

# How to apply for a starting school place 2022

Access to Education Team  
accesstoeducation@luton.gov.uk

Lauren Middleton  
Access to Education Officer

Tracey Back  
Access to Education Family Worker

Tracy Gentle  
Access to Education Manager

**How to apply for a school place for September 2022**

**A guide for parents/carers**  
with children due to start infant/primary school, transfer to junior school, or transfer to high school in September 2022

Starting School  
Moving on to Junior School  
Moving on to High School

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The graphic features a dark green header with the title, a central cloud-shaped callout with a green and orange border, and three dark blue buttons with white text. It includes several photographs: a girl in a school uniform working on a laptop, a group of children at a table, and a girl drawing. The background is white with horizontal lines and colorful circles at the top.

# Starting school 2022 (for children born between 1/9/2017 to 31/8/2018)

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

Moving to 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 nursery/preschool on additional advice services from the Access to Education Team.

# National closing date 15<sup>th</sup> January 2022

It is vital that 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](http://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 Dallow Primary 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 a password ready as you will need these during the registration process.

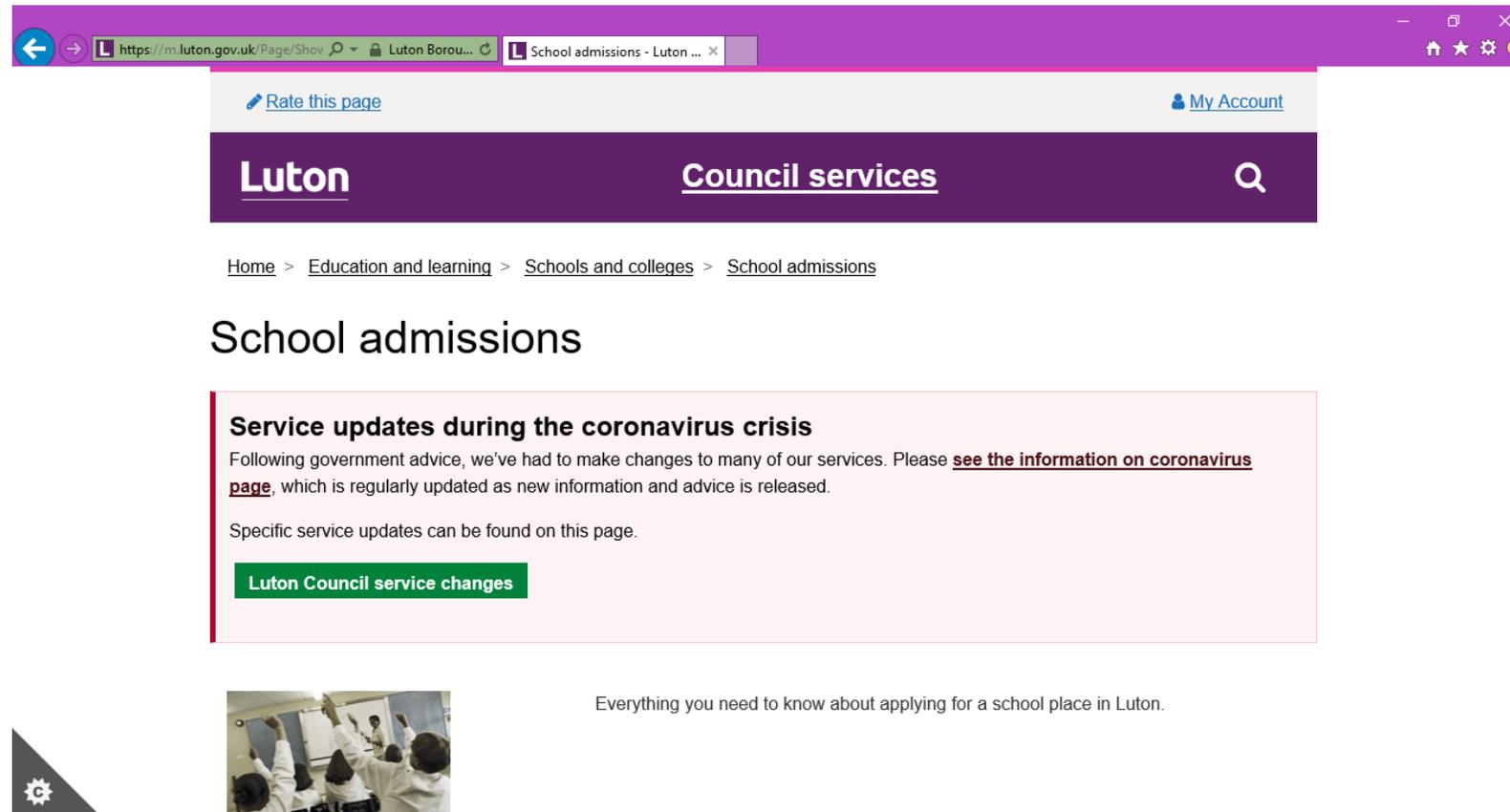
# Where to find the application?

You can apply online for a school place at [www.luton.gov.uk/admissions](http://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 displaying the Luton School Admissions home page. The browser's address bar shows the URL <https://m.luton.gov.uk/Page/Show>. The page features a purple header with the Luton logo, the text "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 prominent pink box contains a section titled "Service updates during the coronavirus crisis", which states: "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 text is a green button labeled "Luton Council service changes". At the bottom of the page, there is a small image 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 visible 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](#)

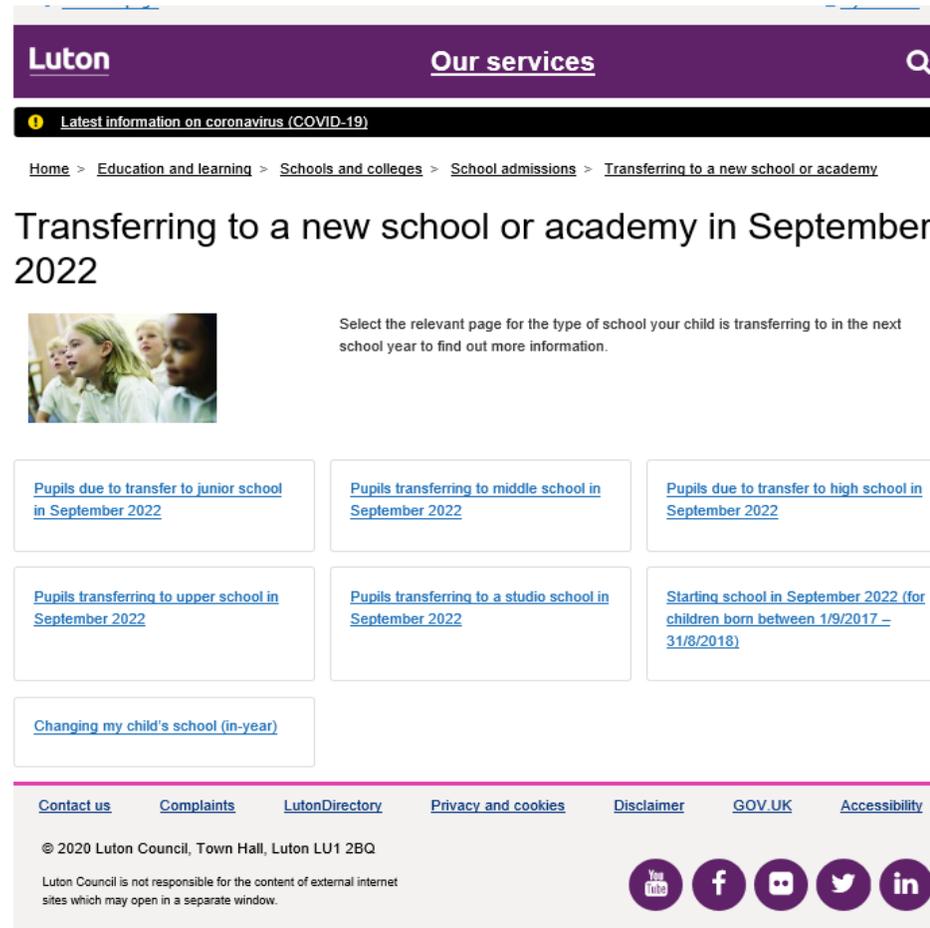
[Pupils transferring to a studio school in September 2022](#)

[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 starting school in September 2022 (for children born between 1/9/2017 – 31/8/2018) 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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# How to apply online stage 4

Click on to the picture below and it will take you to the parent portal, this is where you log in or register for an account

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[Home](#) [For parents](#) [Your account](#)

Text size [A](#) [A](#) [A](#)

School, learning and early years

[Admissions](#)



[Apply for a school place](#)

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# 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 25–70 for the starting school admissions round admissions criteria for your preferred schools in 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 2021' 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?
- **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, **please be aware their September 2022 Admissions Policy is slightly different to their one last year.**
- Parents must in addition to their application complete the school's supplementary form and provide the original Baptismal certificate, parents can also provide a First Holy Communion certificate (must be the original) if you do not have a Baptism Certificate.
  - The supplementary form and Baptismal certificate can be returned to the child's current catholic school or Cardinal Newman directly if your child is not attending a feeder school. For practising Catholics – Parents will need to ask their priest directly for a **Certificate of Catholic practice.**
- Supplementary forms and baptismal certificates **MUST** be submitted by the closing date. The supplementary form has been updated – the new supplementary form can be found here: [Supplementary-Form-2022.pdf \(cardinalnewmanschool.net\)](https://www.cardinalnewmanschool.net/Supplementary-Form-2022.pdf) or collected from Cardinal Newman directly.
- For out of borough Catholic Schools please refer to the individual schools for their application process.

# 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 19th April 2022

Decision letters will be sent to parents on 19<sup>th</sup> April 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 Early Year provider 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](mailto:accesstoeducation@luton.gov.uk) to make an appointment for support.

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