

School admissions checklist

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This checklist is for your own records to make sure you've completed all the tasks you need to, in relation to your child(ren)'s school admissions application.

- ☐ I've read and understood the 'how to apply for a school place' guide.
- ☐ I've read and understood the relevant council's information guide, if I am applying for a school outside of Luton.
- ☐ I've stated a first, second and third preference and have not named the same school two or three times.
- ☐ If I've stated **Cardinal Newman Catholic School** as a preference (for the high school transfer), I've also completed the school's supplementary form and provided the following, direct to the school:
 - ☐ completed supplementary form
 - ☐ my child's original Baptismal certificate
 - ☐ certificate of Catholic practice
 - ☐ First Holy Communion certificate
- ☐ If I've stated **Sacred Heart Primary School, St Margaret of Scotland Primary School** and/or **St Martin de Porres Primary School** as a preference (for the starting school admissions round), I've also:
 - ☐ completed the schools' supplementary form
 - ☐ provided the completed supplementary form
 - ☐ provided my child's original Baptismal certificate or Certificate of Reception direct to the school
- ☐ If I've stated **St Josephs Primary School** as a preference (for the starting school admissions round), I've also provided my child's original Baptismal certificate or Certificate of Reception direct to the relevant school(s).

- ☐ If I've specified **Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Denbigh High School, Lea Manor High School, Putteridge High School** (for the high school transfer) or **Dallow Primary School** (for the starting school admissions round) as a preference, I've uploaded the documents needed.
- ☐ If I've specified **Wenlock CofE Academy** as a preference, I've also completed the school's supplementary form.
- ☐ If I've stated a preference for a school(s) **outside of Luton**, I've read and understood the relevant council's information guide. I've also checked the school's admission arrangements to see if I need to complete a supplementary form.
- ☐ If I've stated a preference for a school(s) **outside of Luton**, I've provided the relevant local authority and/or school with supporting documents and/or information; I understand that if I provide this to Luton Council, the information will not be passed to the relevant parties.
- ☐ I understand that if one of my preferred school(s) is oversubscribed, I may be asked to provide original documentation as proof of address.
- ☐ I've uploaded a copy of my child's birth certificate (only for pupils new to the Luton-maintained school system applying in the junior and high school transfers).
- ☐ I understand that if I've not stated that my child has a sibling (brother or sister) who will be attending one of my preferred school(s) by September 2026, my application will not be considered under the sibling criterion.
- ☐ I've uploaded medical evidence for my child (only for those parents seeking admission for their child on medical grounds). I understand that if I do not upload medical evidence my child will not be considered under medical grounds and that information added to the application will not be considered.
- ☐ For Catholic schools preferences I've uploaded written evidence from a doctor (medical need) or director of Children Services (social need) to demonstrate exceptional social, medical or pastoral need. I understand that, if I do not upload the relevant evidence, my child will not be considered under this category.
- ☐ **For junior school applications only:** I understand that if I've stated a primary school as a preference(s), the preference will be disregarded.
- ☐ I certify that all the information I've given in this application is correct. I understand that any false or deliberately misleading information given on this form and/or supporting information may render my application invalid or lead to the offer of a place being withdrawn.
- ☐ If I'm completing this application form as a late change of preference, I understand that if a place can be offered the original place allocated will immediately be withdrawn.
- ☐ I've checked to make sure that all the information I've given is correct and I've provided dates, names and addresses in the places where they've been requested on the form.
- ☐ I give permission to the council to check any information given or to make any necessary enquiries. I authorise and request any person or body to give the council any information necessary for that purpose.