



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 voluntary aided, foundation, free school or academy. The school you wish to apply for may have their own application form that they may ask you to complete instead. You can check this by contacting us directly.

Please note: You can still apply for a place at any voluntary aided, foundation, free school or academy even if you have been told that a particular year group is already full or oversubscribed.

If you wish to apply for a community or voluntary controlled school please fill in a CAF2 application form which is available to download online at www.suffolk.gov.uk/admissions or contact the Admissions Team for a copy on 0345 600 0981.

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 In-Year Admissions to Schools in Suffolk 2018/2019 guide, the relevant Directory of Schools in Suffolk and the following notes before completing your application form.

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

Note 1 – 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 2 – 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 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 – School Travel Policy

The current School Travel Policy is available at www.suffolkonboard.com/schooltravel.

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/schooltravel 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.

Please note that Suffolk's School Travel Policy has been amended from the 2019/2020 school year. To see how this might affect your child's future entitlement and for full details please visit www.suffolkonboard.com/schooltravel.

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. 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 from either the school or online at www.suffolk.gov.uk/admissions.

Note 6 – 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 7 – Supplementary Information Form (SIF)

You may also need to complete a SIF for a voluntary aided, foundation, 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 or by contacting the Admissions Team on 0345 600 0981. The SIF needs to be filled in and taken or sent to the school direct. You will need to tick the box on the application form to confirm you have done this.

Note 8 – 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.

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.

ADM1 Application Checklist

Failure to complete your application fully may result in a delay or may affect your child's priority or offer of a school place.

Check your application carefully to make sure you have:

- Clearly written your child's full legal name (not their nickname or known as name).
- Clearly written your child's date of birth in the following format (DD/MM/YYYY).
- Ticked the box if your child has an Education, Health and Care plan (EHC plan).
- Attached evidence if you have ticked the box to say your child was previously in care.
- Clearly written your child's current address and any future address if moving house.
- Attached evidence of any future address, if you are moving house, that you would like to be used to allocate a school place (please refer to the individual schools policy for information on what, if any, evidence is required).
- Attached evidence of your child's living arrangements if they live at two addresses (please refer to the individual schools policy for information on what, if any, evidence is required).
- Named your preferred school and given 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 their relevant published oversubscription criteria.
- Written the names and dates of birth of any siblings at your preferred school (please check the individual school's definition of siblings). If you do not provide this information on your application it may affect the offer of a school place.
- Attached the Supplementary Information Form (SIF) with your application if the school applied for requires one (please check the individual schools' policy for further information).
- Clearly written the date that you wish your child to start at your preferred school. Please note that if your child already has a local school place, and you have not moved house, they would not normally be able to start at a new school until the beginning of the next half term.
- Signed and dated the application form.
- Requested proof of postage when sending your application to the school applied for.