

# ADM 1 FORM - In Year Application form for an Academy for the 2024 / 2025 school year

Before you complete this application form you should read the following notes:

## Note 1 – Children in care (looked after children)

A 'child in care' or 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 (see the definition in Section 22(1) of the Children Act 1989).

## Note 2 – Children previously in care (previously looked after children)

Children previously in care (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). You must provide evidence with your application that your child was previously in care in the form of an adoption, child arrangements or special guardianship order if you want this to be taken into consideration when ranking your application.

## Note 3 – Child's current address/moving address

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application, please check the school's individual policy for information on what evidence, if any, you need to provide.

## Note 4 – Definition of parent

For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative)
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

## Note 5 – Private fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on 0808 800 4005 or email [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk).

## Note 6 – School Travel Policy (further to Step 2 on the first page of this document)

SCC funded school travel will be provided to the Nearest Suitable School that would have had a place available for your child when they are: a) aged under 8 and live at least two miles from the school; or b) aged 8 or older and live at least three miles from the school.

This would be whether or not an application was made for a place at that school. The nearest school might not be your catchment area school.

Ages are taken at 1 September in each school year. If your child receives SCC funded school travel and is under eight years of age and lives more than two miles but less than three miles from the school allocated, travel will finish at the end of the school year following their eighth birthday.

Full details about SCC funded school travel, including the School Travel Policy, additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at [www.suffolkonboard.com/schooltravel](http://www.suffolkonboard.com/schooltravel).

Note 7 – Siblings

It is important that you provide this information because it can affect your child’s priority or offer of a school place. You should check the definition of sibling for the school you are applying for. This can be found in a school’s individual policy which is available either from the school or online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

Note 8 – Reasons for preference

You can add the reasons for your preference if you want to. However, the admissions authority is only able to take these reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria.

Note 9 – Supplementary Information Form (SIF)

You may also need to complete a SIF for a voluntary aided, free school or academy. Please check the school’s individual policy to confirm if this is a requirement. These are available from either the school, online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting the Admissions Team on 0345 600 0981. The SIF needs to be filled in and taken or sent to the school. You will need to tick the box on the application form to confirm you have done this.

What to do next if your child is refused a place at your preferred school

If the school is unable to offer your child a place and you would like more information on what to do next, please contact the Admissions Team on 0345 600 0981. Alternatively, more information is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

*\* Indicates required question*

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1. Email \*

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Information about your child

Please provide information about the child who you are applying for...

2. Child's legal last name: \*

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3. First name:

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4. Middle name:

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5. Child's date of birth (DD/MM/YYYY):

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*Example: 7 January 2019*

6. Gender \*

*Mark only one oval.*

Male

Female

7. Does your child have an Education, Health and Care (EHC) plan? \*

*Mark only one oval.*

Yes

No

8. Is the child in care (looked after child)? (see Note 1): \*

*Mark only one oval.*

Yes

No

9. Was your child previously in care? (see Note 2): \*

*Mark only one oval.*

Yes

No

10. Child's current address (see Note 3):

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11. Postcode:

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12. Name and address of current school or education provision (if applicable):

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Information about the applicant (Parent / carer details)

Please provide us with your details...

13. Title \*

*Mark only one oval.*

Mr

Mrs

Miss

Ms

Other

14. Initials: \*

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15. Last name: \*

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16. Relationship to child: \*

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17. Telephone numbers: \*

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18. Email address: \*

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19. Address if different to the child's, including the postcode: (if the same address... please write 'same as above') \*

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20. Are you privately fostering this child? (see Note 5) \*

*Mark only one oval.*

Yes

No

21. Other details – if you are moving house see Note 3 and fill in these boxes.  
Child’s future address, including postcode:

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22. Date of move:

\_\_\_\_\_ *Example: 7 January 2019*

23. Are you a UK Service/returning Crown Servant Family?

*Mark only one oval.*

Yes

No

24. When would you like your child to start at your preferred school?

\_\_\_\_\_ *Example: 7 January 2019*

### School Selection

Please indicate which school you are applying for space in...

25. School preference: \*

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26. Does the child you are applying for have a sibling in this school? (see Note 7): \*

Mark only one oval.

Yes

No

27. Sibling's name:

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28. Sibling's date of birth:

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*Example: 7 January 2019*

29. Reasons (you do not have to fill in this section if you do not want to, see Note 8):

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### Data Protection

Data Protection: The Governing Body or Academy Trust will use the information you have provided in your application for a school place in accordance with the General Data Protection Regulations 2018. Further information will be available from the school or the school's website.

Suffolk County Council's Privacy Notice is available at [www.suffolk.gov.uk/CYPprivacynotice](http://www.suffolk.gov.uk/CYPprivacynotice). This privacy notice tells you what information Children's Services collects and uses, and your rights regarding your information. You can request a paper copy by contacting us on 0345 600 0981.

## Parent Declaration

I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2021/2022 school year online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contacted the School or the Admissions Team. I have read the School Travel policy for 2021/2022 and understand how eligibility for Suffolk County Council funded school travel will be decided. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996, please see Note 4.

30. Parent Signature (please type name): \*

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31. Date: \*

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*Example: 7 January 2019*

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