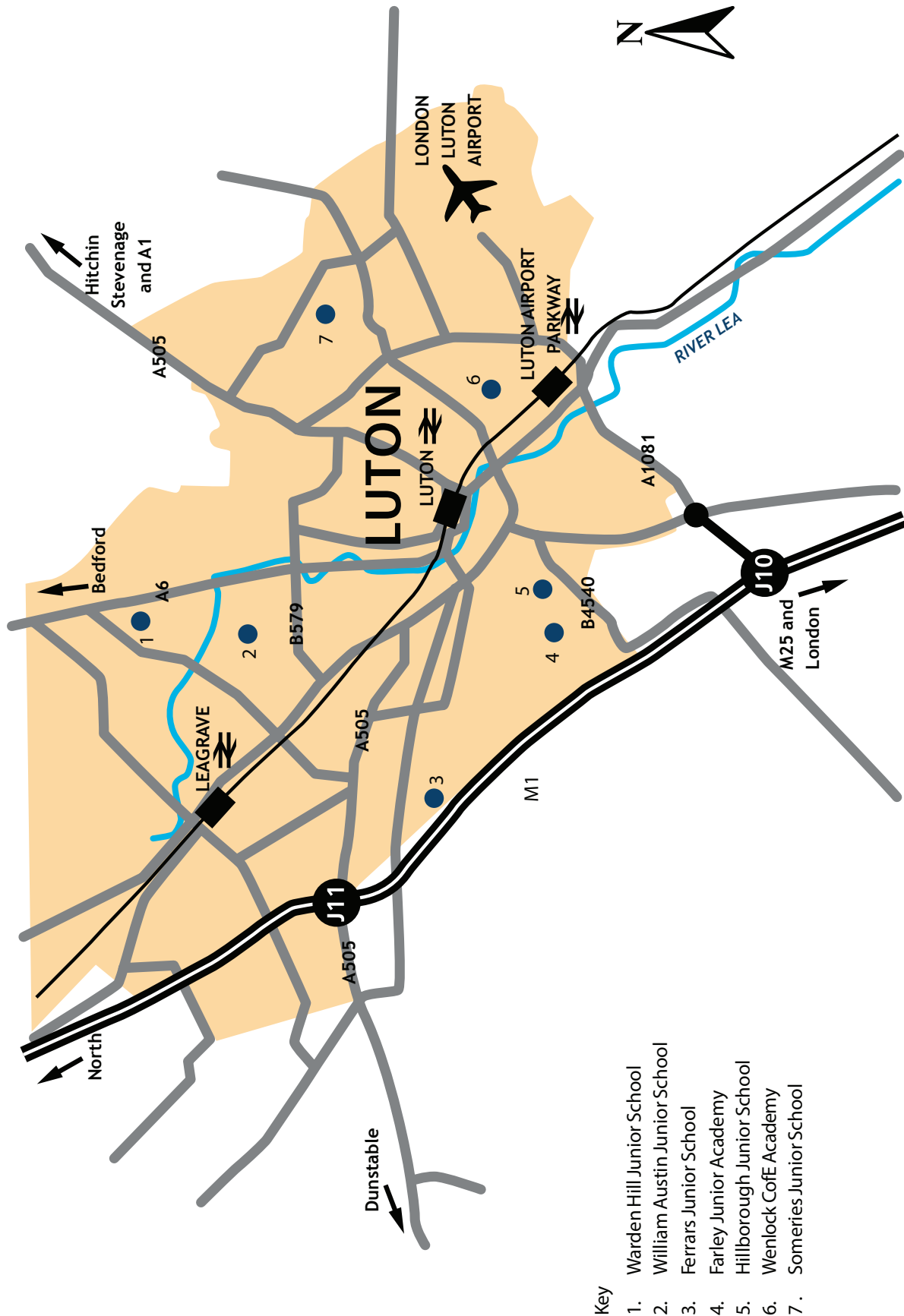


How to apply for a school place for September 2025

Starting Junior School in September 2025



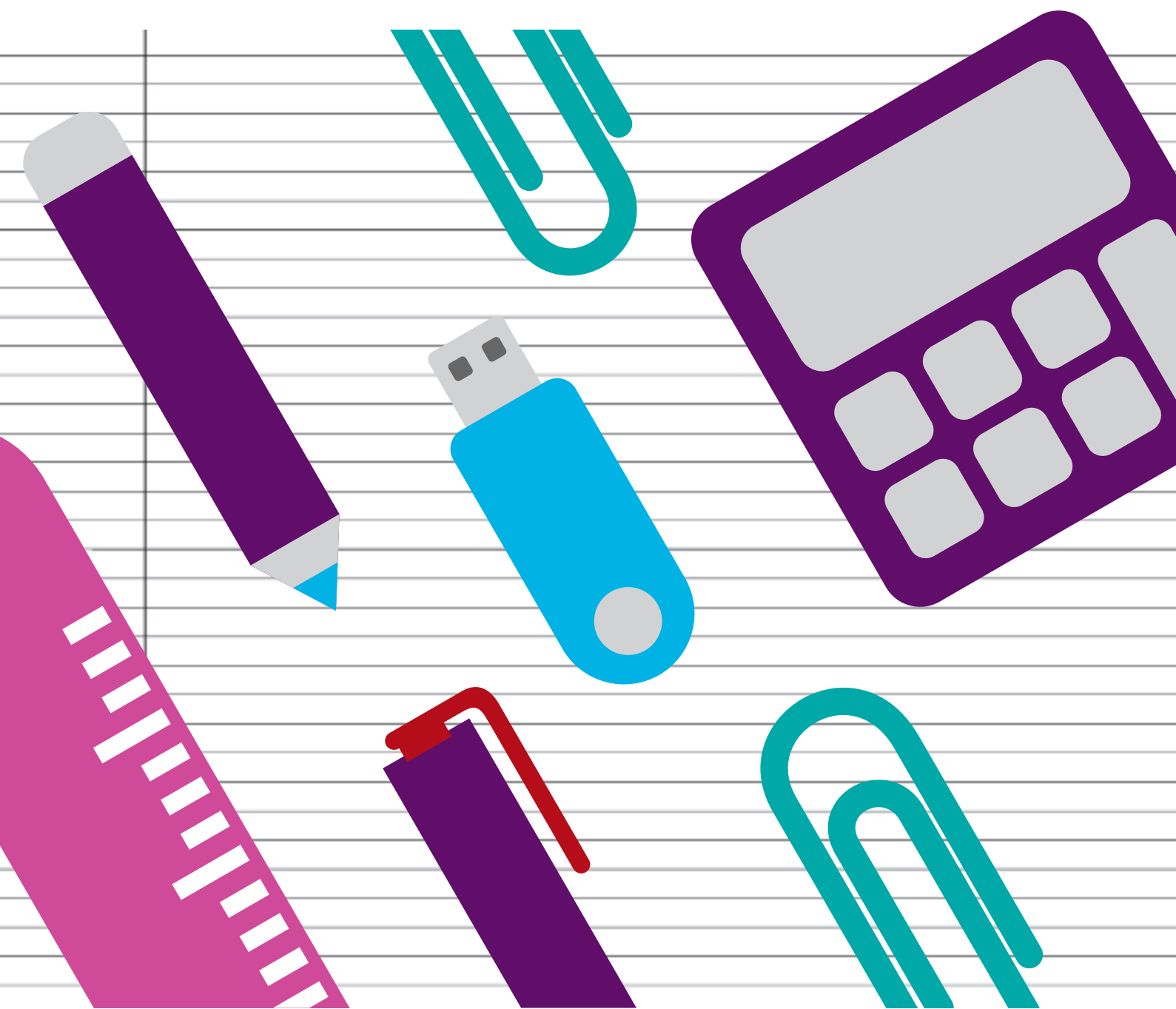
Map of Luton Junior Schools in Luton



How to apply for a school place for September 2025

Starting High School in September 2025

Children due to transfer to high school in September 2025



luton.gov.uk/school-admissions

Luton



How to apply for a school place for September 2025

Starting High School in September 2025



Information on the high school transfer for September 2025

High schools and academies in Luton

All schools and academies are comprehensive.

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



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions 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 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.

Tie break

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

Waiting list

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



How to apply for a school place for September 2025

Starting High School in September 2025



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

'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.

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.

Catholic

'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 or medical need of the child which can be most appropriately met at the school, the governing body 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.



How to apply for a school place for September 2025

Starting High School in September 2025



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 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 School are:

Sacred Heart Primary School

St Joseph's 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.

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 (as defined by these organisations on 31 October 2023).

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 5 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 religion which involves belief in more than one God, and
- 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 school's supplementary form and provide their child's original Baptismal Certificate or First Holy Communion Certificate and Certificate of Catholic Practice. The documents must be returned directly to Cardinal Newman Catholic School by 31 October 2024.

The supplementary form can be requested at www.luton.gov.uk/admissions.

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



How to apply for a school place for September 2025



Starting High School in September 2025

Summary of places allocated for the September 2024 Year 7 intake

The governing body at Cardinal Newman Catholic School was **unable** to offer a place to all pupils who stated the school as a preference in the initial allocation:

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

				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 2023	Nubmer of places allocated in the initial allocation (1 March 2024)	Children with an Education Health Care Plan	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	Catholic children with a Certificate of Catholic Practice who attend a feeder Catholic primary school	Other Catholic children with a Certificate of Catholic Practice	Catholic children who attend a feeder Catholic primary school	Other Catholic children	Catechumens and members of an Eastern Christian Church	Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader	Children of other faiths whose application is supported by their minister of religion	Any other children	Straight line distance of last child allocated a place	Number of pupils on the waiting list as at 3 June 2024
Cardinal Newman Catholic School	274	494	274	9 ✓	4 ✓	116 ✓	38 ✓	24 ✓	11 ✓	21 ✓	47 ✓	4 ✗	0	N/A	69

The Admissions Committee at Cardinal Newman Catholic School was **unable** to offer a place to all pupils who met the **Children of other faiths whose application is supported by their minister of religion**, criterion, therefore, pupils were selected by random allocation by an independent panel.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Cardinal Newman Catholic School	24	3	13	0	0%	13	100%	8

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Cardinal Newman Catholic School	33	25	4	16%	21	84%	8

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions 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 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 so 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.

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

Tie break

The admissions criteria for each 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 a (a) two or more children living at the same address point (eg 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.

Allocation for twins or children from multiple births where oversubscription applies

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).

Waiting list

Where it is not possible to agree all applications for the schools, a waiting list will be kept. The waiting list is organised in the priority of the admissions criteria. It is not based on the date the application was added to the list. 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.



How to apply for a school place for September 2025

Starting High School in September 2025



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

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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 Trust and Schools 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

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.



How to apply for a school place for September 2025

Starting High School in September 2025



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

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.

Summary of places allocated for the September 2024 Year 7 intake

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

The Academy Trust at Challney High School for Boys, Challney High School for Girls, Denbigh High School and Putteridge High School were **unable** to offer a place to all pupils who stated the schools as a preference in the initial allocation.

The Academy Trust at Lea Manor High School was **able** to offer a place to all pupils who stated the school as a preference in the initial allocation.

School	Published Admissions Number	Number of first, second and thrid preferences received before 31 October 2023	Number of places allocated in the initial allocation (1 March 2024)	Number of places allocated in the initial allocation under the following criteria:								Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
				Children with an Education Health Care Plan	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 so as a result of being adopted	Children of staff currently employed at the school	Children in the catchment area with siblings at the school who will be attending the school at the proposed date of admission	Children living in the catchment area of the school	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	Children living closest to the school measured on straight line distance			
Challney High School for Boys	243	423	244	6 ✓	1 ✓	2 ✓	58 ✓	141 ✓	8 ✓	28 ✗	1.028 miles	45	
Challney High School for Girls	210	443	211	7 ✓	0	0	62 ✓	126 ✓	6 ✓	10 ✗	0.586 miles	76	
Denbigh High School	224	1092	224	13 ✓	2 ✓	2 ✓	78 ✓	129 ✗	0	0	0.437 miles	302	
Putteridge High School	243	511	243	3 ✓	3 ✓	6 ✓	44 ✓	86 ✓	37 ✓	64 ✗	1.470 miles	57	

Challney High School for Boys was **unable** to offer a place to all pupils who met the **Children living closest to the school measured in a straight line distance** criterion; therefore, the pupils living closest to the school were allocated a place.

Challney High School for Girls was **unable** to offer a place to all pupils who met the **Children living closest to the school measured in a straight line distance** criterion; therefore, the pupils living closest to the school were allocated a place.

Denbigh High School was **unable** to offer a place to all pupils who met the **Children living in the catchment area of the school** criterion; therefore, the pupils living closest to the school were allocated a place.

Putteridge High School was **unable** to offer a place to any pupils who met the **Children living closest to the school measured in a straight line distance** criterion; therefore, the pupils living closest to the school were allocated. Children living closest to the school measured in a straight line distance.



How to apply for a school place for September 2025

Starting High School in September 2025



School	Published Admissions Number	Number of first, second and third preferences received before 31 October 2023	Number of places allocated in the initial allocation (1 March 2024)	Number of places allocated in the initial allocation under the following criteria:							Number of children on the waiting list as at 3 June 2024
				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 present LA designated catchment area	Siblings of children attending the school at the proposed admission	Students seeking admission on medical grounds	Any other applicant	Straight line distance of last child allocated a place	
Lea Manor High School	240	262	206	10	2	115	23	0	56	N/A	0

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Challney High School for Boys	9	2	6	1	17%	5	83%	1
Challney High School for Girls	15	0	14	2	14%	12	86%	1
Denbigh High School	91	8	70	8	11%	62	89%	13
Lea Manor High School	No appeals were lodged for the school							
Putteridge High School	13	0	9	0	0%	9	100%	4

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September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Challney High School for Boys	13	8	1	12%	7	88%	5
Challney High School for Girls	34	32	4	12%	28	88%	2
Denbigh High School	97	81	8	10%	73	90%	16
Lea Manor High School	No appeals were heard for the school						
Putteridge High School	11	9	3	33%	6	67%	2

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions criteria for Chiltern Academy

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 so 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 a (a) two or more children living at the same address point (eg 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.

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Allocation for twins or children from multiple births where oversubscription applies

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).

Waiting list

Where it is not possible to agree all applications for the school, a waiting list will be kept. The waiting list is organised in the priority of the school's admissions criteria. It is not based on the date the application was added to the list. 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.

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).



How to apply for a school place for September 2025

Starting High School in September 2025



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. 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 Trust and School 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

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 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.



How to apply for a school place for September 2025



Starting High School in September 2025

Summary of places allocated for the September 2024 Year 7 intake

The governing body at Chiltern Academy was **unable** to offer a place to all pupils who stated the school as a preference in the initial allocation.

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

					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 2023	Number of places allocated in the initial allocation (1 March 2024)	Children with an Education Health Care Plan	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 so as a result of being adopted	Children of staff currently employed at the school	Children with siblings at the school who will be attending the school at the proposed date of admission	Children living closest to the school measured on straight line distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Chiltern Academy	240	852	240	6 ✓	3 ✓	4 ✓	91 ✓	136 x	0.964 miles	222

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Chiltern Academy was **unable** to offer a place to all pupils who met the **Children living closest to the school measured on straight line distance** criterion; therefore, the pupils living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Chiltern Academy	56	1	45	3	7%	42	93%	10

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Chiltern Academy	61	52	3	6%	49	94%	9

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions criteria for Icknield High School

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

Should there be more applications than places available, the following criteria will apply, in the order set out, 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 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 criteria (2) to (6) above reaches 295. The distance criterion is measured on the shortest straight line distance from the central school quadrangle to the student's home address¹, with those living closer to the school being accorded the higher priority.

The school will make every effort to accommodate all students living in the catchment area. If necessary the school will admit a small number of students over the 295 admission number in agreement with the Local Authority (as set out in paragraph 1.18 of the Admission Code). If this is done, it does not alter the published admissions number and the waiting list will only be activated once the roll for that year drops below 295 through natural wastage. This arrangement applies only to oversubscription criterion 3.

Waiting list

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 after this date if they wish their child's name to be carried forward on the waiting list.

¹ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



How to apply for a school place for September 2025

Starting High School in September 2025



Definitions

Looked after child

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

Home address

The school regard 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 and step brothers or 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 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 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.



How to apply for a school place for September 2025



Starting High School in September 2025

Summary of places allocated for the September 2024 Year 7 intake

The governing body at Icknield High School was **unable** to offer a place to all pupils who stated the school as a preference in the initial allocation.

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

					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 2023	Number of places allocated in the initial allocation (1 March 2024)	Children with an Education Health Care Plan	A 'looked after child' or a child who was previously looked after 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	Children of staff who work at the school	Students having their current home address within the present local authority designated	Siblings of students attending the school at the time of proposed admission	Medical grounds	Any other applicant	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024		
Icknield High School	295	851	295	8 ✓	1 ✓	1 ✓	258 ✓	25 ✓	0	2 ✗	0.495 miles	125		

Icknield High School was **unable** to offer a place to any pupils who met the **Any other applicant** criterion; therefore, the pupils living closest to the school were allocated a place.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Icknield High School	38	2	31	4	13%	27	87%	5

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Icknield High School	41	39	2	5%	37	95%	2

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions 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 order² 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 entrance³ of the school site and the pupil's home address⁴, 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. 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 will need to re-apply for a place at the school after this date if they wish their child's name to be carried forward.

² 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).

³ Main entrance of the School means the door used to access the School's main reception.

⁴ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



How to apply for a school place for September 2025

Starting High School in September 2025



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

Siblings

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

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.

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.

How to apply for a school place for September 2025

Starting High School in September 2025

Summary of places allocated for the September 2024 Year 7 intake

The governing body at Lealands High School was **unable** to offer a place to all pupils who stated the school as a preference in the initial allocation.

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

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 2023	Number of places allocated in the initial allocation (1 March 2024)	Children with an Education Health Care Plan	A 'looked' after child or a child who was previously looked after 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	Brothers and sisters of pupils attending the school when the pupil starts at the school	Children of staff who work at the school	On the shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Lealands High School	210	443	210	7 ✓	2 ✓	111 ✓	0	22 ✓	2 ✓	66 x	1.425 miles	23

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.

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Lealands High School	6	0	4	0	0%	4	100%	2

September 2023 admissions round

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Lealands High School	4	2	0	0%	2	100%	2

The information is correct as at 24 July 2024.



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions criteria for Queen Elizabeth 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 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 order⁵ 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 home⁶, 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.

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Waiting list

The school will operate a waiting list until the last day of the calendar year. Parents will need to re-apply to the school after this date to remain on the waiting list until the end of the academic year.

Definitions

Looked after child

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

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 Governors regards a pupil's home address/permanent residence as where she or he spends the majority of the school week (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.

⁵ 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).

⁶ The home address is measured from a point at the address identified in the Local Land and Property Gazetteer.



How to apply for a school place for September 2025



Starting High School in September 2025

Siblings

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

Medical grounds

Medical grounds refer to the health of the child for whom a place is being requested and for whom the requested school is the most suitable in the area to meet the child's medical needs. It must relate to a recognised medical condition for which the child is receiving treatment. A medical certificate must be provided to substantiate the claim. The medical certificate will be sent to the Health Authority for advice in determining whether the child should be prioritised on medical grounds with regard to admission to the requested school.

Summary of places allocated for the September 2024 Year 7 intake

The governing body at Queen Elizabeth School was **able** to offer a place to all pupils who stated the school as a preference in the initial allocation:

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

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School	Published Admissions Number	Number of first, second and third preferences received before 31 October 2023	Number of places allocated in the initial allocation (1 March 2024)	Number of places allocated in the initial allocation under the following criteria:							
				Children with an Education Health Care Plan	A 'looked after child' or a child who was previously looked after 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 with the present LA designated catchment area	Students who will have a sibling on the school roll at the proposed admission	Students seeking admission on medical grounds	Any other applicants	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Queen Elizabeth School	240	483	216	8 ✓	2 ✓	83 ✓	37 ✓	0	86 ✓	N/A	0

Summary of places agreed on appeal

September 2024 Transfer

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Queen Elizabeth School	No appeals were lodged for the school							

September 2023 Transfer

School	Number of appeals received	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Queen Elizabeth School	No appeals were heard for the school						

The information is correct as at 24 July 2023



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions 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 240. In such circumstances shortest straight line distance from the door to the School's Main Reception to the student's home address, will be used. Students living closest to the school will be given priority.

The distance will be measured using a computerised mapping system, as approved by Luton (or relevant Borough 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 list

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.



How to apply for a school place for September 2025

Starting High School in September 2025



Definitions

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 2022, 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.

Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

Medical grounds

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

At the time of printing, the school's admission arrangements for September 2025 are the subject of an objection to the Office of the Schools Adjudicator and may be subject to change. A final version of the admission arrangements will be posted on both the School's website and the Council's admissions webpage.



How to apply for a school place for September 2025



Starting High School in September 2025

Summary of places allocated for the September 2024 Year 7 intake

The governing body at Stopsley High School was **able** to offer a place to all pupils who stated the school as a preference in the initial allocation.

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

School	Published Admissions Number	Number of first, second and third preferences received before 31 October 2023	Number of places allocated in the initial allocation (1 March 2024)	Number of places allocated in the initial allocation under the following criteria:								
				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 living in the catchment area of the school	Siblings of children attending the school at the time of proposed admission	Students who do not live in the catchment area but who attend a local feeder school	Medical grounds	Students living outside of the catchment area who do not attend one of the feeder schools	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024
Stopsley High School	274	432	272	11 ✓	0	111 ✓	25 ✓	21 ✓	0	104 ✓	N/A	2

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Summary of places agreed on appeal

September 2024 transfer

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not agreed	%	Number of appeals withdrawn
Stopsley High School	No appeals were lodged for the school							

September 2023 transfer

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
Stopsley High School	No appeals were heard for the school						

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting High School in September 2025



Admissions 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, or special guardianship⁹ 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 in the catchment area.

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

The followings 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 Leagrave High Street, for The Chalk Hills Academy and Rotheram Avenue for The Stockwood Park Academy. Priority is not given within each criterion to children who meet other criteria.

Multiple births

The Academies will admit over the Published Admission Number (PAN) to ensure twins/multiple birth children are not split if only one child is allocated an available place. If in such cases the PAN is exceeded, further admissions will be delayed until the roll returns to PAN.

Waiting list

Unsuccessful applicants will automatically be placed on a 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.

⁹ An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements 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).



How to apply for a school place for September 2025

Starting High School in September 2025



Definitions

Looked after child and Previously 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 '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 academy 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 carers. The address of a childminder or family member who looks after the child before or after school cannot be used. The Academy Trust 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.

To obtain a place under the sibling rule, the older sibling must still attend the school at the time the younger child joins the school. Sibling connections for Year 12 will not apply unless the pupil has an unconditional offer of a place or is attending the Sixth Form and will still be at the time of admission.

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.

How to apply for a school place for September 2025

Starting High School in September 2025

Summary of places allocated for the September 2024 Year 7 intake

The Board of Directors at The Stockwood Park Academy was **able** to offer a place to all pupils who stated the school as a preference in the initial allocation.

The Board of Directors at The Chalk Hills Academy was **unable** to offer a place to all pupils who stated the school as a preference in the initial allocation.

The ticks (✓) show which pupils were offered a place and the crosses (x) show the criterion in which some pupils were refused a place.

				Number of places allocated in the initial allocation under the following criteria:									
School	Published Admissions Number	Number of first, second and thrid preferences received before 31 October 2023	Number of places allocated in the initial allocation (1 March 2024)	Children with an Education Health Care Plan	Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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.	Children of staff	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	Children who live in the catchment area	Children who attend the Trust's feeder primary schools	Shortest distance	Straight line distance of last child allocated a place	Number of children on the waiting list as at 3 June 2024	
The Chalk Hills Academy	300	570	300	4 ✓	3 ✓	2 ✓	115 ✓	99 ✓	9 ✓	68 ✗	1.364 miles	52	
The Stockwood Park Academy	300	393	298	8 ✓	2 ✓	0	99 ✓	133 ✓	5 ✓	51 ✓	N/A	0	

The Chalk Hills Academy was **unable** to offer a place to all pupils who met the **Shortest Distance** criterion; therefore, the pupils living closest to the school were allocated a place

Summary of places agreed on appeal

September 2024 admissions round

School	Number of appeals received	Number of appeals pending	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
The Chalk Hills Academy	20	0	20	2	10%	18	90%	0
The Stockwood Park Academy	No appeals were lodged for the school							

September 2023 transfer

School	Number of appeals received	Heard	Agreed	%	Not Agreed	%	Number of appeals withdrawn
The Chalk Hills Academy	22	13	1	8%	12	92%	9
The Stockwood Park Academy	No appeals were heard for the school						

The information is correct as at 24 July 2024



How to apply for a school place for September 2025

Starting High School in September 2025



High school and academy open evenings

It is strongly recommended that parents/carers and pupils attend the open evenings of the high schools and academies that interest them. Open evenings give parents and pupils the opportunity to gain a good overview of the school by meeting staff and pupils and gathering information about the school or academy.

School	Date	Time
Cardinal Newman Catholic School	3 October 2024	5pm – 8pm
Challney High School for Boys	17 October 2024	5pm – 7pm
Challney High School for Girls	17 October 2024	5pm – 8pm
Chiltern Academy	23 October 2024 Chiltern Academy will be holding an Open Week – week commencing 21 October 2024 by appointment only – Parents only	5.30pm – 8.30pm
Denbigh High School	Denbigh High School will be holding Open Days on the following dates: 1 October 2024 to 3 October 2024 7 October 2024 to 9 October 2024 14 October 2024 to 16 October 2024 The Open Days 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	8 October 2024	6pm – 8.30pm
Lea Manor High School	26 September 2024 1 October 2024 2 October 2024 3 October 2024	5pm – 7pm 9am – 11am 9am – 11am 9am – 11am
Lealands High School	25 September 2024	4pm – 8pm
Putteridge High School	1 October 2024	5.30pm – 8pm
Queen Elizabeth School	10 October 2024	5pm – 8pm
Stopsley High School	3 October 2024	5pm – 8pm
The Chalk Hills Academy	3 October 2024	4pm – 7pm
The Stockwood Park Academy	1 October 2024	4.30pm – 7.30pm



How to apply for a school place for September 2025

Starting High School in September 2025



Timetable

September 2024

Parents/carers receive a letter which briefly explains the application process.

Please take the time to read the relevant sections within this guide to make sure you understand the process. Further information and advice is available from the Admissions helpline on **01582 54 80 16**.

September – October 2024

Open evenings for high schools and academies.

31 October 2024

Online applications must be submitted by this date. If you have completed a paper application form this must be returned to your child's current Luton school or to the Council's Admissions Team by this date.

Applicants for Cardinal Newman Catholic School must also ensure, that in addition to completing an application they complete the supplementary form and provide their child's original Baptismal Certificate or Certificate of Catholic Practice directly to the school by this date.

Applications received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances.

3 March 2025

Offer emails are sent during the course of the day to parents/carers who submitted an online application. Parents will not receive an offer letter in addition to the email.

112 Decision letters are sent to parent/carers who submitted a paper application.

May 2025

Admissions appeals will take place from May 2025.

Contact details for Luton High Schools and Academies

School	Address	Headteacher	Telephone Number	Admission Number
Cardinal Newman Catholic School	Warden Hill Road, Luton, LU2 7AE	Ms Fay	01582 59 71 25	274
Challney High School for Boys	Stoneygate Road, Luton, LU4 9TJ	Mr Mailer	01582 59 99 21	243
Challney High School for Girls	Addington Way, Luton, LU4 9FJ	Ms George	01582 57 14 27	210
Chiltern Academy	Gipsy Lane, Luton, LU1 3GF	Mr Douglas	01582 31 06 44	240
Denbigh High School	Alexandra Avenue, Luton, LU3 1HE	Ms Neely-Hayes	01582 73 66 11	224
Icknield High School	Riddy Lane, Luton, LU3 2AH	Mr Noble	01582 57 65 61	295
Lealands High School	Sundon Park Road, Luton, LU3 3AL	Mr Burrridge	01582 61 16 00	210
Lea Manor High School	Northwell Drive, Luton, LU3 3TL	Ms Pather	01582 65 26 00	240
Putteridge High School	Putteridge Road, Luton, LU2 8HJ	Mr Graham	01582 41 57 91	243
Queen Elizabeth School	Crawley Green Road, LU2 9AG	Mrs McPherson	01582 43 61 00	240
Stopsley High School	St Thomas' Road, Luton, LU2 7UX	Ms Hand	01582 87 09 00	240*
The Chalk Hills Academy	Leagrave High Street, Luton, LU4 0NE	Mr Ali	01582 88 41 00	300
The Stockwood Park Academy	Rotheram Avenue, Luton, LU1 5PP	Mr Humayun	01582 72 23 33	300

* At the time of printing the school's Published Admission Number is being reviewed by the Schools' Adjudicator and may be subject to change.



How to apply for a school place for September 2025

Starting High School in September 2025



Map of High Schools in Luton

