

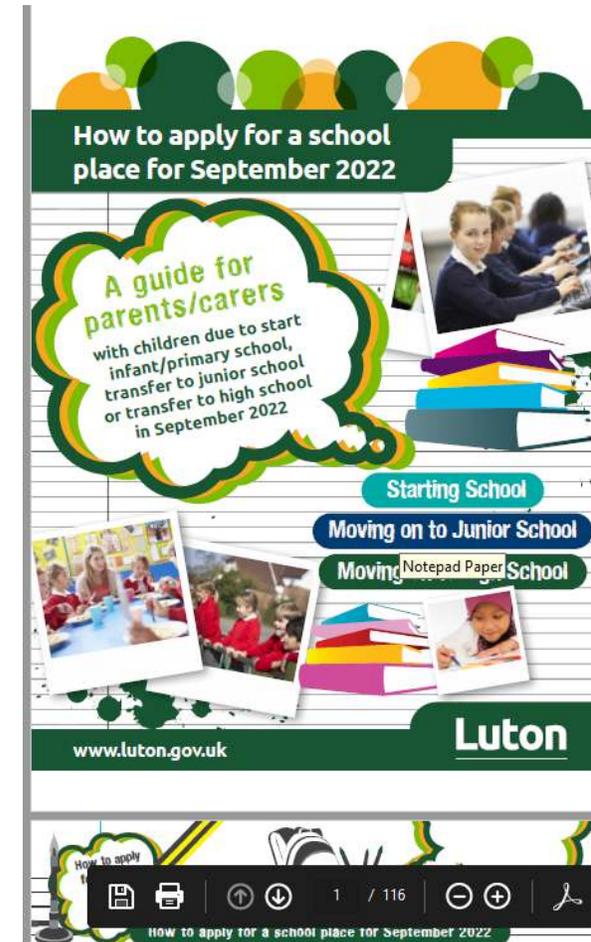
How to apply for a high school place 2022

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Luton

Moving on to high school

We hope that these slides will answer any questions you may have and help you when applying for your child's high school place.

Moving on to high school is an important time for your child, therefore please take the time to read through the information provided.

Look out for information from your child's school on additional advice services from the Access to Education Team.

National closing date 31ST OCTOBER 2021

It is vital that all parents submit an online application before the closing date. Late applications will not be processed until after the offer date.

Things to remember

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.

Prepare the additional documents that you will need to upload such as:

Proof of address is needed for some schools: Challney High school for Boys, Challney High school for Girls, Chiltern Academy, Denbigh High School and Putteridge High School.

Catholic school applications will need your child's original Baptismal Certificate and a supplementary form.

Look at the 'How to apply for a school place 2022' guide available at [Luton School Admissions home page](#) The guide gives information on individual schools and academies in Luton allowing you to judge your chances of securing a place at your preferred schools.

Have your email address and password ready as you will need these during the registration process.

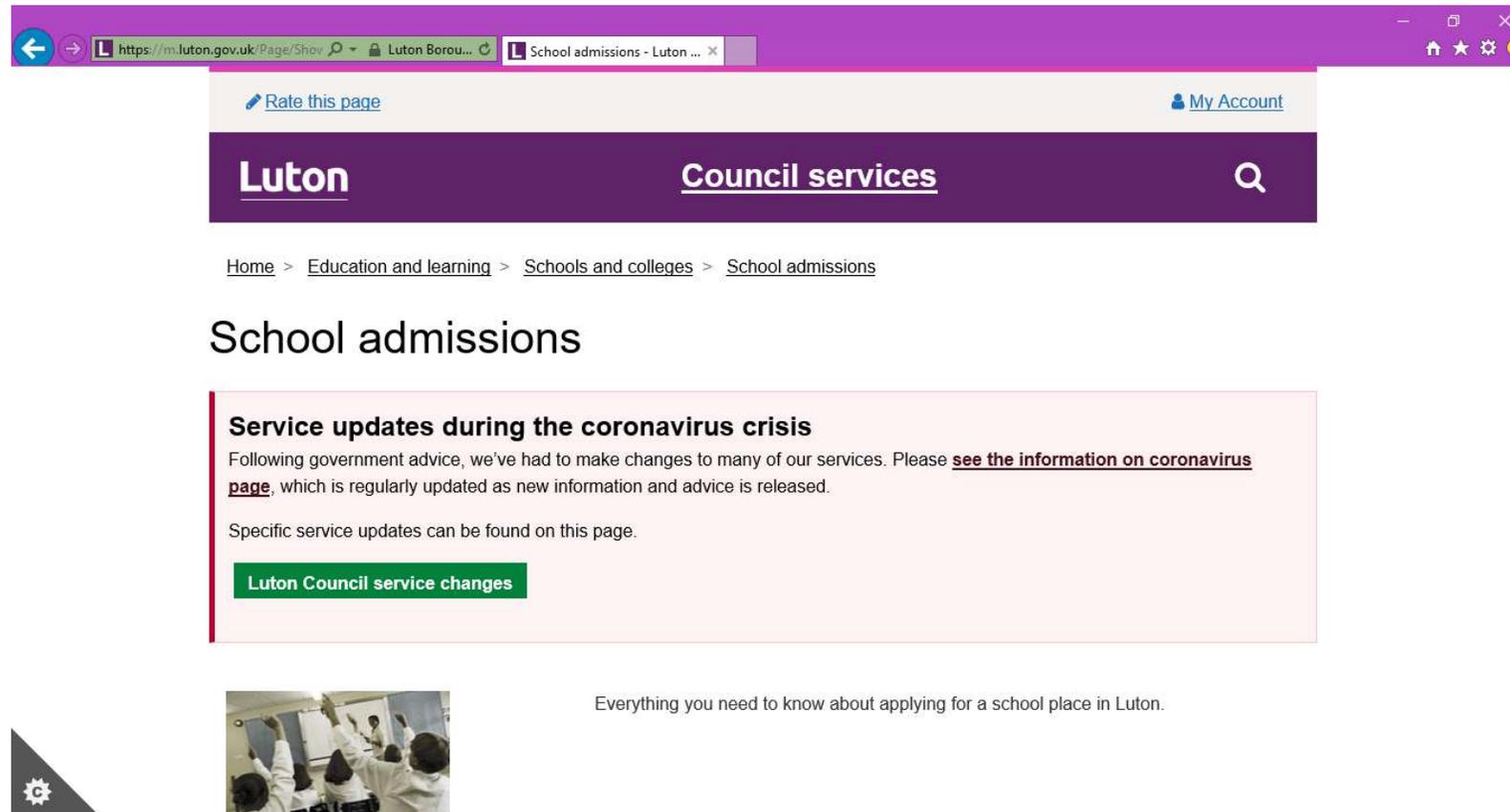
Where to find the application?

You can apply online for a school place at www.luton.gov.uk/admissions

How to apply online stage 1

Go to [Luton School Admissions home page](#)

It should look like the image from the web page below



The screenshot shows a web browser window with the URL <https://m.luton.gov.uk/Page/Show>. The page features a purple header with the Luton logo, 'Council services', and a search icon. Below the header is a breadcrumb trail: Home > Education and learning > Schools and colleges > School admissions. The main heading is 'School admissions'. A pink box contains a section titled 'Service updates during the coronavirus crisis' with text: 'Following government advice, we've had to make changes to many of our services. Please [see the information on coronavirus page](#), which is regularly updated as new information and advice is released.' Below this is a green button labeled 'Luton Council service changes'. At the bottom, there is a photo of students in a classroom and the text: 'Everything you need to know about applying for a school place in Luton.' The Luton logo is also present in the bottom right corner.

How to apply online stage 2

Scroll down to view all options

It should look like the image below

Click on Transferring to a new school or academy

Transferring to a new school or academy in September 2022



Select the relevant page for the type of school your child is transferring to in the next school year to find out more information.

[Pupils due to transfer to junior school in September 2022](#)

[Pupils transferring to middle school in September 2022](#)

[Pupils due to transfer to high school in September 2022](#)

[Pupils transferring to upper school in September 2022](#)

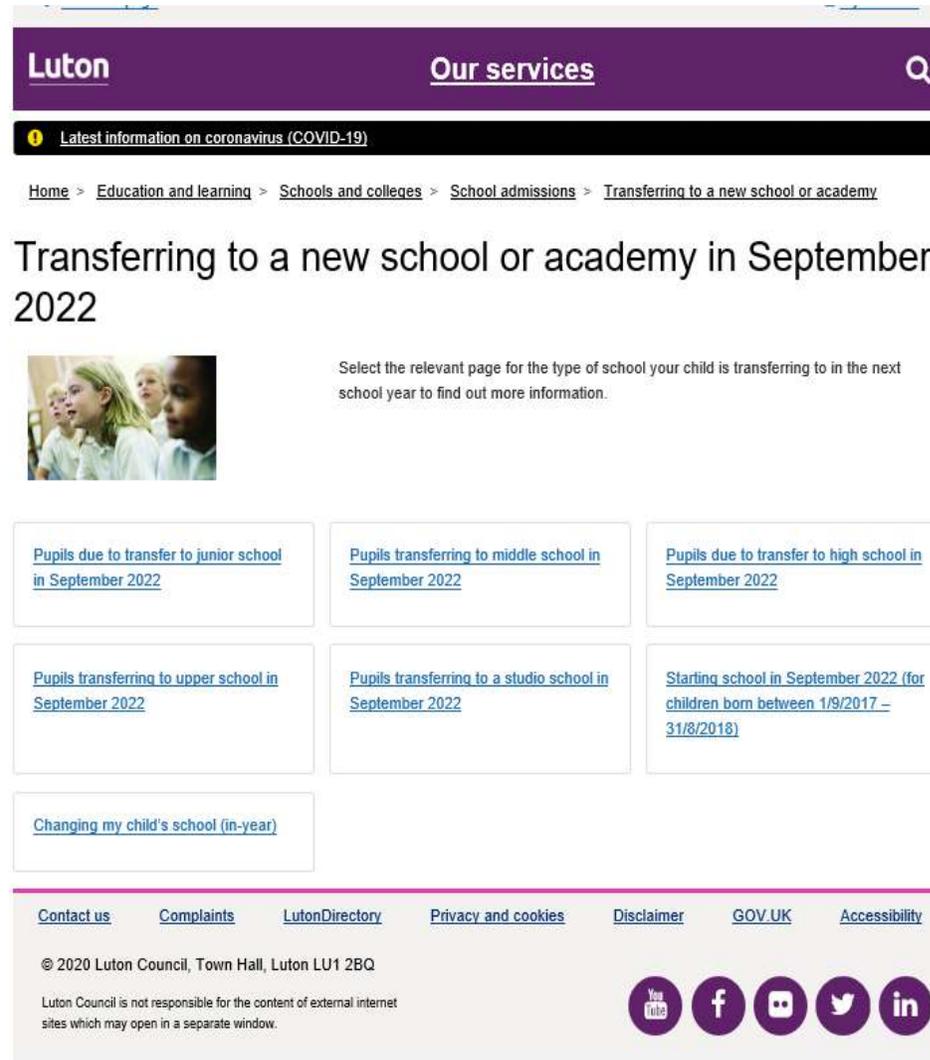
[Pupils transferring to a studio school in September 2022](#)

[Starting school in September 2022 \(for children born between 1/9/2017 – 31/8/2018\)](#)

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

How to apply online stage 3

Click on Pupils due to transfer to High School in September 2022 as shown in the image below



Luton Our services

Latest information on coronavirus (COVID-19)

[Home](#) > [Education and learning](#) > [Schools and colleges](#) > [School admissions](#) > [Transferring to a new school or academy](#)

Transferring to a new school or academy in September 2022

Select the relevant page for the type of school your child is transferring to in the next school year to find out more information.



- [Pupils due to transfer to junior school in September 2022](#)
- [Pupils transferring to middle school in September 2022](#)
- [Pupils due to transfer to high school in September 2022](#)
- [Pupils transferring to upper school in September 2022](#)
- [Pupils transferring to a studio school in September 2022](#)
- [Starting school in September 2022 \(for children born between 1/9/2017 – 31/8/2018\)](#)
- [Changing my child's school \(in-year\)](#)

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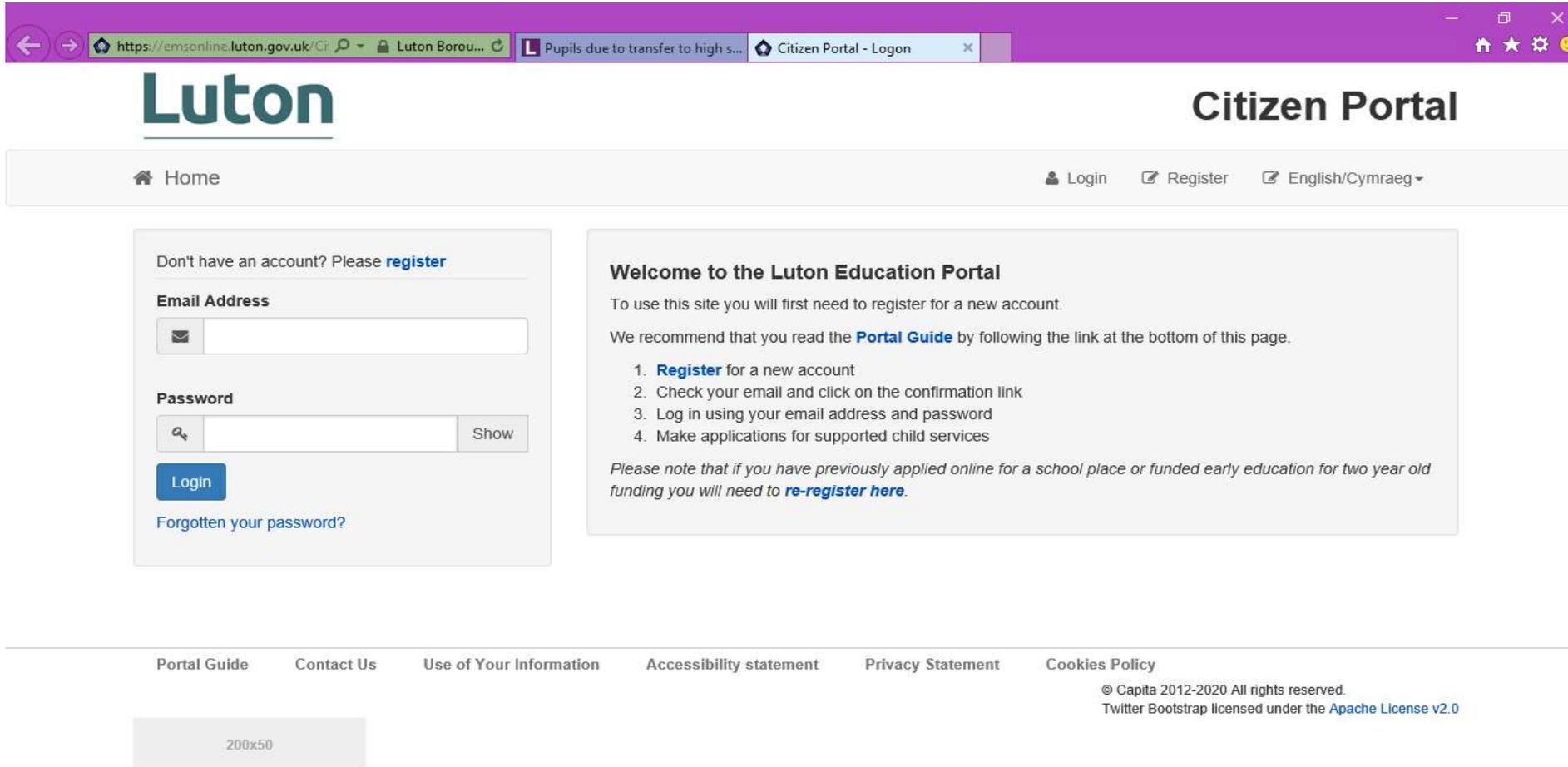
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How to apply online stage 5

Once you have clicked on “Go to education portal” the screen will look like the image below



The screenshot shows a web browser window with the URL <https://emsonline.luton.gov.uk/CitizenPortal/Logon>. The page features the Luton logo on the left and the title "Citizen Portal" on the right. A navigation bar includes a "Home" link, "Login", "Register", and a language selector for "English/Cymraeg".

On the left side, there is a registration form with the following fields and options:

- Text: "Don't have an account? Please [register](#)"
- Section: "Email Address" with an input field and an envelope icon.
- Section: "Password" with an input field, a "Show" button, and a magnifying glass icon.
- Button: "Login"
- Text: "[Forgotten your password?](#)"

On the right side, there is a welcome message:

Welcome to the Luton Education Portal

To use this site you will first need to register for a new account.

We recommend that you read the [Portal Guide](#) by following the link at the bottom of this page.

1. [Register](#) for a new account
2. Check your email and click on the confirmation link
3. Log in using your email address and password
4. Make applications for supported child services

Please note that if you have previously applied online for a school place or funded early education for two year old funding you will need to [re-register here](#).

At the bottom of the page, there is a footer with the following links: [Portal Guide](#), [Contact Us](#), [Use of Your Information](#), [Accessibility statement](#), [Privacy Statement](#), and [Cookies Policy](#). Below these links is a copyright notice: "© Capita 2012-2020 All rights reserved. Twitter Bootstrap licensed under the [Apache License v2.0](#)".

Tips and hints on how to use the portal

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

Preferences

- You can apply for three schools – these are called preferences and all three will be given equal consideration. Parents/carers must identify their first, second and third preference schools on their application. It is important to name three different schools.
- It is vital that you understand how places will be allocated if there are more applicants for your preferred schools than places available (see pages 86–111 for transfer to high school of the How to apply for a school place 2022 guide).
- Ensure that you consider realistic ‘back-up’ preferences. Think about scenarios and the logistics should the preferred school(s) not be allocated.
- You can apply to any school or academy. Remember to consider how likely you are going to be and refer to the booklet to gauge what your chances are. Always consider putting the catchment area school as a back up preference.
- Applications for Luton schools and out of borough schools should be applied for via Luton Borough Council.
- Apply directly via the school if applying for a private school.

What to consider when thinking about preferences?

- **How will your child get there?** Remember any transport costs are usually the responsibility of the parents (*see pages 16 - 17 'How to apply for a school place 2022' guide for information on eligibility for assistance with transport*).
- **What are the views of your child?** Does My child like it here? Will they be happy? Ask your child, they may have strong ideas about the school they would prefer to attend.
- **Range of facilities.** All schools and academies have similar facilities but look into whether the school has any unique specialist areas.
- **Keep an open mind.**
- **Consider realistic 'back-up' options.** Visit your catchment school.

Frequently asked questions

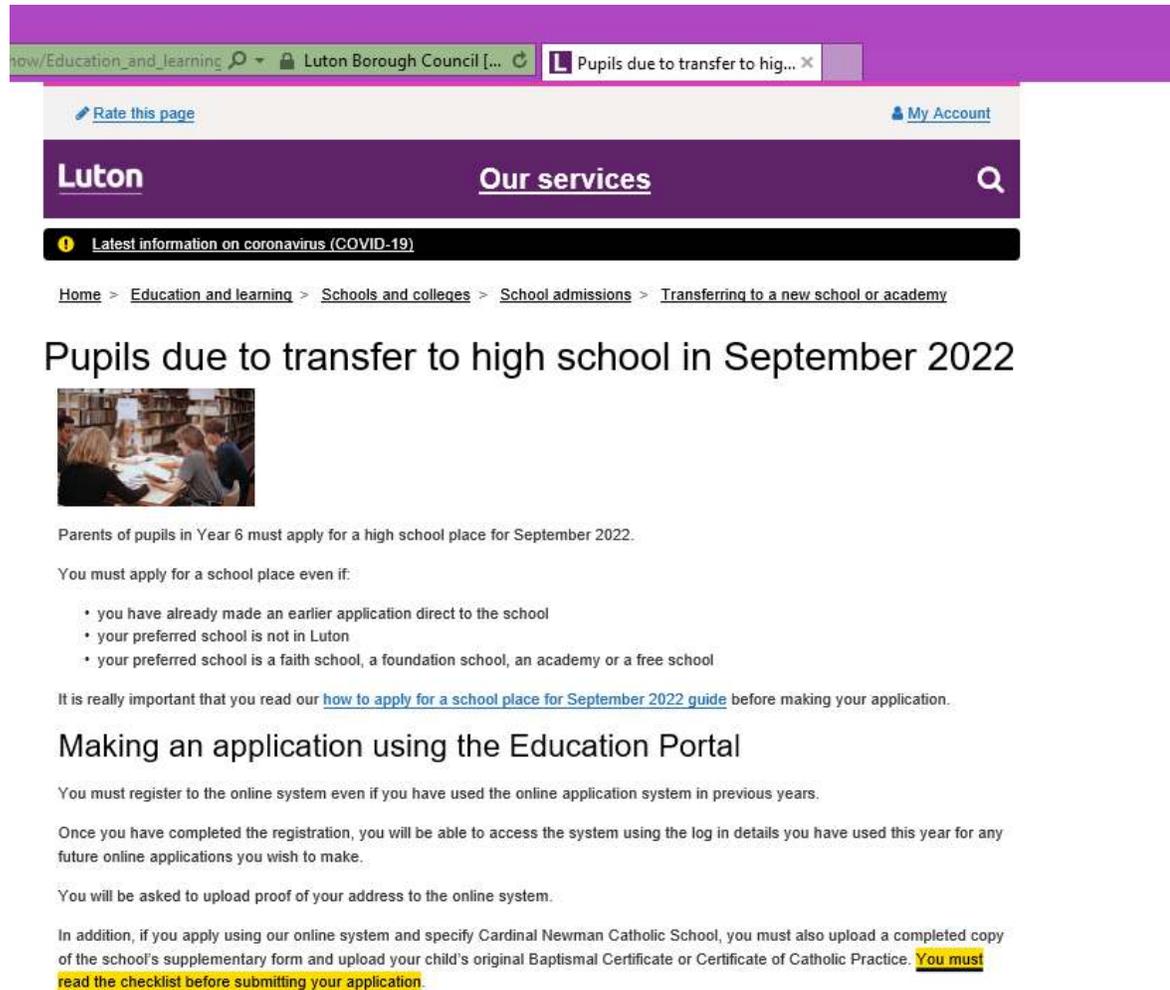
- **If I apply early I will get my first choice school?** No, applications are not processed on a first come first served basis. Places are allocated using the schools admissions criteria which you can find in the How to apply for a school place 2022 guide.
- **If I apply for the same school three times will I stand a better chance?** No, you should apply for three different schools.
- **We might move house, shall I wait until we move?** You must apply at the address you are living at prior to the closing date.
- **We have other children attending our preferred school, will this guarantee a place for my child?** Please remember to add the sibling to the application however this does not guarantee you a place automatically.
- **My child has a cousin at the school, do they count as a sibling?** No, cousins do not count as siblings.

Applying to Catholic schools

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

How to apply online stage 4

The image below shows where you can find the How to apply for a school place guide. If you scroll down you will find the green link Go to education portal.



The screenshot shows a web browser window with the URL [http://luton.gov.uk/education_and_learning](#). The page title is "Pupils due to transfer to high school in September 2022". The Luton Borough Council logo and "Our services" are visible. A navigation breadcrumb trail reads: [Home](#) > [Education and learning](#) > [Schools and colleges](#) > [School admissions](#) > [Transferring to a new school or academy](#). The main heading is "Pupils due to transfer to high school in September 2022". Below the heading is an image of children in a classroom. The text states: "Parents of pupils in Year 6 must apply for a high school place for September 2022. You must apply for a school place even if:" followed by a bulleted list: "• you have already made an earlier application direct to the school", "• your preferred school is not in Luton", and "• your preferred school is a faith school, a foundation school, an academy or a free school". It then says: "It is really important that you read our [how to apply for a school place for September 2022 guide](#) before making your application." The section heading is "Making an application using the Education Portal". The text continues: "You must register to the online system even if you have used the online application system in previous years. Once you have completed the registration, you will be able to access the system using the log in details you have used this year for any future online applications you wish to make. You will be asked to upload proof of your address to the online system. In addition, if you apply using our online system and specify Cardinal Newman Catholic School, you must also upload a completed copy of the school's supplementary form and upload your child's original Baptismal Certificate or Certificate of Catholic Practice. **You must read the checklist before submitting your application.**"

Applying to Private or Grammar schools

- Private schools should be applied directly via the schools and not on the Local Authority application form. Parents/ carers should still apply for Luton schools before the closing date in case of a change of circumstances.
- Apply for the Grammar school via LA application form
(Make sure to contact the relevant local authority about your child sitting the entry tests).

When do we hear which school has been allocated?

National Offer date is 1st March 2022

Decision letters will be sent to parents on 1st March 2022.

Later on, the allocated school will provide you with further information with details of induction days so your child gets to know his or her new school.

Appeal Process

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

Additional support

The Access to Education Team will be sending further information through your child's school advising of opportunities to join us via virtual question and answer sessions prior to the closing date. Please do join us.

If you still have questions or would like to receive assistance with completing your child's application please do not hesitate to contact the Access to Education Team by contacting accesstoeducation@luton.gov.uk to make an appointment for support.

We wish your child every success with their transition to high school.