



## Common Application Form for the 2011/2012 School Year Admission to the first year of entry

Please print in capital letters

Child's legal surname:	Forename:	Middle Name:
Date of birth:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Is the child in Public Care? (See Note 2) Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Present School: (If applicable)		Does your child have a Statement of Special Educational Needs? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Parent/Carer Mr/Mrs/Miss/Ms: Surname:	Initials:	Relationship to child:
Child's current address: (See Note 3) ..... .....		
Postcode:	Telephone numbers:	Email address:

If you are moving house, please fill in these boxes (See Note 3)

Child's future address:	Date of move:	Returning UK Service/Crown Servant Family: Yes: <input type="checkbox"/>
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**PLEASE NOTE THAT WE CANNOT GUARANTEE YOUR CHILD A PLACE AT THEIR CATCHMENT SCHOOL.  
WE STRONGLY RECOMMEND THAT YOU APPLY FOR MORE THAN ONE SCHOOL BECAUSE OF THIS.**

### FIRST PREFERENCE

Please write the name of your first preference school in this box:	Is this your catchment school? Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If No, See Note 4)
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Will you have another child attending this school in September 2011? (See Note 5)

Child's name ..... Date of birth .....

Reasons for preference (you do not have to fill in this section if you do not want to)

### SECOND PREFERENCE

Please write the name of your second preference school in this box:	Is this your catchment school? Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If No, See Note 4)
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Will you have another child attending this school in September 2011? (See Note 5)

Child's name ..... Date of birth .....

Reasons for preference (you do not have to fill in this section if you do not want to)

### THIRD PREFERENCE

Please write the name of your third preference school in this box:	Is this your catchment school? Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If No, See Note 4)
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Will you have another child attending this school in September 2011? (See Note 5)

Child's name ..... Date of birth .....

Reasons for preference (you do not have to fill in this section if you do not want to)

**IMPORTANT: You MUST sign this form overleaf**

Please complete this section where relevant

- If your child has a medical need and you have applied for your preferred school because you feel that school is the most suitable school to deal with your child's medical need, you must attach a supporting letter from a registered NHS professional which sets out why it is the most suitable school and the difficulties that would be caused if your child had to attend another school.

Please tick this box if you have attached this letter:

- 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.

Please tick this box if you have attached this letter:

- If you are applying for a place at a voluntary aided school, you must also get a Supplementary Information Form (SIF) from either the school or the Area School Admissions Team, fill it in and take or send it to the voluntary aided school direct.

Please tick this box to confirm you have taken or sent a SIF to the voluntary aided school direct:

#### Note 1 – Information Booklet

Basic information about all schools in Suffolk and advice about applying for a school place are contained in the booklet, 'Admissions to Schools in Suffolk – a parents' guide to admissions for the 2011-2012 school year.' You can get a copy from schools, your local Admissions Team or online at [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)

#### Note 2 – Children in Public Care

Children in Public Care (sometimes known as 'Looked After Children') are defined as being subject to a Care Order, an Interim Care Order or accommodated by the Local Authority.

#### Note 3 – Child's Address

Please give your child's **current** address. If you are planning to move house, please attach details of your future address and moving date, if known. If you want your future address to be the one considered as part of your application, you must attach written evidence that you are legally committed to this move. Examples of this evidence would be a letter from a solicitor to say that a house contract has been exchanged, a signed tenancy contract, or, for returning UK Service/Crown Servant families, proof of the posting. If we do not receive this evidence by the closing date we will use your current address to offer a school place. This could affect the outcome of your application. Please contact your local Area Admissions Team for further details.

#### Note 4 – Transport

If your child is given a place at an out-catchment school of your preference, you will have to get your child to and from school and pay for any transport needed. We would only provide transport to an out-catchment preferred school if it is the next nearest school to your home with places available and your child is either (a) under eight years of age and you live two miles or more from that school or (b) is eight or over and you live at least three miles from that school.

#### Note 5 - Siblings

If you have more than one child at the school, please name the youngest one at each preference school. This can be a brother or a sister of, or any child living as a family at the same address as, the child for whom you are applying for a school place. Please do not include any child who will be in a school Nursery or in the sixth form at the time of admission.

It is important that you return this form to your local Area Office to reach us by the closing date of:

Friday 29 October 2010 - for upper or high school applications

Friday 14 January 2011 - for infant, primary, junior or middle school applications

We do not acknowledge receipt of paper applications and strongly suggest that you get proof of postage.

The Admissions Team is not responsible for forms that are lost in the post.

If you apply online for a school place you will receive an automatic acknowledgement of your application.

#### Signature (must be completed)

The above information is true to the best of my knowledge and belief. I understand that if a place is offered on the basis of any false information given by me, the place may be withdrawn by Suffolk County Council. I can confirm that I have read the *Admissions to Schools in Suffolk booklet for 2011-2012*, available online at [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)

Parent or carer's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Area School Admissions Teams - Contact details

Admissions North Clapham House, Clapham Road, Lowestoft NR32 1QX

Admissions South St Edmund House, Rope Walk, Ipswich IP4 1LZ

Admissions West West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Telephone

0845 600 0981

0845 600 0981

0845 600 0981

Email

[admissions.north@csduk.com](mailto:admissions.north@csduk.com)

[admissions.south@csduk.com](mailto:admissions.south@csduk.com)

[admissions.west@csduk.com](mailto:admissions.west@csduk.com)

Website: [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)

For Area Office use only

Catchment School: \_\_\_\_\_