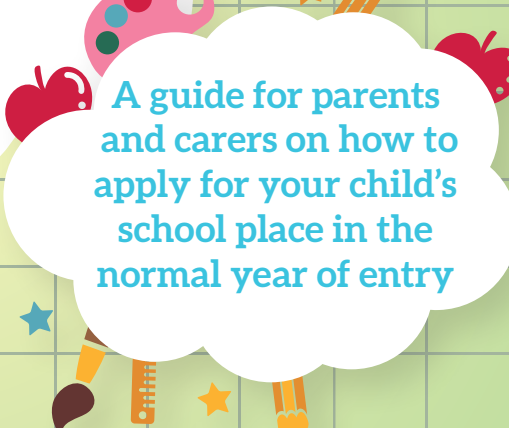


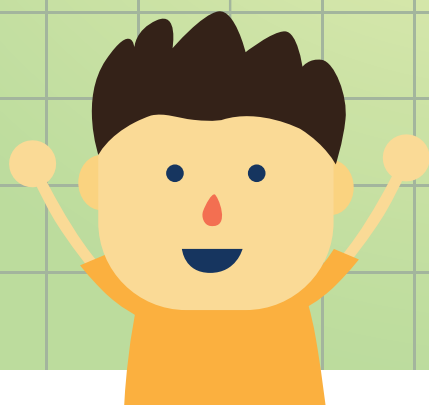


# Admissions to Schools in Suffolk

## 2017/2018



A guide for parents  
and carers on how to  
apply for your child's  
school place in the  
normal year of entry



**Application closing dates for the normal year of entry:**

**Monday**

**31 October 2016**

for secondary (including  
upper and high) schools

**Sunday**

**15 January 2017**

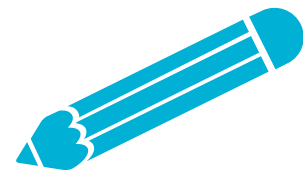
for primary (including infant,  
junior and middle) schools

Apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

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# Introduction to admissions in Suffolk



The information within this guide is for parents and carers of children living in Suffolk. It explains what you need to do to apply for a school place for your child in the normal year of entry from September 2017. It sets out the steps to follow, the important closing dates that must be met, and what to do if you have any problems or difficulties.

The normal years of entry for schools are shown below:

School phase	Normal year of entry
Primary	Reception*
Infant	Reception*
Junior	Year 3
Middle	Year 5
High	Year 7
Upper	Year 9

**\*You must apply for a school place if your child was born between 1 September 2012 and 31 August 2013.**

\*You must make an application for a full-time school place even if your child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site. This is because a place in a nursery class, pre-school or children's centre does not guarantee your child a full-time place at that school.

It is important that you **apply by the relevant closing date** for applications for school places. If you do not apply by the closing date your application may not be dealt with until after places have been offered to those who applied on time. This means that all available places at your preferred school(s) may have been filled and it could be some time before you know the outcome of your application. You cannot apply online after the closing date.

## Secondary (including upper and high) schools

- ▶ Your application must reach us by **Monday 31 October 2016** either via the online application process or a paper application (CAF1).

## Primary (including infant, junior and middle) schools

- ▶ Your application must reach us by **Sunday 15 January 2017** either via the online application process or a paper application (CAF1).

**The Admissions Team are here to help you.** All of the information about applying for a school place can be found online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions), including Frequently asked Questions (FAQs).

## Or you can contact us:

**By phone:** 0345 600 0981 (local rate)

**By email:** [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

**By fax:** 01473 260991

**By post:** The Admissions Team, Endeavour House,  
8 Russell Road, Ipswich, Suffolk, IP1 2BX



Like us on Facebook to keep up to date with all the latest information on school admissions.

# Your guide to applying for a school place



We understand that applying to start school for the first time or moving from one school to another can be an uncertain time for you and your family. This guide is aimed at supporting you through the process.

Suffolk County Council co-ordinates the offer of school places to all community, voluntary controlled, voluntary aided, foundation, free schools and academies in Suffolk for the normal year of entry. Our aim is to make the process as simple as possible and to make sure it is fair and transparent for all. This guide explains:

- When your child will start school.
- How to decide which schools you would like to apply for.
- How to make an application.
- How places are offered if there are more applications than places available.
- What will happen if your child cannot be offered a place at your preferred school(s).

There are two Directories of Schools in Suffolk where you can find out more information about the schools you are interested in. One directory is for primary (including infant, junior and middle) schools and one is for secondary (including upper and high) schools. Both directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or you can request a paper copy by contacting us on 0345 600 0981 (local rate).

We aim to make sure as many children as possible get the school place they want and, working with Suffolk schools, we try to make the process smooth and straightforward.

Many schools in Suffolk are popular and oversubscribed so you should consider your preferences carefully.

## Secondary (including upper and high) schools

Last year 98.07% of children were offered a place at one of the upper or high schools their parents or carers applied for, with 93.74% getting their first preference when their application was on time.

## Primary (including infant, junior and middle) schools

Last year 97.53% of children were offered a place at one of the primary or infant schools their parents or carers applied for, with 90.71% getting their first preference when they applied on time. 99.27% of children were offered one of the junior or middle schools their parents or carers applied for and 96.52% of those who applied on time were offered their first preference school.

All the information you need is available on our website. The easiest and most secure way to apply for a school place is online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). We recommend that you apply online because it is quick and easy, and you will receive an email on offer day with details of your child's offer of a school place. You can also change your preferences and resubmit your application right up until the closing date.

If you are applying online your application must be completed and submitted by midnight on the closing date.

Alternatively the CAF1 application form is available on our website or you can contact the Admissions Team or the school for a paper copy. It is also available at the end of this guide. If you apply on a paper application form, a letter will be sent to you on the relevant offer day by second class post.

If your child lives outside Suffolk, you should contact the local authority where they live for details on how to apply (see the sections 'Additional information for applying for a school place' and 'Useful contacts'). You should make your application to your child's home local authority but you can name Suffolk schools on your application.

We wish your child every success with their education in Suffolk.

# Important dates



	Secondary (including upper and high) schools	Primary (including infant, junior and middle) schools
You can apply online at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a> or fill in a CAF1 paper application form.	From Monday 12 September 2016	From Monday 12 September 2016
<b>National closing date for applications (online and paper).</b>	<b>Monday 31 October 2016</b>	<b>Sunday 15 January 2017</b>
If you were unable to apply by the closing date, and we agree that there are very exceptional reasons for an application being late, we will consider it as on time if it is received by this date and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time.  If you are moving house this is the latest date for you to provide written evidence to the Admissions Team that you are legally committed to your move so that your new address can be considered in the on time allocation process.	Thursday 5 January 2017	Friday 10 February 2017
<b>National Offer Day</b> If you applied online we will send you an email to let you know which school has been offered.  If you applied on a paper application form we will send you a letter, by second class post, to let you know which school has been offered.	<b>Wednesday 1 March 2017</b>	<b>Tuesday 18 April 2017</b>
We will consider late applications (see the 'Applications received after the closing date - Late applications' section).	From Wednesday 1 March 2017 onwards	From Tuesday 18 April 2017 onwards
We will assume that you have accepted the place offered (if you applied on time) unless you let us know in writing by this date. This does not affect your right to appeal for any of the schools where you have been refused a place.	Wednesday 15 March 2017	Tuesday 2 May 2017
Date by which you should register an appeal if you applied on time.	Wednesday 29 March 2017	Monday 15 May 2017
Appeals for on time applications to be heard by this date.	Thursday 15 June 2017	Monday 17 July 2017
Waiting lists close.	Friday 12 January 2018	Friday 12 January 2018



## Suffolk's co-ordinated admissions scheme

There are different types of schools in Suffolk (maintained, academies and free schools) and we co-ordinate admissions to the normal year of entry for them all.

The co-ordinated admissions scheme is set out in full on our website at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You can also request a paper copy by contacting us on 0345 600 0981 (local rate). This document provides the detailed admission arrangements for Suffolk and is in place to make sure all applications are handled fairly, consistently and efficiently. It applies to all schools in Suffolk to ensure that children across the county are offered a single school place on the same day.

The different types of schools that we co-ordinate admissions for are:

### Maintained schools

A maintained school is a state school funded by central government through the local authority and does not charge fees. These include community, voluntary controlled, voluntary aided and foundation schools.

- **Community and Voluntary Controlled (VC) schools**

We are the admissions authority for these schools and we are responsible for setting the admissions arrangements and allocating places in accordance with Suffolk County Council's published oversubscription criteria.

- **Voluntary Aided (VA) and foundation schools**

These schools are run by the school governors so the school's governing body is the admissions authority. They are responsible for setting the admissions arrangements and allocating places in accordance with their published oversubscription criteria.

### Academies and free schools

Academies and free schools receive their funding directly from central government and are outside of Suffolk County Council's control. These schools are run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements and allocating places in accordance with the published oversubscription criteria. Some schools will become academies during the school year.

All maintained, academy and free schools must comply with the statutory guidance set out in the School Admissions Code.

We refer to voluntary aided, foundation, free schools and academies as 'own admission authority' schools, as the governing body or academy trust is the admission authority.

# Key information about schools



## School organisation in Suffolk

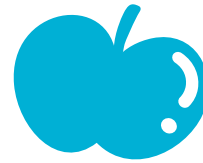
Suffolk schools are organised in two different ways. Across the majority of Suffolk there is a two-tier education system. However, in parts of Bury St Edmunds there is a three-tier system.

The table below explains the differences between the two education systems.

Two-tier education system	Three-tier education system
<p>In Suffolk most children are educated in a:</p> <ul style="list-style-type: none"> <li>• Primary school from Reception to Year 6, or</li> <li>• An infant school from Reception to Year 2 before moving on to a junior school until they are in Year 6, then</li> <li>• A secondary (high) school from Year 7.</li> </ul>	<p>In parts of Bury St Edmunds children can go to a:</p> <ul style="list-style-type: none"> <li>• Primary school from Reception to Year 4 before moving to</li> <li>• Middle school from Year 5, then</li> <li>• Upper school from Year 9.</li> </ul>
<p>Parents and carers can apply for their child to move at any time between the two-tier and three-tier education systems.</p>	

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Primary school						Secondary (high) school					
Infant school			Junior school			Secondary (high) school					
Primary school					Middle school			Upper school			

# When will my child start school?



## Primary and infant schools

If your child was born between 1 September 2012 and 31 August 2013 you must apply for a reception place at a primary or infant school by **Sunday 15 January 2017**.

Children normally attend school full-time in the reception year group in the September following their fourth birthday. All primary schools must offer children a full-time place at the start of the Autumn term in September. However, legally a child does not have to start full-time education until the term after their fifth birthday. Whatever you decide, it is important that you apply for an infant or primary place by the closing date.

**You must make an application for a full-time place even if your child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site. This is because a place in a nursery class, pre-school or children's centre does not guarantee your child a full-time place at that school.**

Unfortunately, each year some children who have been going to a school's nursery class, pre-school or children's centre do not get a place in the reception class. This is because there were more applications for reception places.

When you receive your offer of a place you will be asked whether you want your child to start school full-time, part-time, or whether you want them to start the term after their fifth birthday. If you choose to defer entry for your child they must start school before the end of the school year during which they turn five. This means they must start school in the Reception year.

## Summer born children

If your child was born between 1 April and 31 August ('summer born') and you have already been offered a school place but you decide to delay starting school until September 2018, a place will not be held open for them in Year 1. If this is your choice you will need to complete an in-year application for them to start school in Year 1 but you should be aware that there might not be a place available for them in your preferred school(s). More information about the in-year application process is available in the In-Year Admissions to Schools in Suffolk guide or online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You can request a paper copy by contacting us on 0345 600 0981 (local rate).

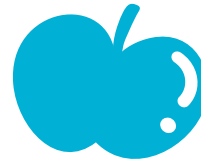
If you wish to apply for a reception place to start in the September following your child's fifth birthday please see 'children out of year group' on page 20.

## Infant class size

It is against the law for children in an infant class (Reception, Year 1 and Year 2) to be taught in a class of over 30 pupils with one qualified teacher. We take this infant class size legislation into account when allocating school places and when appeals are heard (see 'The appeals process for Suffolk schools' section). Additional children may be admitted under limited exceptional circumstances, these are outlined in the School Admissions Code.



# When will my child start school?



## Junior schools

If your child was born between 1 September 2009 and 31 August 2010 and is currently in Year 2 at an infant school you should apply for a place in Year 3 starting in September 2017 at another school by **Sunday 15 January 2017**.

- **Applications from Primary schools to Junior schools**

If your child is currently in Year 2 at a primary school and you want them to change to a junior school for Year 3 you need to apply by **Sunday 15 January 2017**.

- **Applications from Infant schools to Primary schools**

If your child is currently in Year 2 at an infant school and you want them to change to a primary school for Year 3 you must apply by **Sunday 15 January 2017**.

If your child is in their final year at a Suffolk infant school you will be sent a letter with details of how to apply for a school place in the September before it is time to move schools.

If you live in Suffolk and your child is not currently attending a Suffolk maintained school, academy or free school we will not have your details and will be unable to send you a letter.

You must make an application, even if you want a place at your child's catchment area school or paired junior school.

## Middle schools

If your child was born between 1 September 2007 and 31 August 2008 and is currently in Year 4 at Barrow Church of England Voluntary Controlled (CEVC) Primary School or Tollgate Primary School you should apply for a place in Year 5 starting in September 2017 at another school by **Sunday 15 January 2017**.

- **Applications from Primary schools to Middle schools**

If your child is currently in Year 4 at a primary school and you want them to change to a middle school for Year 5 you need to apply by **Sunday 15 January 2017**.

- **Applications from Primary schools**

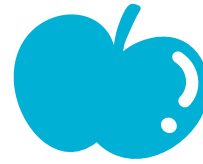
If your child is currently in Year 4 at Barrow CEVC or Tollgate Primary Schools and you want them to change to a primary school for Year 5 you must apply by **Sunday 15 January 2017**.

If your child is in Year 4 at Barrow CEVC or Tollgate Primary Schools you will be sent a letter with details of how to apply for a school place in the September before it is time to move schools.

If you live in Suffolk and your child is not currently attending one of these schools we will not send you a letter.

You must make an application, even if you want a place at your child's catchment area school.

# When will my child start school?



## Secondary (including upper and high) schools

If your child was born between 1 September 2005 and 31 August 2006 and is currently in Year 6 at a primary or junior school you must apply for a place in Year 7 starting in September 2017 at a secondary school by **Monday 31 October 2016**.

If your child was born between 1 September 2003 and 31 August 2004 and is currently in Year 8 at a middle school you must apply for a place in Year 9 starting in September 2017 at a secondary school by **Monday 31 October 2016**.

If your child is in their final year at a Suffolk junior, primary or middle school you will be sent a letter with details of how to apply for a school place in the September before it is time to move schools.

If you live in Suffolk and your child is not currently attending a Suffolk maintained school, academy or free school we will not have your details and will be unable to send you a letter.

You must make an application, even if you want a place at your child's catchment area school.



# How to decide which schools you would like to apply for

In Suffolk, you can rank up to three preferences when you apply for a school place. You may want your child to go to your local school, which we call the catchment area school. This may not be the nearest school to your home address. If you want them to attend a different school we call this an out-catchment school.

Choosing your preferences is very important and you need to think realistically about how likely you are to be offered a place at one of your preferred schools before you make your application. Please think about the following advice when you are making your mind up:

- You can rank up to three schools inside or outside Suffolk. However, if you only apply for one school your child will not be considered for any other schools. If we are unable to offer your child a place at that school they will be offered a place at their catchment area school (if you have not included it in your preferences and if there is still a place available) or at the next nearest suitable school with a place available after everyone else's preferences have been considered. This will take into consideration the availability and cost of home to school travel.
- Each of your preferences will be considered equally and separately. Listing second and third preferences will not affect your child's chance of being offered their first preference. Your first preference will be offered above your second or third preferences if we can.
- Schools do not know how you order your preferences or which other schools you have applied for when they are ranking your application because this information is not shared with them.

## Please think realistically

It is a good idea to start by gathering as much information as you can about how places are prioritised at your preferred schools. You should:

- Read and understand the oversubscription criteria for each school you are interested in as they may be different from one another.
- Consider which oversubscription criterion applies to your child for each school.
- Be realistic about your preferences. **We recommend that you apply for more than one school. Please be aware that a place at any school, including your catchment area school, cannot be guaranteed.**
- Do not make your decision based on other peoples' opinions or experiences. Every situation is different and things change all the time. Find out as much as you can about the schools you are interested in to help you select your preferred schools.
- Consider how you will get your child to school. You are responsible for ensuring they attend school and this includes getting them there on time. However, in some cases we will help with your child's home to school travel. Further information is in the section 'Home to school travel (children aged between 5 and 16 years old)'.

Last year, 371 Suffolk children who applied on time were allocated a school they did not apply for.

# How to decide which schools you would like to apply for

If you live near the border with Cambridgeshire, Essex or Norfolk you may wish to apply for schools in these local authorities. The contact details for these authorities can be found in the 'Useful contacts' section. Please visit their websites for details about the schools in their areas. If your child lives in Suffolk and you want to apply for a school in a neighbouring authority, you must still apply through Suffolk County Council. However, if you live outside Suffolk you must apply to your home local authority even if you are applying for a Suffolk school (see the 'Additional information for applying for a school place' section).



If your child has Special Educational Needs or a disability and you are having difficulties in making your school choices and would like to discuss this with someone, you can contact SENDIASS during term time (see the 'Useful contacts' section). The SENDIASS team are independent of the local authority.

To find out more about the schools in your area and the schools you are interested in:

- Check the catchment area lists for Suffolk at [www.suffolk.gov.uk/school-catchment-areas](http://www.suffolk.gov.uk/school-catchment-areas) or view the catchment area maps online at [www.suffolk.gov.uk/schools](http://www.suffolk.gov.uk/schools). If you would like a paper copy of a catchment list or map please contact us on 0345 600 0981 (local rate).
- Look at the relevant Directory of Schools in Suffolk. There are two Directories, one for primary (including infant, junior and middle) schools and one for secondary (including upper and high) schools. Each Directory includes:
  - Contact details for each school;
  - The number of places in the year group which is known as the Published Admission Number (PAN) and information relating to last year's on time applications.
  - The oversubscription criteria used to rank applications.

Both directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or you can request a paper copy by contacting us on 0345 600 0981 (local rate).

- Use the 'Find my nearest' feature on [www.suffolk.gov.uk](http://www.suffolk.gov.uk).
- Visit the national website [www.gov.uk/find-school-in-england](http://www.gov.uk/find-school-in-england).
- Visit the schools on their open day.
- Look on the school's website and read their prospectus.
- Visit [www.education.gov.uk](http://www.education.gov.uk) to look at the performance data for schools.

 Do	 Don't
<ul style="list-style-type: none"><li>• Make time to visit the schools you are interested in, if you can, before the closing date.</li><li>• Ask questions about anything that worries you.</li><li>• Talk to the headteacher about your child if you have any concerns.</li></ul>	<ul style="list-style-type: none"><li>• Think that good exam results or an outstanding Ofsted report are the only things that matter.</li><li>• Judge a school by what others say – go and see for yourself.</li></ul>

Schools and preferences change over time and what has happened in the past is not always a reliable guide to what a school is like now.

# How to make an application



It is very important that we receive your application on or before the closing date for applications. You cannot apply directly or return your application form to a school.

Last year, Suffolk County Council received 16,579 on time applications for pupils wishing to start at a primary or infant school, or to transfer to a junior, middle or high school.

## Secondary (including upper and high) schools

▶ Your application must reach us by **Monday 31 October 2016** either via the online application process or a paper application (CAF1).

## Primary (including infant, junior and middle) schools

▶ Your application must reach us by **Sunday 15 January 2017** either via the online application process or a paper application (CAF1).

Does your child live in Suffolk?

Yes

No

Please apply online at

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

If you wish to apply on paper please print the CAF1 application form available on our website or contact the Admissions Team or the school for a paper copy. It is also available at the end of this guide.

Please contact the local authority where your child lives and complete their application form. You can include Suffolk schools on their application form.

If you currently live abroad but will be moving to Suffolk please see the section 'Additional information for applying for a school place'.

Are you applying for a voluntary controlled, voluntary aided, foundation, academy or free school in Suffolk?

Yes

No

You may also need to complete a Supplementary Information Form (SIF) (see page 15 for more information). You can get a copy of the SIF from either the school or from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

You must submit your online or paper (CAF1) application by the appropriate closing date.

You are able to add your reasons for each preference on the application form or online. 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.

# How to make an application



## How to apply online

It's quick, safe and simple to apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

For the 2016/2017 school year, 73.34% of parents or carers applied for their child's school place online. By applying online you can:

- Receive confirmation of your application by email;
- Check or change your application right up to the closing date;
- View the outcome of your application online on the offer day;
- Receive an email with details of your school offer on the offer day, before allocation letters are received. A letter will also be sent to you on the offer day by second class post.

If you do not have internet access, you can apply online from any Suffolk library.

**If you are applying online your application must be completed and submitted before midnight on the relevant closing date.**

Please note that if you apply online you must not submit a paper application (CAF1). You cannot use the online facility to apply after the closing date.

If you are applying for a new school that has not yet received a unique number from the Department for Education you will have to fill in a paper application form (CAF1) which should include all of your preferences. We regret that you will be unable to apply online.

STEP 1	You will be asked to register, set up a password and add your child(ren)'s details to allow you to start the application process. If you have previously applied online you will need to register again to make an application.
STEP 2	Select the schools you want to apply for, these can be schools in Suffolk or in another local authority, and give reasons for your preferences if you want to.
STEP 3	You must agree to the declaration that you have given accurate information before you submit your application.
STEP 4	Once you have submitted your application you will receive a confirmation email.

Unfortunately, you are unable to attach evidence electronically to your online application. You will need to either email or post your evidence to the Admissions Team by the relevant closing date making it clear who this evidence relates to by including your child(ren)'s name and date of birth. If you send your information through the post we strongly suggest you get proof of posting as we cannot be responsible for information lost in the post (see the 'Supporting evidence' information on the next page).

If your contact details change before the closing date you will need to update your details which will automatically update your child's application. If your contact details change after the closing date you will need to update your details and email us separately with the changes. You are unable to update your child's online application after the closing date. You do not need to let us know if you change your email address.

# How to make an application



## How to apply on paper

We recommend that you apply online, however, if you do not have internet access you can apply using a paper application form. You should also apply using a paper application if you are applying for a new school that has not yet received a unique number from the Department for Education. We call this the normal year of entry application form (CAF1). You can request a paper application form (CAF1) by contacting us on 0345 600 0981 (local rate).

You must send your application directly to us. Do not hand it in at a school. Neither the school nor ourselves will accept responsibility for any lost application forms.

You must make sure that we receive your application form on or before the relevant closing date for applications. We do not acknowledge receipt of paper applications so we strongly suggest that you get proof of postage as we cannot be responsible for forms lost in the post.

If you apply on paper you may not receive your letter with details of the school offered for two or three days after offers are emailed to all those parents who have applied online. We cannot confirm the outcome of your application over the telephone or before you receive your letter.

## Supplementary Information Form (SIF)

Some schools also require a Supplementary Information Form (SIF) to be completed. If one of your preferences is for a voluntary controlled, voluntary aided, free school or academy you may need to complete a SIF. A SIF is not an application form. It is used to provide extra information to help the admissions authority apply their oversubscription criteria to rank your application. You should submit this at the same time as your application. If you are applying for a voluntary controlled school you should send your SIF to the Admissions Team. All other SIFs should be returned to the relevant school directly.

If a school requires you to complete a SIF but you choose not to, your application will still be considered but it may affect how your application is ranked. Check the oversubscription criteria for the schools you wish to apply for in the Directory of Schools in Suffolk to see whether you need to complete a SIF. SIFs are available to download from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or can be requested from the school.

## Supporting evidence

If you want to provide any extra information with your application please include your child's name, date of birth, and the school it relates to on any additional paperwork.

Sometimes we need evidence to support your application. This could include:

- An adoption, child arrangements, or special guardianship order for a child who was previously looked after, immediately following having been looked after.
- A Supplementary Information Form (SIF) to support an application based on religious grounds for a voluntary controlled school.
- Evidence to support your address (see the 'Additional information for applying for a school place' section).



# How to make an application



## Twins, triplets or multiple birth children

If you are applying for twins, triplets or other multiple births you must make a separate application for each child.

## Changing your mind before the closing date

We understand that for a number of reasons parents may want to change the schools they originally listed on their application.

If you apply online you can change and resubmit your school preferences at any time before midnight on the closing date. You must resubmit your form after you have made any changes. If you apply using the paper application form (CAF1) you can change your school preferences at any time up until the closing date by submitting another paper application form. You must make sure these changes are received by us before the closing date. We will process the application received nearest to the closing date.





# Additional information for applying for a school place

## Cross-county applications

	Suffolk Resident	Non-Suffolk Resident
Applying for a place in a Suffolk school	You should apply using the Suffolk online application process or by completing a paper application (CAF1).	You should contact the local authority where your child lives for information about how to apply. You can include Suffolk schools on your application to your home authority.
Applying for a place at a school outside of Suffolk	You should include any school(s) that you wish to apply for which are located outside of Suffolk using the Suffolk online application process or by completing a paper application (CAF1).	

If one of your preferences is for a selective school in Essex you must:

- Put the school as a preference on your online or paper application (CAF1) and return this to the Admissions Team.
- Contact the Consortium of Selective Schools in Essex (CSSE) without delay (see the 'Useful contacts' section for details).

## Moving House

### Planning to move house before the closing date for applications

If you are moving to a new address and you want to use that address as your child's 'ordinarily resident' address for your application you must send us written evidence by the closing date that you are legally committed to the move and that it will happen before the start of the school year you have applied for. The evidence must be one of the following:

- Proof of exchange of contracts for your new address.
- Signed letting/tenancy agreement confirming your new address.

Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted.

# Additional information for applying for a school place

## Children of UK Service Personnel (UK Armed Forces) and Crown Servants

If you are a UK service personnel (UK Armed Forces) family with a confirmed posting to Suffolk, or a Crown Servant family returning from overseas to live in Suffolk, we will offer places in advance of the move provided the application is accompanied by:

- An assignment order that declares a relocation date and a unit postal address or quartering area address for UK service personnel or;
- An official letter declaring a relocation date for crown servants. If the school is oversubscribed evidence of a future address will also be required.

## Planning to move after the closing date for applications

If your new address cannot be confirmed by the closing date you should still apply by the relevant closing date using your current address. You can then make a further application once your plans have been confirmed. As long as we receive written evidence that you are legally committed to the move (acceptable evidence shown on page 17) by the relevant date below we will use your new address to allocate a school place.

### Secondary (including upper and high) schools

▶ Your evidence must reach us by **Thursday 5 January 2017**.

### Primary (including infant, junior and middle) schools

▶ Your evidence must reach us by **Friday 10 February 2017**.

If you cannot provide evidence of your move by these dates we will use your child's current address to allocate a place.

If you own two properties and will be moving from one to the other, or you are moving in with a partner or family so you cannot provide evidence that you are legally committed to the move (acceptable evidence shown on page 17) then you must write to us explaining this and provide us with evidence to support this when you apply.

You must provide us with evidence to confirm your new address before your child takes up a place at their new school. This evidence can be a copy of:

- A personal bill such as mobile phone.
- A salary or wage slip.
- A DVLA registration or driving licence.
- A letter from HM Revenue and Customs.

There is no need to send us financial information in any evidence you send us.

# Additional information for applying for a school place

If you rank your catchment area school as one of your three preferences on your application but you move out of the catchment area before the relevant closing date you must let us know. This is because this will change the oversubscription criterion that applies to your child.

If we are aware that you moved house before the relevant closing date but you did not tell us, and your change of address would have affected how your application was considered for a school place, this may be fraud and we are entitled to withdraw the offer of a school place.

## Applications from other countries

Applications can be made for a Suffolk school when your child is not living in the UK as long as they are either:

- a) A British Citizen.
- b) A Citizen of the European Economic Area (EEA), which comprises the Member States of the European Union together with Liechtenstein, Norway, Switzerland and Iceland.
- c) Accompanying a member of the United States Air Force.
- d) Accompanying a teacher on the exchange scheme. The local authority has a duty to find a school place once they are notified that the child is resident in the area.

We need a copy of their current passport as evidence of citizenship, or a copy of the documentation confirming a placement. We may also need evidence of your new address in Suffolk.

You must submit your evidence at the same time as submitting your application. If we receive this before the following dates we will process your application as an on time application.

## Secondary (including upper and high) schools

▶ Your evidence must reach us by **Thursday 5 January 2017**.

## Primary (including infant, junior and middle) schools

▶ Your evidence must reach us by **Friday 10 February 2017**.

If your child does not fall into any of the categories above then you should not make an application for a school place until your child has arrived in the UK.

## Children living at more than one address

If your child lives at more than one address, maybe due to a separation, the address you must use for your application is the address that your child lives at (this means where they sleep) for most of the week (excluding weekends and school holidays). If they live at two addresses equally we will need you to send us evidence of your child's main address to support your application. You must also send evidence in writing that both parents agree which address should be used for the application ('ordinarily resident' address, see page 24).

We will only accept one application for each child and only one address can be used for their application. If we are aware of a parental dispute affecting your application we may not be able to process it until the dispute is resolved.

# Additional information for applying for a school place

## Fraudulent applications

You must let us know if you have any change in circumstances (e.g. change of address). If information is deliberately withheld, your application may be invalid and result in the offer of a place being withdrawn.

If you have any concerns or information about the use of fraudulent addresses, please contact us as soon as possible. We will check allegations of false addresses or other false information given on an application form or SIF and will withdraw offers of places if we find that details were deliberately false or misleading. Any information you provide will be strictly confidential.

We do not have a significant issue in Suffolk of fraudulent addresses being used. However, we have had to investigate several cases this year and as a result we have had to withdraw places because applications were found to have been made fraudulently.

## Children out of year group

It is expected that children will normally be educated within their chronological year group. However, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code (December 2014).

## Community and voluntary controlled schools

You can make a request in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting evidence. An application for your child's normal transfer year group should be made at the same time for delayed transfer requests. The request with a CAF1 application form must be sent to the Admissions Team by the relevant national closing dates (see the 'Important dates' section).

Even if the request is agreed there is no guarantee there will be a place available at your preferred school(s).

Officers at Suffolk County Council will make a decision on the request, taking into account the views of the headteacher of the school(s) concerned. The Admissions Team will write to you with the outcome including the reasons for the decision. If the request is refused you will be given details of how to complain.

## Foundation, voluntary aided, free schools and academies

You can make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The governing body or academy trust will make a decision on the request, taking into account the views of the headteacher.

The school will write to you with the outcome including the reasons for the decision. If the request is refused, you should be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates (see the 'Important dates' section).

Even if the request is agreed there is no guarantee there will be a place available.

# How places are offered



Each school offers a set number of places in any one year. This number is known as the Published Admission Number (PAN). Although the PAN applies to the year of entry, this number would normally be applied across all year groups in the school. However, sometimes there are situations when this is not possible. If the number of applicants is less than the PAN all applicants will normally be admitted. If a school receives more applications than it has places available ('oversubscribed') then the school's published oversubscription criteria are used to decide which applicants will be offered a place. We will offer your child a school place at the highest ranked school where possible.

Depending on the type of school, these decisions are either made by Suffolk County Council, the school's governing body or by the academy trust. You can find the oversubscription criteria for all schools in the relevant Directory of Schools in Suffolk or online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

The process for offering places is:



STEP 1	If we can meet your first preference we will offer your child a place at that school.
STEP 2	If we cannot meet your first preference but can meet your second preference we will offer your child a place at that school. We will place your child's name on the waiting list for your first preference school and you will be given the right of appeal.
STEP 3	If we cannot meet your second preference but can meet your third preference we will offer your child a place at that school. We will place your child's name on the waiting list for your first and second preference schools and you will be given the right of appeal.
STEP 4	<p>If we cannot meet any of your preferences, we will offer your child a place at their catchment area school (if you have not included it in your preferences and if there is still a place available there) or at the next nearest suitable school which has a place available. This will take into consideration the availability and cost of home to school travel.*</p> <p>*The next nearest suitable school is measured by walking distance. Walking distance is from the front door of the home to the nearest school gate. Where there is more than one home within a single building (for example apartments) we will measure from the main entrance of the building.</p> <p>We will also place your child's name on the waiting lists for your first, second and third preference schools and you will be given the right of appeal.</p>

# How places are offered



## How places are offered if there are more applications than places available

### Community and voluntary controlled schools

Where there are more applications than places available we will rank your application using Suffolk County Council's admissions oversubscription criteria below.

Some foundation, voluntary aided, free schools and academies also use our admissions oversubscription criteria. These are identified in the relevant Directory of Schools in Suffolk. These criteria may also be used to allocate places at schools that were community or voluntary controlled schools when their admissions arrangements were determined for 2017, but have since converted to academy status.

For applications to the normal year of entry at a school, these criteria will be applied according to the circumstances existing by midnight on the closing date.

### Admissions oversubscription criteria

Children who have a Statement of Special Educational Needs, or an Education, Health and Care plan which names the school must by law be offered a place at that school.

1

Looked after children (children in care) and 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).

2

Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission (but not in the sixth form). Priority will be given, where necessary, to applications where there is the smallest age gap.

This will also apply to applications to the five paired infant and junior schools in Suffolk:

- Maidstone Infant and Causton Junior Schools, Felixstowe;
- Fairfield Infant and Colneis Junior Schools, Felixstowe;
- Springfield Infant and Springfield Junior Schools, Ipswich;
- Castle Hill Infant and Castle Hill Junior Schools, Ipswich;
- Ravensmere Infant and The Albert Pye CP Schools, Beccles.

We will treat these applicants as siblings when the older child is already attending the junior school or will be offered a junior school place in the normal year of entry. In cases where the younger child is about to start in the reception year group in the infant school and the older child is due to transfer to the paired junior school, we will treat both applicants as siblings. Similarly, we will use the sibling criteria for an application to a junior school if the younger child is already attending or has been offered a place at the paired infant school.

continued on next page

# How places are offered



3

Children who are **ordinarily resident** in the catchment area.

Places will be allocated in the following priority order:

- a) If the school is voluntary controlled, children whose parents/carers are applying on the grounds that the child and/or the family are practising members of the Church of England. You must complete a Suffolk County Council Supplementary Information Form (SIF). This SIF must specifically state that you and/or your child are a practising member of the Church of England and that you and/or your child go to church regularly, that is to say at least once a month.
- b) Children who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

4

Children who live outside the school's catchment area in the same priority order as set out in (a) and (b) above.

## Notes to the admissions oversubscription criteria:

### Looked after children

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).

### Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### Distance tie-breaker

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

# How places are offered



## Twins, triplets and other multiple births

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Suffolk County Council will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class with a single qualified teacher. This also applies to any other school using Suffolk County Council's admission arrangements.

## Ordinarily resident

By "ordinarily resident" we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives at two or more different addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.



# How places are offered



## Example of how places are offered using Suffolk County Council's admissions oversubscription criteria

Jack does not have a Statement of Special Educational Needs, or an Education, Health and Care plan and he is not a looked after child or a previously looked after child. His parents apply for the following three maintained schools.

First Preference	Second Preference	Third Preference
<p><b>School A</b> A popular and oversubscribed school. Jack does not have a sibling already at the school who will still be there next year, or a sibling who has been offered a place. Although the school is near to Jack's home he lives outside of the catchment area.</p>	<p><b>School B</b> The school is some distance away and Jack lives outside of the school's catchment area. However, Jack's sister Chloe attends and will still be at the school next year.</p>	<p><b>School C</b> Jack's catchment area school.</p>
<p>Jack <b>meets priority 4(b)</b> of the oversubscription criteria for this school.</p>	<p>Jack <b>meets priority 2</b> of the oversubscription criteria for this school.</p>	<p>Jack <b>meets priority 3(b)</b> of the oversubscription criteria for this school.</p>
<p>Jack is not offered a place at this school because all the places at the school were offered to other children who had a higher priority when the oversubscription criteria were applied.</p> <p>Jack's name is added to the waiting list and the right of appeal is given.</p>	<p>Jack is offered a place because he had a higher priority than other children when the oversubscription criteria were applied.</p> <p><b>As he has ranked this school above his 3rd preference he is offered a place here.</b></p>	<p>Jack would be offered a place because he had a high priority for a catchment area place in the oversubscription criteria.</p> <p>As Jack could be offered more than one school place we offered him a place at the highest ranked school on his application that could offer a place (his second preference school).</p> <p>This place is not required.</p>

# Applications received after the closing date – late applications



## Applications received after the closing date

You cannot make an online application after the closing date. To apply after the closing date you must complete a paper application form (CAF1). Any paper application received after the closing date will normally be treated as a late application.

You reduce your chances of being offered a place at one of your preferred schools if you apply late. Late applications are not dealt with until all on time applications have been considered. This can cause great upset especially if your child's friends all apply by the closing date and have confirmation of their school place.

### Exceptional circumstances

Sometimes there are very exceptional reasons why an application cannot be made by the closing date. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. If you feel that this applies to you please write to us giving all your reasons and include as much supporting evidence with your application as you can by the dates given below.

#### Secondary (including upper and high) schools

▶ Your evidence must reach us by **Thursday 5 January 2017**.

#### Primary (including infant, junior and middle) schools

▶ Your evidence must reach us by **Friday 10 February 2017**.

Your evidence will be considered by a panel and each case will be decided individually. You will receive a letter telling you whether your application will be treated as late or on time.

Late applications will continue to be accepted after the dates shown above but they will not be considered "on time", regardless of the circumstances. This means that we will process your application after we have offered school places to all the applicants who applied on time.

## Changing your mind after the closing date

If you want to change any of your school preferences after the closing date, but you have not had any change in circumstances (for example you have not moved house), you should submit a paper application form (CAF1). We will still process your original application and offer a place based on this on national offer day. However, we will then replace your earlier application with the new one and this will supersede all your previous preferences.

Therefore, if you do not include a school in your second or subsequent applications that you included in your first application then you will be agreeing to the following:

- That any previous offer that may have been made for that school will be withdrawn if we can offer a place at a school from the second or subsequent applications.
- That you will no longer have the right to appeal against a refusal for that school.
- That your child's name will be removed from any waiting list for that school.

# Applications received after the closing date – late applications



We will process your second or subsequent applications as soon as we can but it may be several weeks before you receive an offer of a school place (see below for further information). Please also be aware that we are unable to confirm the outcome of your application over the telephone. You will be informed by letter only.

**Please note that if you submit a second or subsequent application then this will override any previous application. This is because you can only have up to three ‘live’ preferences at any one time.**

## Processing late applications

If you apply late this could mean that all the places at your preferred school(s) may have been offered already. If we cannot offer your child a place at any of the schools you have applied for we will try to offer your child a place at their catchment area school (if you have not included it in your preferences and if there is still a place available) or at the next nearest suitable school which has a place available. This will take into consideration the availability and cost of home to school travel.

Secondary (including upper and high schools)	
Application received between	How and when we will deal with your application
12 September 2016 and 31 October 2016	On time application. If you applied online we will send you an email on Wednesday 1 March 2017 to let you know which school has been offered. If you applied on a paper application form we will send you a letter on Wednesday 1 March 2017, by second class post, to let you know which school has been offered.
1 November 2016 and 5 January 2017	If we did not receive any evidence as to why your application was late, or we did not agree your reasons were exceptional, then your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of May 2017.
6 January 2017 and 28 February 2017	Your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of May 2017.  We will only process a second or subsequent application made during this period, in the second round of allocations, if you provide and we agree your reasons for the change are exceptional. You will be notified of the outcome before the middle of May 2017.  If we do not agree the reasons for your application being late are exceptional, we will deal with your application after we have processed the second round of allocations. It may be several weeks before you receive an offer of a school place.
1 March 2017 onwards	We will process your application after the second round of allocations. It may be several weeks before you receive an offer of a school place.

# Applications received after the closing date – late applications



Primary (including infant, junior and middle) schools	
Application received between	How and when we will deal with your application
12 September 2016 and 15 January 2017	On time application. If you applied online we will send you an email on Tuesday 18 April 2017 to let you know which school has been offered. If you applied on a paper application form we will send you a letter on Tuesday 18 April 2017, by second class post, to let you know which school has been offered.
16 January 2017 and 10 February 2017	If we did not receive any evidence as to why your application was late, or we did not agree your reasons were exceptional, then your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of June 2017.
11 February 2017 and 17 April 2017	Your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of June 2017.  We will only process a second or subsequent application made during this period, in the second round of allocations, if you provide and we agree your reasons for the change are exceptional. You will be notified of the outcome before the middle of June 2017.  If we do not agree the reasons for your application being late are exceptional, we will deal with your application after we have processed the second round of allocations. It may be several weeks before you receive an offer of a school place.
18 April 2017 onwards	We will process your application after the second round of allocations. It may be several weeks before you receive an offer of a school place.

If your child is starting school for the first time and you do not make an application for a full-time place in the Reception year group at a primary or infant school we will be unable to allocate a place to them.

If you do not make an application for a place at a junior, middle or secondary school then we will normally decide where to offer your child a place after we have dealt with all of the other applications. We will try to offer them a place at their catchment area school but if there is no place available then we will offer the next nearest suitable school with a place available. This will take into consideration the availability and cost of home to school travel. It may be late in the summer term when we write to you with the school we can offer.

# Offer of a school place

## Online applications

If you applied online you will receive an email with details of your child's offer of a school place on the national offer day. A letter will also be sent by second class post to you with the offer of a school place on the relevant date below. If you have not been offered a place at your preferred school(s) this letter will give you more information about what to do next. You may also find the waiting list and appeals process sections in this guide useful.

## Paper applications

If you applied on a paper application (CAF1) we will send you a letter by second class post on the relevant date below with the offer of a school place. If you have not been offered a place at your preferred school(s) this letter will give you more information about what to do next. You may also find the waiting list and appeals process sections in this guide useful.

### Secondary (including upper and high) schools

▶ An offer of a school place will be sent out on **Wednesday 1 March 2017**.

### Primary (including infant, junior and middle) schools

▶ An offer of a school place will be sent out on **Tuesday 18 April 2017**.

If we have not heard from you by the relevant date below we will assume you have accepted the school place that has been offered to your child. If you accept the school place offered this will not affect your chances of getting a place from the waiting list or through an appeal.

### Secondary (including upper and high) schools

▶ If you do not want to accept the place offered for your child please let us know in writing by **Wednesday 15 March 2017**.

### Primary (including infant, junior and middle) schools

▶ If you do not want to accept the place offered for your child please let us know in writing by **Tuesday 2 May 2017**.

Even if your circumstances change after the dates set out above and you no longer need the school place offered, please let us know in writing as soon as possible, as we may have a waiting list for that school and may be able to reallocate the place to another child.

# What happens when your child cannot be offered a place at your preferred school(s)

## Waiting lists

If we are unable to offer your child a place at one of your preferred schools we will automatically add their name to the waiting list for those schools. Names are placed on the waiting list in the priority order set out in the school's admissions oversubscription criteria. The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result a child's place on the list can go up or down (e.g. due to withdrawals or late applications).

If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at.

Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available at a school we will offer it to a child who is ranked highest on the waiting list. We do not offer places on the basis of the date on which names were placed on the list.

The waiting lists will close at the end of the first full week of the spring term (Friday 12 January 2018).

## Waiting lists and home to school travel

In some cases, if we were unable to offer your child a place at any of your preferred schools we may have offered them a place at their catchment area school (if you did not include it in your preferences and if there was still a place available), or at the next nearest suitable school with a place available. This may have included the offer of free home to school travel. Their name will still stay on the waiting list for any of your preferred schools where we have been unable to offer a place until Friday 12 January 2018. However, if your child can be offered a place from the waiting list at any of these schools by the end of the summer term (July 2017) but you decide to decline this offer, then we will withdraw the previous offer of free home to school travel and you will have to make your own travel arrangements for your child.

## Moving from the waiting list to the in-year application process

Once the waiting lists have closed the names of all the children on those lists will be removed. After this date, if you would like your child to be considered for any place that becomes available at a school you will need to make an in-year application. More information is available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or in the In-Year Admissions to Schools in Suffolk 2017/2018 guide. You can request a paper copy by contacting us on 0345 600 0981 (local rate). Some voluntary aided, foundation, free schools and academies may continue to operate waiting lists throughout the year. Please contact these schools direct for more information.

# What happens when your child cannot be offered a place at your preferred school(s)

## Making another application for the schools you have already applied for

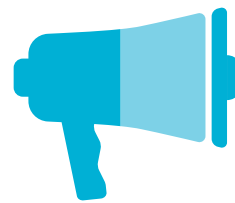
You can apply for a school place for your child through the In-Year process and we will consider this. However, if your application has been refused we will not process another application for the same school in the same school year, unless there has been a significant change in circumstances for the child or school. This might be a house move or a place becoming available at a school.

If circumstances have not changed you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

Some own admission authority schools may have different arrangements. You should contact them directly for more information.



# The appeals process for Suffolk schools



Some Suffolk schools deal with the appeals process directly. Please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for more information about the appeals process and to download a notice of appeal form and guidance notes. You can appeal if your child is not offered a place at one or more of your preferred schools if you applied on time. You should submit your appeal form to the Education Appeals Office (see the 'Useful contacts' section) by the relevant dates below. Appeals received on or before this date will be heard within 40 school days.

## Secondary (including upper and high) schools

▶ You must submit your appeal form to the Education Appeals Office by **Wednesday 29 March 2017**.

## Primary (including infant, junior and middle) schools

▶ You must submit your appeal form to the Education Appeals Office by **Monday 15 May 2017**.

If you made a late application your appeal should be heard within 40 school days from the deadline for lodging an appeal where possible, or within 30 school days of the appeal being lodged.

If you want to appeal for a school outside of Suffolk you must contact the relevant local authority who will provide you with the necessary forms and information.

## The appeal hearing

An independent appeal panel will review the decision the admissions authority made to refuse your child a place at your preferred school.

During the appeal hearing a representative from the admissions authority will explain why it was not possible to offer your child a place at the school. You are strongly advised to attend the appeal hearing to help clarify, explain and expand upon your written reasons for appealing.

The clerk will write to you with a decision within five school days.

## Infant class size appeals

Infant class size legislation states that it is against the law for children in an infant class, which is defined as a class in which the majority of children will reach the age of five, six or seven during the school year (i.e. Reception, Year 1 and Year 2) to be taught in a class of over 30 pupils with a single qualified teacher.

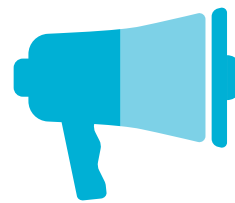
If you decide to appeal and your child has been refused a place because the admission of another child would breach infant class size legislation then your appeal will be heard as an infant class size appeal. This type of appeal can apply to applications for Reception, Year 1 and Year 2.

There are very limited grounds for success for infant class size appeals. The panel can only offer a place where it is satisfied that:

- a) The admission of additional children would not breach infant class size; or
- b) The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.



# The appeals process for Suffolk schools



In relation to c), the threshold for finding that an admission authority's decision to refuse admission was not one that a reasonable authority would have made is high. The panel will need to be satisfied that the decision to refuse to admit the child was 'perverse in light of the admission arrangements' i.e. it was 'beyond the range of responses open to a reasonable decision maker' or 'a decision which is so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'.

For example, a decision that makes it impossible for you to transport all your family to school on time or even impossible for you to continue working, is very unlikely to be 'perverse'. This has been established in the courts.

## Future Infant class size appeals

Your appeal will also be heard as an infant class size appeal if the admission of an additional child would cause future infant class size prejudice. An example of this may be a school that has a Published Admission Number of 60, who organise three Reception classes of 20 children, which then become two classes of 30 children when the children enter Year 1 or Year 2. Admission of a 61st child to Reception would lead to one of the future Year 1 or Year 2 classes exceeding the infant class size limit of 30 children with one qualified teacher. We will tell you if future infant class size prejudice applies to your appeal.

## Sixth form appeals

Where the offer of a place would have been conditional upon exam results, appeal applications must be received by **Monday 2 October 2017** and heard within 30 school days.

Where the offer of a place would not have been conditional upon exam results, appeal applications must be received by **Monday 2 October 2017** and heard within 40 school days.

## Children who have been permanently excluded from two schools

If your child has been permanently excluded from two schools and the most recent exclusion occurred within the past two years, the right of appeal does not apply.

## Children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan)

If your child has a Statement of SEN or an EHC plan your appeal needs to be directed to the First-tier Tribunal (Special Educational Needs and Disability). Further information is available online at [www.gov.uk/special-educational-needs-disability-tribunal](http://www.gov.uk/special-educational-needs-disability-tribunal).

# Early Learning

## What free early learning and childcare can I get for my child?

### Three and four year olds

All three and four year olds in England can get 570 hours of free early education and childcare per year. It's usually taken as 15 hours a week for 38 weeks of the year during school term time.

- Children born between 1 April and 31 August 2014 can start their early learning at the beginning of the Autumn term 2017 (September).
- Children born between 1 September and 31 December 2014 can start their early learning at the beginning of the Spring term 2018 (January).
- Children born between 1 January and 31 March 2015 can start their early learning at the beginning of the Summer term 2018 (April).

### **Some three and four year olds in Suffolk can get 30 hours of free early learning and childcare each week.**

The new entitlement to an additional 15 hours free childcare has been introduced by the government **from September 2017** to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours.

At the time of printing, the government's proposal is that the additional 15 hours is available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage or national living wage and less than £100,000 per year.

You will find more information about this as it becomes available at [www.suffolk.gov.uk/childcare](http://www.suffolk.gov.uk/childcare).

### Two year olds

Some two year olds can also get 15 hours of free early learning if they meet certain criteria. To find out whether you can get this for your 2 year old go to [www.myearlylearning.co.uk](http://www.myearlylearning.co.uk).

## Where can I get free early learning and childcare for my child?

You can get free early learning with a childminder or a private, voluntary or independent pre-school playgroup or private day nursey included in Suffolk's list of Approved Providers. You can find out which settings are included in this list at [www.suffolk.gov.uk/fsd](http://www.suffolk.gov.uk/fsd).

Your child also can get free early learning at many state schools.

You can find out which schools have nursery classes in the Directory of Schools in Suffolk for Primary (including Infant, Junior and Middle) schools. This is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or you can ask for a paper copy by contacting us on 0345 600 0981 (local rate).

You will need to ask the school or setting what age of children they take (two, three or four year olds) and what hours they offer each day as some are able to be more flexible than others.

# Early Learning

## How do I apply for a place for my child?

The providers of free early learning and childcare will have their own admissions policies which will explain how they allocate places and what will happen if more children have applied than the places available.

You can speak to your local school, pre-school playgroup or day nursery to find out what places they offer and how to apply.

## When does free early learning and childcare stop?

Free early learning and childcare stops once your child starts the Reception year in a school.

If they are not attending a school they can continue to get free early learning and childcare in an approved private, voluntary or independent provider until they are of compulsory school age. This is the beginning of the term after their fifth birthday.

If your child already attends a day nursery, pre-school playgroup or childminder you can choose to keep them there until your child is of compulsory school age.

## When can my child start school in the Reception year?

All primary schools must offer children a full-time place at the start of the Autumn term in the September following their fourth birthday. Children normally attend school full-time in the Reception year group in the September following their fourth birthday. However, legally they don't have to start full-time education until the term after their fifth birthday.

Until this time they do not have to take up a school place or can choose to attend school part-time. Once you are offered a school place you can talk to the school about your options. Whatever you decide, it is important that you apply for an infant or primary school place by the closing date.

Please note that a place in a school nursery class does not guarantee a place in the Reception year of that school. You must make a separate application by the closing date of **Sunday 15 January 2017**.

# Children with Special Educational Needs (SEN)

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

- 1.** A child or young person of compulsory school age has a learning difficulty or disability if he or she:
  - has a significantly greater difficulty in learning than the majority of others of the same age, or
  - has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 providers.
- 2.** For children and young people aged two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post-16 providers or by relevant early years providers. For a child under two years of age, special educational provision means educational provision of any kind.
- 3.** A child under compulsory school age has special educational needs if he or she is likely to fall within the definition in paragraph 1 above when they reach compulsory school age or would do so if special educational provision was not made for them (Section 20 Children and Families Act 2014).

Children and young people may have SEN that impact on their ability to access an educational curriculum for a number of reasons, some examples may include:

- Communication and interaction (e.g. speech and language difficulties or other communication difficulties such as autism).
- Cognition and learning (e.g. developmental delay, specific learning difficulties such as dyslexia).
- Social, emotional and mental health difficulties (e.g. severe challenging behaviour).
- Sensory and/or physical needs (e.g. problems with hearing, eyesight or physical difficulties which impact on accessing the curriculum).

If, as parents or carers, you feel that your child is not making the expected progress you can discuss your concerns with the member of staff with responsibility for SEN. In a school this will be the SEN Co-ordinator (SENCo) in other settings the designation of the member of staff will vary.

If a member of staff within the setting feels that a child or young person is not making the progress that is expected, they should talk to you about what they think the difficulties are and what measures they are going to put in place to help.

# Children with Special Educational Needs (SEN)

## Applying for a school place if your child has SEN

### Secondary (including upper and high) schools

If you would like to discuss your child's options please speak to the Special Educational Needs Co-ordinator (SENCo) at your child's current school.

If your child's needs can be met in a mainstream school you must apply online or on a paper application (CAF1) by **Monday 31 October 2016**.

### Primary (including infant, junior and middle) schools

If your child is starting in Reception at a primary or infant mainstream school please contact the Suffolk Families Information Service (FIS) or the SENDIASS team for more information (see the 'Useful contacts' section for details).

If your child's needs can be met in a mainstream school you must apply online or on a paper application (CAF1) by **Sunday 15 January 2017**.

## Education, Health and Care (EHC) plan

If your child is having difficulties with their work at school then the Special Educational Needs Co-ordinator (SENCo) may suggest they should be referred for an EHC Needs Assessment. Suffolk County Council will then use the assessment to decide whether an EHC plan is required. If your child is currently undergoing an EHC Needs Assessment which will not be completed before the closing date for making an application then you should still apply by the relevant closing date for a mainstream school. An EHC plan will look at all the needs your child has across their education, health and care. EHC plans put children and their families at the very centre of the assessment and planning process. You and your child will be fully involved in decisions about what they can achieve and what they need now and in the future.

If it is felt that an EHC plan is not required then you will receive detailed information which explains what was discovered about your child's learning needs during the assessment.

You can find out more about EHC Needs Assessments and EHC plans by contacting your school or the SENDIASS team (see the 'Useful contacts' section for details). More information can also be found online at [www.suffolk.gov.uk/children-families-and-learning/send-and-the-local-offer](http://www.suffolk.gov.uk/children-families-and-learning/send-and-the-local-offer).

## SEN provision in Suffolk

Admissions to special schools and specialist units are handled by our SEN team and are outside the normal admissions arrangements.

Your views will be considered when we decide which school your child will go to. We will talk with you and listen to your views about where you would like your child to go to school. We have to be sure that:

- The school will be able to help your child learn.
- The other children will be able to learn.
- It is a sensible way of using the funding available.

# Children with Special Educational Needs (SEN)

In nearly all cases we will reach an agreement about which school is best for your child.

For advice or support you can contact the SENDIASS team (see the 'Useful contacts' section for details).

## Special schools

There are nine special schools in Suffolk. If a special school is felt to be the best option for your child then the decision to offer a place is made by Suffolk County Council staff, following discussion and agreement with you. Sometimes children are offered a dual placement, this means they spend part of the week at a special school and the other part in their local mainstream school. The special school teachers will help staff in other Suffolk schools by sharing their knowledge, ideas and equipment.

## Specialist units

Suffolk also has some specialist units for children with hearing difficulties and young children with speech and language problems. We also provide services to support children with specific learning difficulties including dyslexia. Children may receive specialist support by attending a special unit or they may receive help in their school.

Most children who go to a special school or specialist unit will have an EHC plan (or still have an existing Statement of Special Educational Needs until transfer to the new process is completed).

## Specialist support centres

Some schools offer small classes for children with complex learning difficulties, these are called specialist support centres. Most children who attend these will have a Statement of SEN or an EHC plan.

## Independent, non-maintained special schools

Very occasionally, when a child's needs cannot be met in a Suffolk maintained school, a place may be arranged at an independent, non-maintained special school which could be outside Suffolk. This would always be discussed with you first.

## Education Other Than At School (EOTAS)

We also make provision for a small number of young people who are not in school. This is arranged through local teams in discussion with you and we provide support to meet your child's needs.

## Suffolk's local offer

We have developed a "local offer" which contains information about services and provisions for children and young people with special educational needs and disabilities in Suffolk. It is a web based resource which helps you find out which services are available in your area. Further details about Suffolk's local offer are online at [www.suffolklocaloffer.org.uk](http://www.suffolklocaloffer.org.uk).

# Home to school travel (children aged between 5 and 16 years old)

Please note that Suffolk County Council's admissions policy and the home to school travel policy are separate. Visit [www.suffolkonboard.com](http://www.suffolkonboard.com) for the full home to school travel policy.

When you are thinking about your school preferences you should consider how you will get your child to school on time. You are responsible for ensuring they attend school and this includes getting them there. However, in some cases we will help with your child's home to school travel.

Last year only 14% of children in Suffolk qualified for free home to school travel. If your child is eligible for free home to school travel we will aim to let you know by July 2017. If they are not eligible you will be responsible for ensuring they can travel to school, travelling with them as necessary and paying for travel costs.

If you qualify for a free entitlement you do not need to apply for home to school travel. We will contact you with further details on how to apply for a travel pass for your child. However, you will need to contact us if:

- You believe you may qualify for free travel because of low income (see table below).
- You have recently moved to the area.
- Your child has changed school during the school year.
- Your child is attending a free school; or
- You think your child might be entitled to free home to school travel and you have not heard from the passenger transport team.

Home to school travel may mean travelling on a school bus or on public transport.

Our online transport checker may help you with making decisions [www.suffolk.gov.uk/schooltransportchecker](http://www.suffolk.gov.uk/schooltransportchecker).

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

## Free home to school travel eligibility

Free home to school travel will be offered if your child meets at least one of the eligibility criteria in the table below.

<b>Statutory walking distance</b>	<p>All children aged between 5 and 16*, Reception year to Year 11, qualify for free home to school travel if they attend their nearest suitable school with places available and live at least:</p> <ul style="list-style-type: none"><li>• Two miles from the school if they are aged under 8</li><li>• Three miles from the school if they are aged 8 or older</li></ul> <p>*ages are taken at 1 September 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, transport will finish at the end of the school year following their eighth birthday.</p> <p>We will support travel for four year olds who have a full-time place in the reception class when their fifth birthday falls during the school year.</p> <p>The way we measure distances for home to school travel is different to the method used for admissions. We measure distances by the shortest route along which a child may walk, accompanied as necessary.</p>
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# Home to school travel (children aged between 5 and 16 years old)

<p><b>Transport Priority Area (TPA)</b></p>	<p>In addition, we will provide free home to school travel if your child lives within the designated Transport Priority Area (TPA) of the school they will attend and they meet the statutory walking distance criteria on the previous page. Every school has a TPA. The TPA may be the same as the catchment area for the school but for some schools it may be different.</p> <p>If one of your school preferences is a free school then you should be aware that the transport entitlement for each free school is different.</p> <p><b>Beccles Free School and Sir John Leman High School</b> We will provide free home to school travel if your child is eligible to either Beccles Free School or Sir John Leman High School for pupils living in the Sir John Leman High School catchment area.</p> <p><b>IES Breckland and Mildenhall College Academy</b> TPAs for IES Breckland and Mildenhall College Academy are based on the nearest school to the home address, following primary school catchment boundaries. In addition, families living in the Lakenheath Community Primary School catchment area are entitled to free home to school travel to both IES Breckland and Mildenhall College Academy.</p> <p><b>Ixworth Free School and Thurston Community College</b> We will provide free home to school travel if your child is eligible to Ixworth Free School when it is the nearest suitable school to their home address. This will not affect free travel to Thurston Community College for pupils living in its catchment area.</p> <p><b>Saxmundham Free School and Alde Valley Academy</b> We will provide free home to school travel if your child is eligible to Saxmundham Free School when it is the nearest suitable school to their home address. This will not affect free travel to Alde Valley Academy for pupils living in its catchment area.</p> <p><b>Stour Valley Community School, Samuel Ward Academy and Ormiston Sudbury Academy</b> TPAs are based on the nearest school to Stour Valley Community School, Samuel Ward Academy and Ormiston Sudbury Academy, following primary school catchment boundaries.</p> <p>The TPA maps for all the free schools in Suffolk are available online at <a href="http://www.suffolkonboard.com">www.suffolkonboard.com</a>.</p>
<p><b>You can make an application to any school, but your child will only have one nearest suitable school and one TPA school for home to school travel. In some cases the nearest suitable and TPA school will be the same.</b></p>	
<p><b>Next nearest suitable school</b></p>	<p>If we have not been able to meet any of your school preferences and have offered your child a place at the next nearest suitable school with places available which is over the statutory walking distance, we will offer them free home to school travel.</p>

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# Home to school travel (children aged between 5 and 16 years old)

<p><b>Income</b></p>	<p>Your child will be entitled to free home to school travel if you are on low income and receive the maximum Working Tax Credit or if they are entitled to free school meals. If this applies then they will get free travel if they are either:</p> <ul style="list-style-type: none"> <li>• Aged 8 to 11 and the school is over two miles and under three miles (attending the catchment area, nearest, or designated school for your address).</li> <li>• Aged 11 to 16 and the school is two to six miles away (when attending one of the three nearest schools to your address*).</li> <li>• Aged 11 to 16 attending the nearest school preferred on grounds of religion and belief and living two to fifteen miles away.</li> </ul> <p>*we measure distances by the shortest route along which a child may walk accompanied as necessary, from the point where your home joins the public highway to the nearest entrance to the school. Once two miles is reached, we measure via road routes to check that the distance is not more than six miles.</p>
<p><b>Special Educational Needs (SEN) / Disability and mobility difficulties</b></p>	<p>Home to school travel for children with special educational needs and disabilities or mobility difficulties is assessed against our normal home to school travel policy, except where a child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) plan that states transport should be provided.</p> <p>In some very exceptional cases we will provide passenger assistants to travel with a child but this will be agreed on an individual basis.</p> <p>If your child does not have a Statement of SEN or an EHC plan but has special educational needs and/or mobility difficulties (including temporary medical conditions) then we will assess their entitlement on a case by case basis (see the right of challenge section on the next page).</p>
<p><b>Safety</b></p>	<p>If your child attends their nearest suitable or TPA school and does not meet the statutory walking distance but you consider the route from home to the school is unsafe for them to walk, accompanied as necessary, with reasonable safety then you can appeal this decision to become eligible for free home to school travel (see the right of challenge section on the next page).</p>
<p><b>Exceptions</b></p>	<p>If you feel you or your child have exceptional circumstances that require your child to have help with home to school travel you can request your case to be considered for review (see right of challenge section on the next page).</p>

If your child is eligible for free travel but home to school travel options are not available in your area we would consider paying a mileage allowance for you to transport your child to school in place of providing home to school travel.

# Home to school travel (children aged between 5 and 16 years old)

## Spare seats

If your child does not qualify for free travel we may be able to help you through our spare seat policy. If there are spare seats on vehicles that Suffolk County Council has arranged specifically for children entitled to free travel, then these seats can be purchased by other children on a term by term basis. We cannot guarantee a spare seat as the availability of these depends on the number of children with a statutory entitlement. This means that we may have to withdraw a transport offer under our spare seats policy if more children become entitled to free travel.

The charges for a discretionary spare seat are as follows:

Journey Type	Approved provisional termly charge per pupil for 2017/2018
Children attending their catchment area school	£210
Children <b>not</b> attending their catchment area school	£230

A half termly payment option is available to children who are offered transport. More information is available online as you make your payment at [www.suffolkonboard.com/pay](http://www.suffolkonboard.com/pay).

You will need to contact the operator directly for the price of seats on any commercially operated routes, or routes run by schools. The contact details for bus companies operating in Suffolk are available online at [www.suffolkonboard.com/operators](http://www.suffolkonboard.com/operators).

If you would like us to check if we can offer you a spare seat, please complete the online form at [www.suffolkonboard.com/apply-pre16](http://www.suffolkonboard.com/apply-pre16) or you can call us on 0345 606 6173.

## Right of Challenge

If your child is not entitled to free home to school travel but you believe that your circumstances need special consideration then you have a right to challenge the decision.

You may challenge a transport decision for the following reasons:

- The transport arrangements offered are not appropriate;
- Your child's eligibility;
- You disagree with the distance measurement between your home and your child's school or college;
- You consider that the nearest walking route is unsafe for an accompanied child pedestrian;
- Consideration of exceptional circumstances, including: your child's special needs or medical condition means that they cannot be expected to walk to their school; or your medical condition means that you cannot accompany your child to their school.

Further information on the right of challenge process is available online at [www.suffolkonboard.com/rightofchallenge](http://www.suffolkonboard.com/rightofchallenge) or on request from Transport Appeals at [transport.appeals@suffolk.gov.uk](mailto:transport.appeals@suffolk.gov.uk) or [committee.services@suffolk.gov.uk](mailto:committee.services@suffolk.gov.uk) or 0345 606 6173.

# Home to school travel (children aged between 5 and 16 years old)

## Roman Catholic travel

Children starting at Roman Catholic schools are not entitled to free travel unless it is the nearest suitable school. There may be exceptions to this if your family has a low income (please see the eligibility table on page 41). If you have any other children who are already attending a Roman Catholic school and they have home to school travel they will continue to receive it whilst they remain at that school and are of statutory school age.

## Sustainable modes of travel

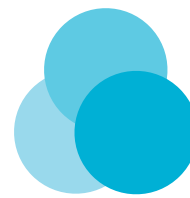
Suffolk County Council has a Sustainable Modes of Travel Strategy (SMoTS) for schools. The aim of this is to provide your child with the opportunities to travel to and from school in a sustainable way. This can improve their wellbeing and the quality of the local environment. Travelling to school in a sustainable way can also save you money and can help your child develop their independence. Sustainable modes of travel can include:

- Walking, cycling or scooting ([www.walkit.com](http://www.walkit.com)).
- Park and stride (for example, parking further away and walking the last 5 minutes to school).
- Bus ([www.suffolkonboard.com](http://www.suffolkonboard.com)).
- Car sharing.

All schools in Suffolk have a School Travel Plan (STP) which identifies the problems children may experience during their journey to and from school. It sets out the school's aims to overcome these problems and describes the steps to improve these. Schools should review their STPs regularly. We also provide a range of templates to help schools with this. These are available online at [www.suffolkroadsafe.net](http://www.suffolkroadsafe.net).

Information about planning your journey, including cycle maps and travel choices, can be found at [www.greensuffolk.org/travel](http://www.greensuffolk.org/travel).

# Choices for 16 to 19 year olds in Suffolk



There is lots of information and advice for young people in Suffolk at [www.thesource.me.uk](http://www.thesource.me.uk).

## Options after 16

Young people need to stay in learning after GCSEs because of the Raising of the Participation Age (RPA) to 18 years old. This means they will need to think about whether to:

- Remain in full-time education (such as school, college or home education).
- Go on to work-based learning (such as an apprenticeship).
- Be in full-time work alongside part-time learning leading to an accredited qualification.
- Take up volunteering for 20 hours or more and do this alongside part-time learning which leads to an accredited qualification.
- Be self-employed, combining this with part-time learning leading to an accredited qualification.

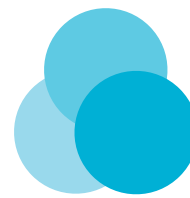
To find out more about RPA and how this affects your child please visit [www.thesource.me.uk/rpa](http://www.thesource.me.uk/rpa).

**Wherever your child chooses to study they will need to apply in good time. It is best to contact the provider directly or look on their website for detailed information.**

Apprenticeships	Apprenticeships give young people the chance to work for an employer, learn on the job, improve their skills and earn a salary while being supported by training providers. There are currently over 200 types of apprenticeship offered in Suffolk ranging from administration and financial services to sports and working with children and young people.
Further Education (FE) colleges	The four FE colleges in Suffolk are: Easton and Otley College, Lowestoft College, Suffolk New College and West Suffolk College. All offer a wide range of courses and qualifications and young people can study full-time or part-time. Colleges provide a different learning environment; they also provide support and help of a personal tutor.
School sixth forms	Young people already at a school with a sixth form may choose to remain, or they could go to a sixth form at another school. School sixth forms vary widely from each other in terms of size and range of courses, and this could affect their choices.  You should contact the school sixth form directly for details of the application process including any closing date, for further information or a prospectus. If you are refused a place you have a right of appeal against that refusal.

continued on next page

# Choices for 16 to 19 year olds in Suffolk



16 to 19 providers	Alternatively young people can choose to attend one of the two 16 to 19 providers – One in Ipswich or Lowestoft Sixth Form College.  You should contact them directly for details of their application processes including any closing dates, for further information or a prospectus. If you are refused a place you have a right of appeal against that refusal.
Self-employment	Some young people may also consider starting their own business enterprise. There is lots of information and support available through business organisations and online support. Further information on starting a business is available online at <a href="http://www.thesource.me.uk">www.thesource.me.uk</a> .

You can search all post-16 courses, programmes and training options including apprenticeships in Suffolk at [www.ucasprogress.com](http://www.ucasprogress.com). UCAS Progress makes things simple because it brings together all the options including academic courses such as A levels, vocational courses, BTECs and work-based training opportunities like apprenticeships in one place.

Further sources of information and support can also be found at:

- [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)
- [www.its-mygo.co.uk](http://www.its-mygo.co.uk)

## Opportunities for young people with additional needs

There is lots of information about opportunities for young people with additional needs at [www.thesource.me.uk](http://www.thesource.me.uk). You can also find information about the full range of services that we provide for families and carers who support young people with additional needs and disabilities at [www.access-unlimited.co.uk](http://www.access-unlimited.co.uk).

## 16-19 bursary fund

Young people may be able to get a bursary to help with education-related costs if they are aged 16 to 19 and are:

- Studying at school or college (not university) in England
- On a training course, including unpaid work experience.

The bursary is money that your child, or their education or training provider, can use to pay for things like:

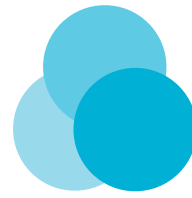
- Clothing, books and other equipment for your course.
- Transport and lunch on days you study or train.

You can go online at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund) for more information.

## Post-16 travel

We provide a subsidised transport scheme for young people aged 16 to 19 years old, known as Post-16 travel. Young people who are offered Post-16 travel have to make a payment towards the cost each term. The cost from September 2017 will be £210 per seat per term (£230 per seat per term for

# Choices for 16 to 19 year olds in Suffolk



children attending an out-catchment area school). This charge represents a contribution toward the cost and we will meet the balance. Post-16 discretionary travel will be offered to young people who:

- Attend either their nearest school sixth form or post-16 centre that offers the course that will help them to progress with their chosen pathway and;
- Are studying in Year 12 or 13 but are under 19 years old (or are completing a course that started prior to their nineteenth birthday) and;
- Are undertaking an approved full-time course of further education and;
- Are resident in Suffolk and;
- Live at least 3 miles from their nearest school sixth form or post-16 centre they wish to attend.

The only exception to this is if the young person is studying something specific that cannot be studied at their nearest school sixth form or post-16 centre. This will need to be verified by the Passenger Transport Team.

## Spare seats

If there is no public transport available to the young person's nearest school sixth form and there is a school bus contracted to run to their pre-16 transport priority area school (previously known as catchment area school) that has spare seats on a school bus, we make them available to families living on the route who don't qualify for post-16 transport.

From 1 September 2017 the cost for spare seats transport will be:

- £210 per seat per term for a young person living under 3 miles between their home to school or post-16 education centre.
- £230 per seat per term for a young person living over 3 miles between their home to school or post-16 education centre.

This charge will increase each year by £10 per term (£30 per year).

There is no exemption to this cost for families on low income. Under the 16–19 bursary fund, schools and colleges can also offer bursaries to any young person who is finding it difficult to pay costs like travel arrangements, meals or books and equipment. You can find more information at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund).

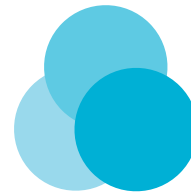
Further information about post-16 travel and the spare seats policy can be found online at [www.suffolkonboard.com](http://www.suffolkonboard.com).

## Endeavour Card

The Endeavour Card is a smartcard for 16-19 year olds for whom travel may be a barrier to get to work, training or education. The card entitles 16-19 year olds to a minimum 25% discount off the price of a full adult fare on all participating services and the card can be topped-up online. The card can be used at any time, 7 days a week for single or return adult fares on participating bus operator's services.

More information about the Endeavour Card and how to apply is available online at [www.suffolkonboard.com/endeavour-card](http://www.suffolkonboard.com/endeavour-card).

# Choices for 16 to 19 year olds in Suffolk



## Beyond 19

Higher Education (HE)	The University of Suffolk offers a wide range of full and part-time degree courses across the county. The campus is based at the Waterfront building in Ipswich but some courses are delivered locally through the HE bases in each of the FE colleges. All universities offer distance learning and part-time courses.
Further Education (FE) colleges	All four FE colleges offer a wide range of full and part-time courses throughout the county. These courses cover technical as well as academic and leisure learning.
Advanced apprenticeships	This could include Level 3 or 4 qualifications and/or a degree.
Employment including self-employment and own business start-up	Further information is available from local organisations such as the Suffolk Chamber of Commerce and Menta at <a href="http://www.menta.org.uk">www.menta.org.uk</a> .

## Further information

Young people aged 16 to 19 in Suffolk can get help and advice on courses, jobs, CV building, apprenticeships, careers, money, free time, life, housing and health from [www.thesource.me.uk](http://www.thesource.me.uk).

Help and advice on apprenticeships for parents and carers and young people is available at [www.apprenticehips.org.uk](http://www.apprenticehips.org.uk).

The National Careers Service provides careers advice and information on a wide range of jobs, training course resources and funding. More information is available at [nationalcareerservice.direct.gov.uk](http://nationalcareerservice.direct.gov.uk).

# Other useful information



## Term dates

The school term dates as agreed by all Suffolk County Council's schools for 2017/2018 are:

	Term Begins	Term Ends	Half Term	
			From	To
<b>Autumn Term 2017</b>	Monday 4 September 2017*	Tuesday 19 December 2017	Monday 23 October 2017	Friday 27 October 2017
Christmas Holidays Wednesday 20 December 2017 to Tuesday 2 January 2018				
<b>Spring Term 2018</b>	Wednesday 3 January 2018*	Thursday 29 March 2018	Monday 12 February 2018	Friday 16 February 2018
Easter Holidays Friday 30 March 2018 to Friday 13 April 2018 (includes Bank Holidays)				
<b>Summer Term 2018</b>	Monday 16 April 2018	Tuesday 24 July 2018	Monday 28 May 2018 (May Bank Holiday)	Friday 1 June 2018

\*recommended PD day

The total number of days for the school year is 195. All schools set five teacher training days called Professional Development (PD) days. Two of these PD days are recommended by Suffolk County Council at the start of the Autumn term (September – one day) and Spring term (January – one day). The remaining three PD days are set by the schools in agreement with other schools in their pyramid. You can get the extra dates from your school.

There are 190 actual teaching days in the school year.

All term dates are on the county council's website at [www.suffolk.gov.uk](http://www.suffolk.gov.uk).

**Please note:** Academies and free schools can set their own term dates. At this time, Suffolk County Council has not been made aware of any changes to the above dates by these schools.

## Charging and remissions policy

Schools have their own charging and remissions policy for activities such as music tuition, school journeys in school hours, activities outside of school hours or purchase of materials. For more information contact the school directly.





## Help with school expenses for families on low income

If you receive certain benefits your child may be entitled to a free school meal at lunchtime. Children who are entitled to free school meals may also receive:

- Help with the costs towards residential trips.
- Help with travel costs to school.
- Help with school uniform costs.

If your child is entitled to free school meals their school can receive extra financial help called the pupil premium. This is currently worth £1,320 per child for pupils in the Reception year through to Year 6 and £935 per child for pupils in Year 7 through to Year 11.

All children in Reception, Year 1 and Year 2 receive a free school meal. However, it is still important for you to complete an application in order for your child's school to be eligible to receive the additional benefits listed above.

Your child will be able to get free school meals if you receive any of the following benefits:

- Income Support.
- Income-based Jobseekers Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit, as long as you do not get a Working Tax Credit and do not have an annual income (as assessed by HM Revenues and Customs) that exceeds £16,190.
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

To check if you are eligible please call us on:

- 01473 260989 (Ipswich/Lowestoft and surrounding areas).
- 01284 758883 (Bury St Edmunds and surrounding areas).

If your child is eligible, the quickest and easiest way to apply is online at [www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals). However, you can complete an application form by downloading one from the website, collecting one from your child's school or by calling us on 0345 606 6067. If they are about to start school full-time and you already have an older child receiving a free school meal, you do not need to fill in a new application form. Just contact us on the relevant telephone number above before your younger child starts school full-time.



## Fair Access Protocol (FAP)

The FAP is designed to ensure children who are considered hard to place and/or vulnerable are secured a school place and that no school is asked to take a disproportionate number of children who have challenging behaviour such as they have been excluded from other schools. It is normally unacceptable for schools to:

- Refuse to admit children on the basis of their behaviour elsewhere.
- Refuse admission to a child thought to be potentially disruptive, or who has exhibited challenging behaviour.
- Refuse a place when the year group is not full.

The FAP is published online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## Looked after children (children in care) and previously looked after children

The School Admissions Code requires that looked after children (children in care) and 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), must be given the highest priority in the oversubscription criteria for all schools. This is because these children are particularly vulnerable.

We work with social workers, the Looked After Children Education Support Service (LACESS) and schools to make sure looked after children can be admitted to the appropriate school, even if it is outside the normal admissions round and/or above the Published Admission Number (PAN) for the school. The School Admissions Code allows us to direct a maintained school to admit a looked after child and to ask the Secretary of State to intervene in the case of academies and free schools. However, all efforts will be made to make sure the child has a place at a suitable school as soon as possible before a decision about a direction is made.

## Private fostering

You may be private fostering if:

- You are caring for someone else's child for more than 28 days.
- You do not have parental responsibility for the child.
- 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).

If this situation applies to you then it is a legal requirement that you contact Suffolk County Council to speak to Social Services on 0808 800 4005 or email [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk).

More information is available at [www.suffolk.gov.uk/privatefostering](http://www.suffolk.gov.uk/privatefostering).

## Gypsy, Roma and Traveller children

We will consider Gypsy, Roma and Traveller children moving into an area as 'ordinarily resident' in that area when they apply for a school place.

# Useful contacts



## Admissions Team

The Admissions Team are able to help you with queries about the admissions process. They can send you a copy of this guide and an application form.

**Phone:** 0345 600 0981 (local rate)

**Email:** [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

## Advisory Centre for Education (ACE)

A voluntary organisation which offers support with education issues.

**Phone:** 0300 0115 142 (local rate)

**Normal opening hours:** Monday to Wednesday from 10.00am to 1.00pm, term time only

**Website:** [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## Consortium of Selective Schools in Essex (CSSE)

**Phone:** 01245 348257

**Opening hours:** 9.00am to 4.30pm Monday to Friday, term time only

**Email:** [admin@csse.org.uk](mailto:admin@csse.org.uk)

**Website:** [www.csse.org.uk](http://www.csse.org.uk)

## Department for Education

The government department responsible for education and children's services in England.

**Phone:** 0370 000 2288

**Opening hours:** 9.00am to 5.00pm Monday to Friday.

**Website:** [www.gov.uk/df](http://www.gov.uk/df)

## Education Appeals Office

If you have received a letter from the Admissions Team refusing your child a place at your preferred school(s) in Suffolk you have the right to appeal that decision.

**Phone:** 01473 264219 or 01473 264218

**Email:** [statutory.appealsoffice@suffolk.gov.uk](mailto:statutory.appealsoffice@suffolk.gov.uk)

# Useful contacts



## Neighbouring local authorities

Local Authority	Cambridgeshire County Council	Essex County Council	Norfolk County Council
Address	Admissions Team, OCT1221, The Octagon, Castle Hill, Cambridge, CB3 0AP	School Admissions, P.O. Box 4261, Chelmsford, CM1 1GS	School Admissions, County Hall, Martineau Lane, Norwich, NR1 2BR
Phone	0345 045 1370	0345 603 2200	0344 800 8020
Email	admissions@cambridgeshire.gov.uk	admissions@essex.gov.uk	admissions@norfolk.gov.uk
Website	<a href="http://www.cambridgeshire.gov.uk/admissions">www.cambridgeshire.gov.uk/admissions</a>	<a href="http://www.essex.gov.uk/admissions">www.essex.gov.uk/admissions</a>	<a href="http://www.norfolk.gov.uk/admissions">www.norfolk.gov.uk/admissions</a>

## Office for Standards in Education, Children's Services and Skills (OFSTED)

OFSTED inspects, regulates and reports on services that care for children and young people, and services providing education and skills for learners of all ages. You can visit the website to find inspection reports for the schools you are interested in or you can also ask the school for a copy. Many schools also publish their inspection reports on their websites.

**Website:** [www.gov.uk/ofsted](http://www.gov.uk/ofsted)

## Passenger Transport

For all queries about home to school travel or post-16 discretionary travel.

**Phone:** 0345 606 6173

**Website:** [www.suffolkonboard.com](http://www.suffolkonboard.com)

## Schools Finder

A government funded website that provides detailed information about schools, including links to school performance data and the school profile.

**Website:** [www.gov.uk/find-school-in-england](http://www.gov.uk/find-school-in-england)

## Suffolk Families Information Service (FIS)

The Suffolk FIS team offers free and impartial advice to parents about finding childcare, the free early education entitlement and other family services for 0-19 year olds.

**Phone:** 0345 60 800 33 (Helpline is open Monday to Thursday from 9.00am to 5.00pm. Fridays from 9.00am to 4.30pm)

**Text:** 07624 80 10 60 (if you text they will call you back)

**Email:** [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk)

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

# Useful contacts



## Suffolk Special Educational Needs and Disabilities Information Advice and Support Service (Suffolk SENDIASS)

The Suffolk SENDIASS team offers impartial information, advice and support to children and young people with special education needs and disabilities, and their parents and carers, about education, health and social care.

**Phone:** 01473 265210

**Email:** [sendiass@suffolk.gov.uk](mailto:sendiass@suffolk.gov.uk)

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

## School Preference Advisers

The SENDIASS team offers a school preference advice service 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. School preference advisers are available during term time through their helpline.

**Phone:** 01473 265210

**Email:** [sendiass@suffolk.gov.uk](mailto:sendiass@suffolk.gov.uk)

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





## **Admissions Authority**

Suffolk County Council is responsible for admissions to community and voluntary controlled schools. The governing body or academy trust is responsible for the admissions to foundation, voluntary aided, free schools and academies.

## **CAF1**

The normal year of entry paper application form.

## **Catchment area**

The school that serves the area you live in. We cannot guarantee a place at your catchment area school. Free schools and some academies do not use the catchment area in their oversubscription criteria.

## **Co-ordinated admissions**

Admissions are co-ordinated by local authorities for the normal admissions round only to ensure that children across the county are offered a single school place on the same day.

## **Discretionary seat**

If there are spare seats on journeys that Suffolk County Council has arranged specifically for children entitled to free travel then these seats can be purchased by other children on a term by term basis.

## **Education, Health and Care plan (EHC plan)**

An EHC plan is the result of an assessment we have made about a child's special needs and the extra support they need.

## **Infant class size legislation**

The legislation that states it is against the law for children in an infant class, which is defined as a class in which the majority of children will reach the age of five, six or seven during the school year (Reception year, Year 1 and Year 2) to be taught in a class of over 30 pupils with a single qualified teacher.

## **Nearest suitable school**

The nearest suitable school with places available that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have. It does not include independent schools.

## **Normal admissions round**

The set period of time when applications and decisions are made for children to start school full-time, or to move on to their next school, in the following year.

## **Normal year of entry**

The normal year of entry for full-time pupils in the age range served by the school.

## **Ordinarily resident**

This refers to the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives at two or more different addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

**Out-catchment school**

A school that does not serve the area you live in.

**Oversubscribed**

A school becomes oversubscribed when the number of applications is greater than the number of places available.

**Oversubscription criteria**

The rules used to decide which children have the highest priority for places when a school has more applications than places available.

**Own Admission Authority (OAA) schools**

These schools sometimes have their own admissions policy. The governing body or academy trust makes decisions on applications. These can be voluntary aided, foundation, free schools and academies.

**Published Admission Number (PAN)**

This is the set number of places at a school in any one year. It is based on a national formula which decides how many children can go to a school without causing overcrowding. Although the PAN applies to the year of entry at a school, we would normally apply this same number across all the year groups. However, there may be times where this is not possible.

**Preference**

Naming a school that you would like your child to attend.

**Prospectus**

The information guide published by the school.

**Siblings (for Suffolk County Council's admission oversubscription criteria)**

Children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission (but not in the sixth form).

**Statement of Special Educational Needs (SEN)**

The result of an assessment we have made about a child's special needs and the extra support they need.

**Summer born children**

Children born from the beginning of April to the end of August.

**Supplementary Information Form (SIF)**

The form you may need to complete if you are applying for a voluntary controlled, voluntary aided, foundation, free school or academy which asks for extra information to enable the admissions authority to rank your application against their school's admission oversubscription criteria. SIF's are available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or from the school direct.

**Transport Priority Area (TPA)**

Every school has a TPA that is used to decide if a child is entitled to free home to school travel. The TPA may be the same as the catchment area or, if there is a free school in the area, it may be different.









## Your 5 step guide to making an application for the normal year of entry (CAF1) for the 2017/2018 school year

<b>Step 1</b>	<b>Find out more about the schools you want to apply for</b>
	<p>Visit the school(s).          Attend their open evenings.          Talk to staff at the school about your child and any concerns you may have.          Look at their prospectus or website, if they have one.          Look at their admissions oversubscription criteria to see how your application would be prioritised (available on the individual schools website, if they have one, or at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>).</p>
<b>Step 2</b>	<b>Think about how you will get your child to school</b>
	<p>Look at the Home to School Travel section of the Admissions to Schools in Suffolk 2017/2018 guide available online at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a> or request a copy by contacting the Admissions Team on 0345 600 0981.</p>
<b>Step 3</b>	<b>Apply online or by paper by the relevant closing date</b>
	<p>We recommend that you apply online. Make your application using the online facility at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a> from 12 September 2016, or complete the paper CAF1 application form. You cannot apply online after the closing date.</p>
<b>Step 4</b>	<b>Send any evidence by the relevant closing date</b>
	<p>Post any evidence to support your application, for example, a future house move, to the Admissions Team before the relevant closing date. More information is available at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p>
<b>Step 5</b>	<b>Submit your online application or post your paper CAF1</b>
	<p>Ensure your online application or your paper application is submitted or posted to reach us by:</p> <p><b>Monday 31 October 2016</b>          for secondary (including upper and high) schools</p> <p>or</p> <p><b>Sunday 15 January 2017</b>          for primary (including infant, junior and middle) schools</p> <p>Other relevant dates can be found online at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p>

For further information please read the Admissions to Schools in Suffolk 2017/2018 guide and relevant Directory of Schools which are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981.

# Normal year of entry application form for the 2017/2018 school year

## Guidance notes

If your child lives in Suffolk, and you have not applied online, please use this form to apply for a place in the normal year of entry at any mainstream school within Suffolk or in another authority.

### **Important**

You **must** return this form to the Admissions Team to reach us by the closing date of:

**Monday 31 October 2016 for Secondary (including upper and high) school applications**

**Sunday 15 January 2017 for Primary (including infant, junior and middle) school applications**

Late applications: We will not normally consider applications received after the closing date until after we have dealt with on time applications. This means that all available places at your preferred school/s may have been filled.

If you submit a second or subsequent application then this will override any previous application. This is because you can only have up to three 'live' preferences at any one time.

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

**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, 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 used to allocate a school place, you **must** attach to your application written evidence that you are legally committed to the move and that it will take place before your child is due to start at the school you have applied for. The evidence **must** be either proof of exchange of contracts or 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 note that a sale memorandum or an unsigned tenancy agreement will not be accepted.**

If you are unable to provide evidence of your move by the closing date, we will still be able to use your new address to rank your application if we receive sufficient evidence by **Thursday 5 January 2017 for upper and high school applications or by Friday 10 February 2017 for primary, infant, junior and middle school applications**. 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](mailto: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](http://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. You should check the definition of sibling for the schools 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](http://www.suffolk.gov.uk/admissions). For community and voluntary controlled schools please name the youngest sibling who is 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 a paired infant or junior school.

#### **Note 6 – Reasons for preference**

You can add reasons for each of your preferences 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 – Voluntary controlled schools**

If your application for a place at a voluntary controlled school is based on religious grounds, you **must** complete a Suffolk County Council Supplementary Information Form (SIF). You will also need to tick the box on the application form to confirm this has been attached. The SIF is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting the Admissions Team on 0345 600 0981.

#### **Note 8 – Voluntary aided, foundation, free schools and academies**

If you are applying for a place at a Church of England or Catholic voluntary aided school, you must also get a Supplementary Information Form (SIF) 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. This needs to be filled in and taken or sent to the voluntary aided school direct.

You may also need to complete a SIF for an academy, foundation or free school (please check the school's individual policy to confirm if this is a requirement). You will need to tick the box on the application form to confirm you have done this.

#### **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 [sendiass@suffolk.gov.uk](mailto:sendiass@suffolk.gov.uk).

# CAF1 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 a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan).
- Attached evidence if you have ticked the box to say your child was previously looked after.
- Clearly written your child's current address (please refer to the Admissions to Schools in Suffolk 2017/2018 guide for information on a child's 'ordinarily resident' address and fraudulent applications at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)).
- Attached evidence of any future address that you would like to be used to allocate a school place (please refer to the Admissions to Schools in Suffolk 2017/2018 guide for information on 'moving house' and 'cross-county applications').
- Attached evidence of your child's living arrangements if they live at two addresses (please refer to the Admissions to Schools in Suffolk 2017/2018 guide for information on 'moving house' and 'cross-county applications').
- Named your preferred schools and given reasons for your preferences 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.
- Written the names and dates of birth of any siblings at your preferred schools (please refer to the individual school policies for definitions of siblings at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)). 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 you have ticked the box to say you are applying for a Church of England voluntary controlled school for religious reasons.
- Sent your Supplementary Information Form (SIF) directly to the voluntary aided school, academy or free school that you are applying for, if appropriate.
- Signed and dated the application form.
- Requested proof of postage when sending your application to the Admissions Team.
- Posted your application to reach the Admissions Team by the relevant closing date.

# Normal year of entry application form for the 2017/2018 school year

We strongly recommend that you read the Admissions to Schools in Suffolk 2017/2018 guide, the relevant Directory of Schools in Suffolk and the guidance attached before completing this form. The guide and directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

**Important:** You **must** return this form to the Admissions Team to reach us by the closing date of:

**Monday 31 October 2016 – for Secondary (including upper and high) school applications**  
**Sunday 15 January 2017 – for Primary (including infant, junior and middle) school applications**

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

If you submit a second or subsequent application then this will override any previous application.

**Please print in capital letters**

Child's details		
Child's legal last name:	First name:	Middle name:
Child's date of birth (DD/MM/YYYY):	Male: <input type="checkbox"/> Female: <input type="checkbox"/> Other: <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 <b>Note 1</b> ): 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 <b>Note 2</b> )		Postcode:
Name and address of current school (if appropriate):		

Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms / Other 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 <b>Note 3</b> ) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Other details	
<b>If you are moving house, please fill in these boxes</b> (see <b>Note 2</b> )	
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"/>	

<b>Admissions Team use only</b> Catchment Area School/Transport Priority Area:	<b>Date Application Received:</b>
---	-----------------------------------

## 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 .....

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 .....

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 .....

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 Supplementary Information Form (SIF):

If you are applying for a place at a voluntary aided, foundation, free school or academy, please see Note 8 and tick this box to confirm you have taken or sent a Supplementary Information Form (SIF) to those schools direct:

### 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 Admissions to Schools in Suffolk 2017/2018 guide, 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, including for voluntary aided, foundation, free schools and academies, **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](mailto:admissions@suffolk.gov.uk)**



# **Supplementary Information Form (SIF) 2017/2018: To support applications to Church of England Voluntary Controlled Schools in Suffolk**

This form must be used where parents or carers wish to express a preference for a voluntary controlled school on the grounds that the child and/or family are practising members of the Church of England.

This form will enable Suffolk County Council (as the admissions authority for voluntary controlled schools in Suffolk) to assess whether the application can be considered under the religious grounds criterion. It is not compulsory to complete this form.

**This is not an application form.** Applications for a school place must be made by using the online facility or by completing a paper application form.

If you are applying for more than one voluntary controlled school under the religious grounds criterion, only one SIF needs to be completed.

**Do not use this form to support an application for a voluntary aided school. Contact the voluntary aided school direct for a SIF.**

**Please refer to the details of the schools admissions criteria before you apply.**

We strongly recommend that you read the Admissions to Schools in Suffolk 2017/2018 guide and the relevant Directory of Schools in Suffolk. The guide and directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

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

**Please print in capital letters**

**Child's legal last name**

---

**Child's first name**

---

**Child's middle name**

---

**Child's date of birth  
(DD/MM/YYYY)**

---

**Child's current address**

---

**Telephone numbers for parent/carers**

---

**Email address for parent/carers**

---

**Which Church do you and/or your child attend?**

---

**Are you and/or your child a practising member of the Church of England and do you and/or your child go to church regularly, that is to say at least once a month?**  
(please tick)

Yes  No

**What was your previous Church? (if you have recently moved)**

---

If you have changed churches during the past year, please provide details of your previous Priest/Minister

**Name**

---

**Address**

---

---

To be completed by your Priest/Minister  
(If there is currently no minister in post a senior church officer may sign)

**I can confirm, to the best of my knowledge, that the above information is accurate.**

**Signed**

---

**Dated**

---

**Name**

---

**Position**

---

**Address**

---

Please return this form to:

**The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX**  
Telephone: 0345 600 0981  
Email: [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

**Do not return this Supplementary Information Form to a school**

**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.

# Comments, compliments and complaints



Our aim is to make sure your child gets the best education possible. If you have any comments, compliments or complaints about your child's education, it is best to discuss this with a member of staff or the headteacher at your child's school. This can be put in writing if you prefer.

Most issues can be resolved without any further action. However, if you are not happy with the outcome, you should ask the school for details of their complaints policy.

If your complaint relates to a service you have received from Suffolk County Council you can contact Suffolk County Council's Complaints Team (Customer Rights).

**Phone:** 01473 260711

**Email:** [customerrights@suffolk.gov.uk](mailto:customerrights@suffolk.gov.uk)

Comments or compliments about our services can also be sent to Suffolk County Council's Complaints Team (Customer Rights).

## Data Protection

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.

**We have been careful to make sure the information within this publication is accurate at the time of printing. However, we cannot rule out the need for changes before the start of the 2017/2018 school year. Any changes will be up-dated at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).**

Apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

If you need help to understand this information in another language please call 03456 066 067.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067

Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067

Bengali

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format, including audio or large print, please call **03456 066 067**.



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