

CO-ORDINATED SCHEME FOR ADMISSIONS TO SECONDARY AND UPPER PHASE SCHOOLS AND ACADEMIES FOR THE 2027/2028 ACADEMIC YEAR

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 For the purposes of this scheme any reference to a school means any maintained community, voluntary controlled, voluntary aided or foundation school, free school or academy in the Bedford Borough Council area.
- 1.3 The following table sets out the admission authority for each type of school.

Type of school	Who is the admission authority?	Who is responsible for arranging an admission appeal?
Academies	Academy Trust	Academy Trust
Community schools	Local Authority	Local Authority
Foundation schools	Governing body	Governing body
Voluntary aided schools	Governing body	Governing body
Voluntary controlled schools	Local Authority	Local Authority

- 1.4 This scheme will apply to all upper school and secondary school admissions in the Bedford Borough Council area from **September 2027**.
- 1.5 Any reference to Bedford Borough is a reference to the administrative area of the unitary authority.

Section 2

The Scheme

- 2.1 There will be a standard form known as the Common Application Form (CAF).
- 2.2 The CAF will be used for the purposes of admitting pupils into the first year of an upper school at Year 9 or into the first year of a secondary school at Year 7.
- 2.3 Parents of all children living in Bedford Borough and attending primary school in the Local Authority area will receive details about the transfer process. The School Transfer booklet, available on the Local Authority website, will contain

information on:

- the schools in Bedford Borough
 - dates of open evenings
 - schools' admission numbers and admissions criteria
 - how to complete the common application form
 - how to make an online application
 - how places are allocated
 - timetable for the application and allocation process
 - school transport
 - who to contact for advice
- 2.4 Parents of children attending a primary school in Bedford Borough who do not live in the Local Authority area must make an application to their home Local Authority.
- 2.5 Parents of children living in Bedford Borough but not attending a primary school in the Local Authority area and those who wish to apply for a school place in another Local Authority, may apply online or obtain the CAF from the School Admissions Service. The CAF and the School Transfer booklet are also available to download from the Local Authority website.
- 2.6 Parents of children living in Bedford Borough will be able to apply online for a school or academy place.
- 2.7 The CAF or online application form will enable parents/carers to:
- express a preference for up to 3 schools
 - give reasons for their preferences
 - rank their preferences
- 2.8 Parents of children living in Bedford Borough who wish to apply for a school place (Year 7 or Year 9) in another Local Authority can apply online or obtain the appropriate transfer form from the School Admissions Service. The forms are also available to download from the Local Authority website.

The Timetable

- 2.9 In **September 2026** information is sent to parents of all children living in and attending Year 6 at a primary school in the Local Authority area. Parents of children who do not live in Bedford Borough will be advised to contact their home Local Authority.
- 2.10 Completed CAFs are to be returned to the School Admissions Service by **31 October 2026** via the primary school, or directly to the School Admissions Service. Online applications are also to be submitted by this date. Parents of children who do not live in Bedford Borough must apply to their home Local Authority.
- 2.11 By **2 December 2026** applications for places in other Local Authority schools are sent to those authorities.
- 2.12 All preferences will be logged on the database and by **6 January 2027** the School Admissions Service will notify the admission authority for each school of every

nomination that has been made for that school.

- 2.13 By **20 January 2027** the admission authority for each school will consider all applications for their school, apply their oversubscription criteria and provide the School Admissions Service with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 2.14 The School Admissions Service will match the ranked lists against the ranked lists of other schools nominated.
- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
 - where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- 2.15 Between **27 January 2027 and 10 February 2027** information will be exchanged with other Local Authorities on potential offers (i.e. a Bedford Borough child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Bedford Borough school) to determine the allocation of a place at the highest ranked preference.
- 2.16 Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy (unless they are already attending a school at which they can remain in the September), but only if the child is resident in Bedford Borough. If the child does not reside in Bedford Borough, parents may request a place at any of the schools that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school over those who have not.
- 2.17 On **1 March 2027** all upper schools and secondary schools will have access to details of the pupils to be offered places via the web-based School Admissions Module.
- 2.18 On **1 March 2027** the School Admissions Service will send decisions to parents of children living in Bedford Borough notifying them of the outcome of their applications, including those who have applied for an upper or secondary school place in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Bedford Borough will be notified by their home Local Authority.
- 2.19 By **15 March 2027** parents must notify the School Admissions Service if they no longer require the place offered. If parents do not respond by this date, it will be assumed that they have accepted the place.
- 2.20 By **15 March 2027** parents not offered a place will be invited to request a place at a school with vacancies.
- 2.21 From **19 April 2027** the School Admissions Service will co-ordinate the re-allocation of any places that have become vacant since **1 March 2027** and will continue to co-ordinate admissions until such time as the waiting lists are no longer maintained.

Entry outside chronological age group

- 2.22 Bedford Borough Council's policy is for children to be educated within their correct chronological year group, this is in line with DfE guidance which states that "in general, children should be educated in their normal age group".
- 2.23 Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. A summer born child, who initially started Reception a year later than normal, and remains educated out of year group, may wish to be considered 'out of year group' when transferring to secondary or upper school.
- 2.24 If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case". Detailed information about the application process can be found at www.bedford.gov.uk/delayedentry
- 2.25 With respect to community & voluntary controlled schools, requests for admissions outside of chronological age group will be considered by Bedford Borough, as the Admissions Authority. The governing bodies or trusts of schools responsible for their own admissions (academies, voluntary aided and foundation schools) are responsible for making these decisions for applications made to their schools.

Waiting Lists

- 2.26 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list to be re-allocated if places become available. Where a pupil has been offered a place at their highest ranked school, they will not be considered for re-allocation, unless there has been a significant change in their personal circumstances.
- 2.27 Waiting lists will be maintained until **the end of the Autumn term 2027**. Parents wishing their children to remain on the waiting list for a Bedford Borough school beyond that time will have to notify the School Admissions Service in writing. A revised waiting list will then be drawn up and maintained until the end of that academic year.

Late Applications

- 2.28 The closing date for applications in the normal admissions round is **31 October 2026**. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a *good reason* will be accepted provided they are received before **1 December 2026**, the date the allocation procedure begins.
- 2.25 There is no guarantee that applications received when the allocation procedure has begun (**1 December 2026**) will be considered when places are offered on **1**

March 2027.

- 2.29 Late applications not considered as part of the allocation round and any applications received after **1 March 2027** but before the start of the school year, will be considered as part of the co-ordinated arrangements and a place offered at the highest preference school that has a place available. If all preferred schools are full and the pupil lives in Bedford Borough, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority placement available for children living in rural areas whose application is late for *good reason*.

In-year Admissions

- 2.30 Parents can exercise their right to transfer schools at any point. If the change of school does not align to a standard intake year (for example moving schools during in Year 8), an application can be made via the 'in-year' process.
- 2.31 The Local Authority co-ordinates in-year applications for all mainstream state schools that have opted in. Own Admission Authority schools that opt to manage their own in-year admissions will be listed online at [Bedford Borough Council - In Year Admissions](#); in-year applications for these schools must be made directly to the school. If you are unable to access the website, please contact the Admissions Team on Admissions@bedford.gov.uk
- 2.32 If a parent wishes to apply for a school place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school, they are likely to make contact with the local school or the Local Authority.
- 2.33 The Local Authority will make an application form available to enable parents to apply for an in-year place at any school within the Local Authority area. All schools will be supplied with copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools and to rank their preferences. The form will be available to download from the Local Authority website.
- 2.34 Parents must return their application form to the School Admissions Service. If the application is for a place at a community or voluntary controlled school, for which the Local Authority is the admission authority, the application will be determined by the School Admissions Service. If the application is for a place at a foundation or voluntary aided school or academy, for which the governing body or academy trust is the admission authority, the School Admissions Service will contact the school to determine whether a place is available.
- 2.35 Where a child is eligible for a place at more than one school, a place will be offered at the school, or academy ranked the highest by the parent. The School Admissions Service will notify the relevant school or Local Authority of the outcome of that process.
- 2.36 The School Admissions Service will notify parents of the outcome of their application. Acceptance of the school place must be received within two weeks of the date of the offer.

- 2.37 Pupils not offered a place at their highest preference school or at any of their preferred schools are kept on a waiting list. Where a pupil has been offered a place at their highest ranked school, they will not be placed on the waiting list for any lower ranked schools, unless there has been a significant change in their personal circumstances.
- 2.38 Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools will be placed on a waiting list in accordance with their own admission arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 2.39 If all preferred schools are full and the pupil lives in Bedford Borough, a place can be sought at the nearest school with places available, unless the child is already attending a local school. For those pupils who have moved to a rural area, it may be necessary to make a priority place available at the local school.

Timetable for Co-ordinated Upper School and Secondary School Admissions

September 2027

September 2026:	Information about the transfer process issued
31 October 2026:	National closing date for receipt of applications
1 December 2026:	Last date for receipt of applications or changes to existing applications.
2 December 2026:	Applications for places in other Local Authority schools sent to those authorities
6 January 2027:	By this date details of applications to be sent to own admission authority schools
20 January 2027:	By this date own admission authority schools provide the School Admissions Service with ranked lists of applicants
27 January 2027 – 10 February 2027	Between these dates information to be exchanged with other Local Authorities on potential offers
1 March 2027:	Information on pupils to be offered places will be available to schools via the web based School Admissions Module
1 March 2027:	National Offer Day - notification to be sent to parents living in Bedford Borough and available online
15 March 2027:	Date by which parents reject the offer of a place if it is no longer required
15 March 2027:	Date by which parents not offered a place can request a place at a school with vacancies
From 19 April 2027:	School Admissions Service will start to allocate any places that have become available