



BEDFORD
BOROUGH COUNCIL

In-Year Admissions

Notes of Guidance for Parents/Carers

School Admissions Service



Children's Services, Schools and Families

Introduction

The in year form must be completed if you want your child to attend a Bedford Borough school.

The completed application form must be sent to:



School Admissions Service

Borough Hall
Cauldwell Street
Bedford
MK42 9AP

There are four different types of in-year admission:

- Parents or carers who have moved into the Bedford Borough Council area and do not have a school place for their child.
- Parents or carers who are moving within the Bedford Borough Council area, and their child already has a school place.
- Parents or carers who live in the Bedford Borough Council area, are not moving, but would like their child to change school.

In the above cases you will need to complete the Bedford Borough Council In-Year Form and return it to the address above.

- Parents or carers who are due to move out of the Bedford Borough Council area and need to apply for a school place in their new area.

In this case you will need to contact the Council for the area where you are moving to.

Making an application if you have moved

If you are moving into the Bedford Borough Council area and do not have a school place, you will need to complete the enclosed in-year application form.

If you are moving within the Bedford Borough Council area and your child cannot continue to attend their current school because it is too far from your new home, you will need to complete the in-year application form.

Making an application if you have not moved

Moving your child to another school can affect them in many ways and the decision should not be taken without careful thought. You will need to consider the following before deciding to change your child's school:

Teaching and school organisation

For children of any age, every school has its own way of doing things e.g. another school may teach the National Curriculum in different ways and at different times.

How will your child cope:

- With learning new rules?
- Doing things in different ways?
- If he/she has done the work before or has missed important earlier work?
- If he/she finds the work new or strange?

Older children who transfer school after exam subjects have been chosen may find:

- That they can't do the same subjects in a new school; or
- That the exam boards and courses are different

Have you thought whether:

- Your child can take the same subjects at a new school?
- The courses will be the same?
- Your child will be comfortable taking new subjects or exam courses?

Relationships

Children need to feel happy at school and relationships with friends, and with teachers, are an important part of this.

- Will he/she be able to settle in and get to know new people quickly, so that his/her learning does not suffer?

Uniform

You might need to buy a completely new uniform, including PE kit, if your child changes school.

- Have you thought about the cost involved? It is very unlikely that you will be eligible for a school clothing grant.

Transport

Your child needs to be able to travel to school easily, safely and arrive on-time.

- How would your child get to a new school?
- What will be the cost involved? A change will usually be regarded as parental preference. In most circumstances you are unlikely to be eligible for travel assistance.

If having considered all of these factors you still wish to apply for place at an alternative school please be aware that even if a place is available it may not be possible for your child to start until the next half term.

Making an application for a 'Looked After' child

Social workers and carers should state a preference for the school they feel would best meet the needs of the child. This might involve a visit to a number of schools before making an application. The in-year admission application form should be completed and sent to the School Admissions Service.

Other things to think about...

Many things that worry parents and children can be sorted out without the need to move schools. Often moving schools will not resolve your concerns and can adversely effect your child's education.

There are many difficulties that can arise within a school. Your child may be feeling unhappy or is not getting on with friends/teachers at the moment. Maybe your child is struggling with his/her work or has been in trouble and you feel that it cannot be sorted out.

All of the above issues can occur to any pupil at any stage in his/her school life and can be resolved without changing your child's school.

Before you make a definite decision to request a transfer to another school you should think very carefully and talk through your problems with the current school with a view to resolving the issues. If you are not happy about the way in which the school is working with your child you should speak to the headteacher first. If your concerns are not dealt with to your satisfaction you may decide to write to the Chair of Governors.

If, having considered all of the above and having discussed your concerns with the headteacher/ Chair of Governors, you wish to transfer your child to another school, you should complete the enclosed in-year application form.

The Application Form

To help us deal with your application for a place at a Bedford Borough school, please complete all the relevant section of the application form.

You should not use this form if:

- your child has a Statement of Special Educational Needs;
- your child is due to transfer from lower to middle school or from middle to upper school;
- you are applying for a lower school place at the normal time of entry (that is into the reception year).

There are separate processes in each of these cases and you should contact us for further information.

These notes will tell you what you need to do. However, if you need any further advice or help in completing the application form, please contact the School Admissions Service general enquiries line on:



(01234) 718120, alternatively you can e-mail your enquiry to:



admissions@bedford.gov.uk, or write to us at:

**School Admissions Service**

Borough Hall
Cauldwell Street
Bedford
MK42 9AP

Please note that, if we receive your application during the school holidays, we may not be able to consider your application until the start of the new school term.

How to fill in the application form

The following notes and the notes on the form are designed to help you fill in the form. Please read them carefully and answer all the relevant questions, giving further details where the form asks for them. If you are not sure how to complete the form, please contact us.

Section A: Name of School(s) Requested

Please list in order of preference the school(s) at which you would like your child to be considered for a place. Please give the date when the place is required.

Section B: Pupil Details

Please note that you must submit evidence to confirm your child's address by providing official documentation, e.g. council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information. Please provide a copy of the information and attach it to your application form before returning it to the School Admissions Service. If you are moving from abroad to live in the UK, you **must** also provide a copy of the relevant pages of your passport and your child's passport and visa (if applicable) as evidence to confirm that your child has the right of abode in the UK.

If you are unable to provide this information because you are moving house, you must provide either of the following:

- Confirmation that your house purchase is legally binding (that is, you have already exchanged contracts and have established a date by which you will have moved into your new address). Normally a letter from your solicitor will be sufficient.
- A formal tenancy agreement showing that you will be resident at the proposed address at the time of admission and for at least 12 months after. The property should be one in which you and your family intend to live and which is appropriate for your family needs.

An official government letter (e.g. from the Ministry of Defence) which confirms the relocation date and intended address will be accepted as evidence of address for children of UK service personnel and other Crown Servants.

If we offer a place and then find that you have given fraudulent or misleading information that has effectively denied a place to a child with a stronger claim - for example a false claim to residence in the catchment area - we will withdraw the offer of a place.

Please note that, if you move into the catchment area after the normal time of admission, or after we have allocated places, we cannot guarantee your child a place at the catchment area school.

Section C: Other Children

If, at the time of admission, you will have another child continuing to attend one of the schools you have nominated in Section A, please put their name, date of birth and the school they attend, in the boxes provided on the form. We will check this information with the school(s) concerned. This does not, however, guarantee a place.

Section D: Religious Grounds

If you are applying for a place at a school on religious grounds, it is important to provide all the information this section of the form asks for. You may be asked by the school to provide additional information to support your application, for example, your Religious Leader may be asked to support your application, or you may be asked to provide the baptismal certificate. To help you with this a form to confirm your religious affiliation is attached to the application form. It is also available on our website:



www.bedford.gov.uk/inyearadmissions

Section E: Other Information

To help us to process your application, please complete this section of the form. If you answer 'yes' to any of the questions it does not guarantee your child a place.

We will only consider applications under medicals grounds where there are “**very exceptional**” medical reasons which make it **essential** for your child to attend a particular school and where the preferred school is the **only** school locally that could meet your child’s needs. In recent years very few applications have met this criterion. With the application, you must submit a medical report from your child’s doctor or consultant, setting out valid medical reasons why admission to the school is essential and the difficulties that would be caused if your child had to attend another school. We may seek further information to determine whether it is essential for your child to be admitted to the preferred school on medical grounds. We cannot consider admission on medical grounds when those grounds relate to the medical condition of a parent/carer, brother or sister, other relative or childminder.

Waiting Lists

If we are not able to offer your child a place at any of your preferred schools, your child’s name will be placed on a waiting list for the school for the academic year in which you have applied.

Declaration

Please complete, sign and date this part of the form.

The form should be returned to the School Admissions Service.

You will receive a letter from the Local Authority to let you know if a place is available at your preferred school(s). If a place is not available you will be advised of the appeals procedure.

Data Protection Act 1998

We will hold the personal details supplied on the application form for the purposes of processing your application for a school place. We will share the information internally within the Council with relevant officers and schools and may also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes.

Finding out more

If you would like further copies, a large-print copy or information about us and our services, please telephone or write to us at our address below.

Për Informacion

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