



# Starting School 2021

## Information for parents and carers of children applying for a Reception Year place

**Children born between 01/09/16 and 31/08/17 are due to start school in September 2021.** You need to make an application to us by 15 January 2021, even if your child attends a nursery/pre-school on the school site. All the information you will need regarding your Starting School 2021 application is available on our website.

### **Making your application**

Legislation requires you to apply through your home local authority. If you live outside of Central Bedfordshire you must contact the local authority you live in and apply to them.

We recommend that you apply online as it is quick, simple and safe. However, you can alternatively make a paper application; the forms can be downloaded from our website, are available from all Central Bedfordshire schools or we can post one out to you (just call us to request one).

In 2020, 94% of parents/carers applied online.

**Do not make both a paper and online application**, if you do only your latest application (submitted before the closing date) will be processed and your first application will be discarded.

### **How to make your application**

You can either apply:

- online at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) **or**
- complete a paper application; this can be downloaded from our website, you can get a copy from any Central Bedfordshire lower/primary school or you can call us on 0300 300 8037 and we will post one out to you.

**You must include proof of your child's date of birth with your application. Please upload a copy of your child's passport or short birth certificate when submitting your application.**





# Starting School 2021 application closing date - 15 January 2021

## Children with an Education, Health and Care Plan

The arrangements for admitting a child or young person with an Education, Health and Care Plan (EHC) are different to those for children/young people who do not. Admissions to school for children and young people with an EHC Plan are dealt with by the SEND Team, and **not** by School Admissions. During the summer term of the penultimate year at the current school, the school will invite you to a review meeting called a 'Transfer Review'. This will be held during the second half of the Autumn Term of the final year if in an Early Years setting. At this meeting, the school that you would like your child to transfer to will be discussed and the request will be processed by the SEND Team. You will be notified by the SEND Team of your child's confirmed school by 15 February for pre-16 placements. Further information relating to this process can be found online within Central Bedfordshire's Local Offer: <http://www.centralbedfordshire.gov.uk/children/sen-disability/education/annual-reviews.aspx>

Your child's current school will also be able to provide you with an information booklet regarding this process.

**If you have any further queries or concerns about this process, please contact the SEND Team on 0300 300 8356.** If you prefer to email you can do so at [Statass@centralbedfordshire.gov.uk](mailto:Statass@centralbedfordshire.gov.uk)

## **Applying from outside Central Bedfordshire**

If you **live outside of Central Bedfordshire** you need to make an application through your home Local Authority (where you pay your council tax). If you are applying for schools in Central Bedfordshire they will forward your application onto us. They will write to you on the offer day with the outcome of your application.

You also need to check with them about school transport as you will not be eligible for free transport from Central Bedfordshire Council and cannot assume you will be offered a concessionary bus pass.

For families living in our neighbouring authorities we have included below the web address for their School Admissions webpages, which should include details about how to make your application:

**Bedford Borough Council**  
[www.bedford.gov.uk/admissions](http://www.bedford.gov.uk/admissions)

**Buckinghamshire County Council**  
[www.buckscc.gov.uk/apply-for-a-school-place](http://www.buckscc.gov.uk/apply-for-a-school-place)

**Cambridgeshire County Council**  
[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

**Hertfordshire County Council**  
[www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

**Luton Borough Council**  
[www.luton.gov.uk/admissions](http://www.luton.gov.uk/admissions)













**Owning a number of properties within England**

If you own a number of properties within England, you must apply using the address at which you and your child reside. It cannot be a property which is being rented out to tenants, being lived in by other family members or an empty property.

**Renovating an address that you have purchased/own**

If you own a property in Central Bedfordshire but are not living in it because of renovation work at the property, we will consider this address, not the temporary address of the property you are living at during the work, providing that the property being renovated is not being occupied. We will require proof that you own the property being renovated.

**Moving into a property owned by a partner or family member**

We will only process the application using this address once you and your child have moved into the property. We will need a letter from the property owner confirming that you and your child are living at the address (mentioning you all by full name) and proof that they own the property. Applications are processed based on your child's address as of the closing date of 15 January 2021.

**Moving into a property to live with a partner or family member**

We will only process the application using this address once you and your child have moved into the property. We will need a copy of recent documentation e.g. bank statement showing that you reside at the property, dated within three months of the closing date of 15 January 2021. Applications are processed based on your child's address as of the closing date of 15 January 2021.

**How are school places allocated?**

All applications received between September 2020 and 15 January 2021 will be considered at the same time.

We will only use your order of preference (rank) if it's possible to offer your child a place at more than one of your preferred schools. If this is the case, we'll offer you a place at the highest ranked school possible.

If a school receives fewer applications than places available, then all applicants will be offered a place at the school, regardless of where they live.

If a school has more applications than places available then all applicants will be ranked using the school's oversubscription criteria. The oversubscription criteria for all schools and academies in Central Bedfordshire is available on our website.

Where applicants have the same criteria, they will then be ranked using straight line distance with those living closer to the school having higher priority. Home to school distances for admission allocation purposes will be measured along a straight line between a child's address and the relevant school/academy. The measurement is taken from the NLPG (National Land and Property Gazetteer) address point of the child's house to the designated measuring point of the school. Address point data is a nationally recognised method of identifying individual residences. This is an objective method of measuring home to school distances consistently when applying admission criteria. It does not take into account the actual or expected route a child will travel to school. The distance is measured using the local authority's computerised measuring system (Synergy Admissions database). Other mapping tools (such as Google maps) are not used in the allocation of school places.







.....

# Starting School 2021 application closing date - 15 January 2021

**Contact the School Admissions Team...**

by telephone: 0300 300 8037

by email: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

Write to School Admissions, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Bedfordshire LU6 1LF

## **HOME TO SCHOOL TRANSPORT**

Central Bedfordshire Council currently provides transport assistance to pupils who meet certain criteria as set out in the Council's current Home to School Transport Policy, full details of which can be found on the Council's website, [www.centralbedfordshire.gov.uk/school-transport](http://www.centralbedfordshire.gov.uk/school-transport)

We have enclosed a guide to help you see if your child is eligible for assistance with transport to a school. If you think your child may be eligible and you would like to apply for a place on council-organised transport, you will need to apply using the application form that can be found on our website at:

[www.centralbedfordshire.gov.uk/school-transport](http://www.centralbedfordshire.gov.uk/school-transport)

If your child is not eligible and you would like to know about other ways of getting to and from school, please speak to your child's school or visit [www.cbtravelchoices.co.uk](http://www.cbtravelchoices.co.uk).

### **Deadlines for applications**

To help us ensure we are able to put transport in place for the start of the academic year you will need to have completed your application via our website by the following dates:

Upper and secondary schools **31<sup>st</sup> March 2021**

Primary, Lower and middle schools **14<sup>th</sup> May 2021**

**When applications are received after these deadlines, we cannot guarantee transport will be in place until the October half term.**



**Travel for non-eligible students**

When you are considering an offer of a school place for your child, you should think seriously about how he/she will travel to and from school, as the Council will only be able to offer transport assistance to qualifying schools as mentioned above. **If you accept a place for your child at a non-qualifying school, you will be responsible for ensuring that suitable transport arrangements are in place**

When there is a Council operated school bus with spare seats available after all entitled pupils have been offered places, the Council may sell these as concessions to non-eligible pupils. They are sold on a first, first served basis, one term at a time and being accepted for a place for one term does not guarantee a place for the next term. **The current price is £267 per term.**

**Further information**

If you have any queries about entitlement or changes in your child's transport, please contact the School Transport Team by email [school.transport@centralbedfordshire.gov.uk](mailto:school.transport@centralbedfordshire.gov.uk) or 0300 300 833

