



BEDFORD BOROUGH COUNCIL



Borough Charter granted in 1166

Chief Executive: P. J. Simpkins

To Parent(s)/Carer(s) of Year 6, Year 7 and
Year 8 Students attending Alban Academy

Please ask for:
School Admissions Service
Direct line: 01234 718120
E-mail: admissions@bedford.gov.uk
Fax no: 01234 228846
Your ref:
Our ref:
Date: 19 September 2017

Dear Parent/Carer

Admissions - September 2018

As you know parents were informed in the summer of the closure of Alban Academy in 2018. As a result Year 6, Year 7 and Year 8 students will need to transfer to another school for September 2018. The arrangements for each year group will be as follows:

Year 6 to Year 7

This will be the normal secondary transfer round where applications are made to the Council in whose area the family lives. Information sheets about this process have been distributed.

Year 7 to Year 8

As an application to move from Year 7 to Year 8 would normally be an in year application which are not processed until the summer, it was agreed that a special application form would be created just for the Year 7 to Year 8 transfer. That form has already been distributed and should be used by all Year 7 students at Alban regardless of their address.

The form should be returned to the School Admissions Service at Bedford Borough Council as soon as possible, and by 31 October 2017 at the latest (this is a national closing date). However, if you wish you may return the form to Alban and they will forward it to us. If your preferred school is within the area covered by Central Bedfordshire Council we will liaise with them in respect of your application.

Year 8 to Year 9

This will be the normal upper transfer round where applications are made to the Council in whose area the family lives. Information sheets about this process have been distributed.

Some parents have indicated a wish to request a Year 9 place at St Thomas More for September 2018. It has been agreed with the school that, although they had not determined a Year 9 transfer round, they would, as part of the arrangements for managing a school closure, consider applications for this year group in accordance with their admission criteria. To apply for a year 9 place at St Thomas More applicants should return a paper copy of the 'transfer to upper school' form, which can be collected from Alban Academy, to the School Admissions Service at Bedford Borough Council as soon as possible, and by 31 October 2017 at the latest for this to be considered as part of the transition process. However, if you wish you may return the form to Alban and they will forward it to School Admissions.

I hope that this information is helpful.

Yours sincerely

School Admissions Service