William Austin Junior School

Information about Admissions

The Local Education Authority is responsible for the admissions of statutory pupils. William Austin Junior School therefore follows the guidelines issued by Luton Borough Council to ensure that all decisions on the admission of pupils are fair and open.

Luton operates a catchment area system. Parents can find details of their designated catchment area school by going on the council's website (www.luton.gov.uk/admissions) and have the right to express a preference for any school.

Pupils are admitted to Luton schools, without reference to ability or aptitude, up to the published admission number for each school. If the number of places in a particular year group, at a school, is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority set out below) to determine how places will be allocated.

Priority may also be given to the admission of pupils in accordance with the In-Year Fair Access Protocol.

The Organisation of the School
William Austin Junior School is a local authority, maintained school. Pupils are admitted into Year 3, Year 4, Year 5 or Year 6.

The Published Admission Number (PAN) is as follows:

September 2025			
Year 3	Year 4	Year 5	Year 6
120	120	150	150

Pupils are organised into four classes in Years 3 and 4 and five classes in Years 5 and 6.

Arrangements for Admission
The majority of new pupils transfer to this school from William Austin Infant School in September of each year. Infant pupils' parents are required to complete an online local authority application form. Parents of pupils are invited to the school for a transition meeting during the Summer Term.

In-year admissions
The council is responsible for co-ordinating in-year applications for Luton's community schools. Therefore, parents seeking a community school place should complete the council's in-year application form and return this form directly to the council.

If the number of places in a particular year group is not sufficient to meet the number of applications from parents, the following criteria are applied (in the order of priority given below) to determine how places will be allocated.

Priority may also be given to the admission of challenging pupils in accordance with the protocol agreed by Luton's Admissions Forum, following consultation with the school.

In accordance with the Education Act 1996, pupils with an Education, Health and 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 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. 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).

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

The Council will continue to use the equal preference system that was adopted for all Luton schools for September admissions from September 2007:

Stage 1 All first, second and third preference applications are considered equally against the schools' admissions criteria. At this stage the council does not distinguish between first, second and third preference applications. For example, if the school has 60 places and there are 120 first, second and third preference applications all are considered equally against the admissions criteria.

Stage 2 If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) 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.

Full information relating to the admission arrangements of the LA is explained on the Luton Borough Council website https://m.luton.gov.uk/Page/Show/Education_and_learning/Schools_and_colleges/School%2520admissions/Pages/default.aspx

Requirements by the school from parents prior to admission
As a condition of admission into the school all parents will:

1. be asked to provide three proofs of identity – the child's birth certificate, a passport and a proof of address;

2. be required to complete a pupil information form which provides the school with at least two emergency contact numbers.

Failure by parents to provide this information will delay the admission of their child.

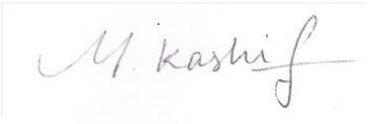
All parents will also be asked to sign a Home/School Agreement. However, a place will not be withheld if a parent chooses not to sign.

The Information on Admissions sheet will be monitored and reviewed by the Governing Body every two years.

Information updated: July 25

Staff responsible: Headteacher

This information sheet was ratified by the Governing Body on: 10th September 2025

Signed on behalf of the Governing Body:  (signature)

M. Kashif - Chair of Governors

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