



To parent(s)/carer(s) of:  
Current Year 9 pupils

Date: December 2020

Dear Parent/ carer

### **School Admissions options for current Year 9 pupils at Houghton Regis Academy**

Following the Department for Education's decision to close Houghton Regis Academy from 31 August 2022, we are writing to share with you the options for your child's future schooling.

Houghton Regis Academy now operates year groups 7, 8 and 9.

As your child is currently in Year 9, they will need to transfer to another school with availability in Year 10 with effect from September 2021.

Houghton Regis Academy and the new school will work together to ensure a smooth transition.

This letter contains the following:

- How and when to apply for a Year 10 school place to commence in September 2021
- Information consent form
- Frequently asked questions
- Confirmation of which schools you would consider your child transferring to.

### **How and when to apply for a September 2021, Year 10 school place**

As you will be applying for a Year 10 school place for September next year (2021), you are required to apply in May 2021, with a deadline of no later than 31<sup>st</sup> May 2021.

Any applications made prior to May 2021 will, unless stated otherwise, be processed in adherence with the in-year admissions timetable, which may mean a place is found sooner, however, you may not be eligible for free school transport or support with school uniform (see below).

In April 2021, the Admissions Team will write to you with further information and a paper form for you to complete and return by the 31<sup>st</sup> May 2021 deadline.

### **Information consent form**

Enclosed with this letter is an information consent form, which requests your permission to share information with recipient schools once an offer has been made. We also ask you to provide up to date contact details, to ensure you receive the information that will be communicated going forward. Please return this by **18th December 2020.**

## **Frequently Asked Questions**

- **Why do I have to wait until May 2021 to apply for a Year 10 school place in September 2021?**

As you will appreciate, school places and their availability fluctuate on a month by month basis. We cannot hold places open and certainly not 11 months in advance of need. Applying in May 2021 will enable us to inform you of the potential availability of school places so you can make an informed decision and increase your chances of gaining a place at a school with vacancies.

- **Can I change school now as opposed to waiting until next year?**

Absolutely. If you choose to apply now, please use the following link to our online application form.

<https://cbc.cloud.servelec-synergy.com/Synergy/Parents/default.aspx>

Please note, your application will be processed in accordance with our in-year application process and we will aim to confirm an offer of a school place within 15 school days.

- **Will my child have a guaranteed school place?**

The Council is committed to ensuring that your child will have a Year 10 place and where possible meet parental preference.

- **How are places allocated?**

Places will be allocated in accordance with the School Admission Code and related procedures.

Applications will be processed, and outcomes communicated no later than 31<sup>st</sup> July 2021. If the preference(s) stated cannot be offered, we will provide applicants with alternatives. The communication in April 2021 to all parents affected will indicate where school place availability is.

- **What happens if I don't get my application in before the deadline?**

It is important for you to submit your application for a school place by the deadline of 31<sup>st</sup> May 2021.

A week before the deadline, School Admissions will contact parents/carers, whose applications have not been received, to remind them to submit their applications.

If you do not meet the deadline, your late application will be processed, however, you will reduce the possibility of gaining a place at your preferred school.

If after being reminded, you still have not provided your preference, or informed us of the arrangement you have for educating your child, then a place will be allocated at a school with available places.

- **What 'tiebreaker' will be used if there is an oversubscription for a preference school?**

The Admissions Team will use distance from home address to preference school as a tiebreaker.

The distance the pupil lives from the school, which is measured in a straight line, using the local authority's computerised measuring system, with those living closer to the school receiving the higher priority.

- **How will I know I have a place at my preference school?**

The School Admissions Team will confirm the school allocated in writing before the start of the Summer holidays in 2021. The letter will contain details about what you will need to do to arrange a starting date for your child at their new school.

- **My child has an EHCP and requires additional support. What will happen as a result of changing to the identified schools?**

Please contact the SEND team for further information.

Tel: 0300 300 8029

Email: [statass@centralbedfordshire.gov.uk](mailto:statass@centralbedfordshire.gov.uk)

- **How can I get my child to the schools identified?**

Those children in Year 9 who transfer to another school will be entitled to free school transport.

We will provide further information about how you can access this facility nearer the time.

- **I have another child in a year group unaffected by the change in age range at HRA. How am I expected to get my children to two different schools?**

Your Year 9 child will be offered free school transport to the new school (see above). Those pupils unaffected by the change in age range at Houghton Regis Academy will not be offered transport.

- **Where can I find information about what schools have available year 10 places?**

This information will be available from Central Bedfordshire School Admissions.

On the information sharing consent form, we will also ask you to confirm which schools you would consider your child transferring to in September 2021.

This information is requested only for the purposes of identifying prior to the allocation process where parents are likely to apply to. This is not part of the application process and is not linked to the school your child may be allocated in September 2021. This information will be anonymised.

- **What about free school meals?**

Please contact the Free School Meals team if your child is in receipt of free school meals.

Tel: 0300 300 8306

[Customer.accounts@centralbedfordshire.gov.uk](mailto:Customer.accounts@centralbedfordshire.gov.uk)

- **What about school uniforms**

Support is available for the purchase of a new school uniform. Parents will be notified once a new school place has been allocated, what they will need to do to access this support.

- **What are School Admissions Contact details?**

You can contact school admissions on:

Tel: 0300 300 8037

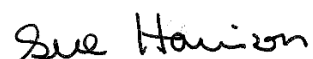
[admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

- **Key Dates**

To follow are key dates in relation to the transfer of your child to a Year 10 place.

<b>Date by</b>	<b>Action</b>	<b>Who by</b>
December 2020	Initial letter to Yr. 9 parents confirming transfer to Yr 10 process	Local Authority/ GAT
18 <sup>th</sup> December 2020	Affected parents return information consent form, including updated contact details, schools they would consider	Parents/carers
1 <sup>st</sup> April 2021	Parents contacted to remember to apply for school place for September 2021 – provided with further details and HRA paper application	Local Authority
31 <sup>st</sup> May 2021	All Year 9 parents have applied for place in Year 10 for September 2021	Parents/carers
Before start of summer holidays	Applicants notified of application outcomes and advised of next stage.	Local Authority
September 2021	Start at new school	Pupils

Yours sincerely



Sue Harrison  
 Director of Children's Services  
**Central Bedfordshire Council**