

In-year application form 2015/2016 for Community and Voluntary Controlled Schools Guidance notes

Please use this form to apply for a school place when you wish to change school outside the normal year of entry for a Community or Voluntary Controlled School.

If you wish to apply for a school that is an Academy, Free School, Foundation or Voluntary Aided School please contact the school directly or fill in an ADM1 application form available online at: www.suffolk.gov.uk/admissions and return it to the school.

If you wish to apply for a place in the normal year of entry you should complete a CAF1 application form.

It is important that you read the booklet Admissions to Schools in Suffolk 2015/2016, the relevant Directory of Schools in Suffolk and the following notes before completing your application form.

The Admissions Team aims to process your application within 10 school days of receiving it. It may take slightly longer to process the application at busy times. We will not normally consider your application more than one term ahead of the date when you want your child to start at the school.

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

Note 1 – Previously looked after children

Previously looked after children (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 looked after in the form of an adoption order, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

Note 2 – Child's current address/moving address

Please give your child's current address. If you are planning to move house, please give the details of your future address and moving date, if known, on the application form. If you want your future address to be the one used to allocate a school place, you **must** attach written evidence that you are legally committed to this move. This could be proof of exchange of contracts, a signed letting/tenancy agreement confirming your new address, an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for UK service/returning crown servant families, proof of the posting. Please contact the Admissions Team on: **0345 600 0981** for further details.

Note 3 - 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.

Note 4 – Home to School Travel

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school. Please note: the ages are taken at 1 September in each school year. If your child receives free home to 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.

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA may be the same as the catchment area or, if there is a Free school in the area, the TPA may be different. We recommend that you check the website:

www.suffolkonboard.com/home-to-school-transport to find out if your child is entitled to free travel.

If one of your preferences is for an out-catchment school, you will normally be responsible for travel costs and arrangements to that school. We would only provide travel to an out-catchment preferred school if it is your TPA school or the nearest suitable school to your home address with places available, taking into consideration the availability and cost of home to school travel, and your child is entitled on distance grounds.

Note 5 – Siblings

It is important that you provide this information because it can affect your child's priority or offer of a school place. Please name the sibling who is nearest in age at or about to start at each preferred school. This does not include the sixth form. You should also include the sibling if you are applying for an associated infant or junior school.

Note 6 – Reasons for preferences

You can add reasons for each of your preferences if you want to. However, we are only able to take these reasons into account if they have a direct bearing on how your application is ranked against the published oversubscription criteria.

Note 7 – Voluntary Controlled Schools

If your application for a place at a Voluntary Controlled School is based on religious grounds, you **must** attach a letter from a priest or minister specifically stating that you and/or your child is a practising member of the Church of England and go to church at least once a month. You will also need to tick the box on the application form to confirm this has been attached.

School Preference Advice Service

School Preference Advisers are available during term time to help you find out about schools in Suffolk, how to make an application or how to appeal for a school place. Their aim is to help you make informed and realistic decisions about which schools to apply for to best meet your child's needs.

You can contact an adviser through the SENDIASS Helpline on: **01473 265210** or by email at: **parent.partnership@suffolk.gov.uk**.

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We strongly recommend that you read the booklet Admissions to Schools in Suffolk 2015/2016, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form.
The booklet and directories are available online at: www.suffolk.gov.uk/admissions.

Please print in capital letters

Child's details		
Child's legal last name:	First name:	Middle name:
Child's date of birth:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child a looked after child (child in care): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is your child previously looked after? (see Note 1): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/>		
Child's current address: (see Note 2)		Postcode:
Name of current school (if applicable) and address:		

Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see Note 3) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Other details	
If you are moving house, please fill in these boxes (see Note 2)	
Child's future address, including postcode:	Date of move:
Are you a UK Service/returning Crown Servant Family? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

When would you like your child to start at your preferred school:	
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Admissions Team use only Catchment Area School/TPA:	Date Application Received:
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We cannot guarantee your child a place at any school including their catchment area school

First preference (we recommend you apply for more than one school – see Note 4)

Please write the name of your first preference school in this box:	Do any of your other children attend this school or the associated infant / junior school? (see Note 5) Child's name Date of birth
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Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

Second preference

Please write the name of your second preference school in this box:	Do any of your other children attend this school or the associated infant / junior school? (see Note 5) Child's name Date of birth
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Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

Third preference

Please write the name of your third preference school in this box:	Do any of your other children attend this school or the associated infant / junior school? (see Note 5) Child's name Date of birth
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Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

Please complete this section where relevant:

If your application for a place at a Voluntary Controlled School is based on religious grounds, please see **Note 7** and tick this box if you have attached a letter:

How we will use your information:

We will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services. We will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. We may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

Parental declaration (MUST be completed):

I confirm that I have read the booklet 'Admissions to Schools in Suffolk 2015/2016', the relevant Directory of Schools and the guidance notes attached to this application form. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and I have parental responsibility.

Parent / Carer's signature:

Date:

Contact details and where to send this form (we strongly suggest you get proof of posting)

All applications for Community or Voluntary Controlled Schools must be sent to the Admissions Team.
DO NOT RETURN THIS APPLICATION FORM TO A SCHOOL.
Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.
Telephone: 0345 600 0981. Email: admissions@suffolk.gov.uk