

## Your 5 step guide to making an in-year application for a Community or Voluntary Controlled school for the 2020/2021 school year

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### Step 1 – Think about why you are applying to change schools

- Have you moved house? If yes, go to Step 2.
  - If no, we strongly recommend that you discuss any issues or concerns that you have with your child's current school before you move onto Step 2.
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### Step 2 – Find out more about the schools you want to apply for

- Visit the school(s).
  - Look at their prospectus or website.
  - Look at their admissions oversubscription criteria to see how your application would be prioritised if there are limited places at the school, available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).
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### Step 3 – Think about how you will get your child to school

- a) We will provide SCC funded school travel to the **Nearest Suitable School** that would have had a place available for your child when they meet the statutory walking distance criteria from their home address. This would be whether or not an application was made for a place at that school. The nearest school might not be your catchment area school. Please see **Note 6** of the Guidance Notes in this application form for further information.
  - b) We strongly recommend that you check which school is your nearest suitable school on our **Nearest School Checker** because this might not be your catchment area school. You can find out which are your three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your postcode into our [Nearest School Checker](http://NearestSchoolChecker). The Checker can be found at [nearestschool.suffolk.gov.uk](http://nearestschool.suffolk.gov.uk). We update this each year to include new roads and developments.
  - c) We would **only** provide SCC funded school travel to your **Catchment Area School** if it is the nearest school to your home that would have had a place available for your child.
  - d) Your **School Preferences** and the order you put them on your admissions application could affect your child's eligibility for SCC funded school travel. Our **School Travel Scenarios** can help you work out when your child might be eligible for SCC funded school travel to their school when the age and distance criteria are met. These can be found in Step 4 of the relevant 'Apply for a school place' page online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).
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### Step 4 – Check the availability of school places

- Contact the Admissions Team on 0345 600 0981 (local rate) for up to date information on the availability of places in your child's year group at your preferred school(s). This will give you an indication of whether or not a place may be offered.
  - Please note that your child is not guaranteed a place at any preferred school and we cannot hold or reserve places.
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### Step 5 – Complete the paper application form (CAF2)

- Complete and email or post the CAF2 application form to the Admissions Team. Email to [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk) or post to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.
  - If you wish to email this form and you do not have access to a scanner, you can take photos of the application form, evidence or supporting information and attach these to your email.
  - Attach any supporting evidence with your application form as well as any Supplementary Information Form (SIF) to support an application based on religious grounds for a voluntary controlled school. For more information go to [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).
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Further information is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for the 2020/2021 school year or contact the Admissions Team on 0345 600 0981 (local rate).

## Guidance notes for making an in-year application for a Community or Voluntary Controlled school for the 2020/2021 school year

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Please use this form to apply for a school place when you wish your child to change school outside the normal year of entry for a community or voluntary controlled school.

**If you wish to apply for a school that is a voluntary aided, free school or academy please contact the school directly or fill in an ADM1 application form available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) and return it to the school.**

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

**It is important that you read the following notes before completing your application form as well as the information online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for the 2020/2021 school year or contact the Admissions Team on 0345 600 0981.**

### Timescales

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

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

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

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

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

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

Please give your child's current address. If you are planning to move house, please give the details of your future address and moving date, if known, on the application form. If you want your future address to be the one used to allocate a school place, you **must** attach written evidence that you are legally committed to this move. The evidence **must** be either proof of exchange of contracts or a signed letting/tenancy agreement confirming your new address. Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted.

For children of UK Service Personnel, an assignment order that declares a relocation date and a unit postal address or quartering area address is required. For returning Crown Servant families, an official letter declaring a relocation date is required. Evidence of a future address may also be required. Please contact the Admissions Team on 0345 600 0981 for further details.

#### **Note 4 – Definition of parent**

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

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

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

#### **Note 5 – Private fostering**

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

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

SCC funded school travel will be provided to the **Nearest Suitable School** that would have had a place available for your child when they are: a) aged under 8 and live at least two miles from the school; or b) aged 8 or older and live at least three miles from the school. This would be whether or not an application was made for a place at that school. **The nearest school might not be your catchment area school.**

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

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

#### **Note 7 – Siblings**

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

#### **Note 8 – Reasons for preference**

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

#### **Note 9 – 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) and return it with your application. You will also need to mark 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.

## Application checklist for an in-year application for a Community or Voluntary Controlled school for the 2020/2021 school year

**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).
- Marked the box if your child has an Education, Health and Care (EHC) plan.
- Attached evidence if you have marked the box to say your child was previously in care.
- Clearly written your child's current address (please refer to Note 3 in the Guidance Notes of this document, the information for the 2020/2021 school year available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981).
- Attached evidence of any future address that you would like to be used to allocate a school place (please refer to Note 3 in the Guidance Notes of this document, the information for the 2020/2021 school year available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981).
- Attached evidence of your child's living arrangements if they live at two or more addresses (please refer to the information for the 2020/2021 school year available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981).
- Read and understood the **School Travel Policy for 2020/2021** and are aware that eligibility for Suffolk County Council funded travel is to the nearest suitable school, which might not be the catchment area school. Checked the **Nearest School Checker** and **School travel Scenarios** to understand your child's eligibility for funded school travel **before** applying.
- Clearly written the date that you wish your child to start at your preferred school. Please note that if your child already has a local school place, and you have not moved house, we would not normally agree a start date until the beginning of the next half term.
- Named your preferred community and/or voluntary controlled schools and given reasons for your preferences if you want to. However, we are only able to take these reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria.
- Written the names and dates of birth of any siblings at your preferred schools. If you do not provide this information on your application, it is likely to affect the offer of a school place.
- Attached the Supplementary Information Form (SIF) with your application if you have marked the box to say you are applying for a Church of England voluntary controlled school for religious reasons.
- Signed and dated the application form.
- Requested proof of postage when posting your application to the Admissions Team or email your application to the Admissions Team at [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk).

**In-year application form for a Community or Voluntary Controlled school for the 2020/2021 school year**

We strongly recommend before completing this form that you read the guidance notes attached, the information for the 2020/2021 school year available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting the Admissions Team on 0345 600 0981, and the School Travel Policy at [www.suffolkonboard.com/schooltravel](http://www.suffolkonboard.com/schooltravel).

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

**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:  Female Does your child have an Education, Health and Care (EHC) plan? Yes:  No: Is the child in care (looked after child)? (see **Note 1**): Yes: \* No: Was your child previously in care? (see **Note 2**): Yes: \* No: \*If you have ticked Yes, please tick this box to confirm if you have attached evidence: Child's current address (see **Note 3**):   
  
Postcode: Name and address of current school or education provision (if applicable):   
**Applicant's details – parent/carer (see Note 4)**Mr/Mrs/Miss/Ms/Other:  Initials: Last name:  Relationship to child: Telephone numbers: Email address: Address if different to the child's, including the postcode:   
Are you privately fostering this child? (see **Note 5**) Yes:  No: **Other details – if you are moving house see Note 3 and fill in these boxes**Child's future address, including postcode:   
  
Date of move: Are you a UK Service/returning Crown Servant Family? Yes:  No: **When would you like your child to start at your preferred school:** **Admissions Team use only**Date application received:

**We cannot guarantee your child a place at any school**

**We recommend you apply for more than one school – see Note 6 on School Travel**

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**First preference school:**

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Does the child you are applying for have a sibling in this school or the associated infant/junior school? (see **Note 7**):      Yes:       No:

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Sibling's name:       Sibling's date of birth:

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

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**Second preference school:**

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Does the child you are applying for have a sibling in this school or the associated infant/junior school? (see **Note 7**):      Yes:       No:

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Sibling's name:       Sibling's date of birth:

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

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**Third preference school:**

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Does the child you are applying for have a sibling in this school or the associated infant/junior school? (see **Note 7**):      Yes:       No:

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Sibling's name:       Sibling's date of birth:

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

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**Please complete this section where relevant:**

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If your application for a place at a voluntary controlled school is based on religious grounds, please see **Note 9** and tick this box if you have attached a Supplementary Information Form (SIF):

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

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**Parental Declaration (MUST be completed):** I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2020/2021 school year online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contacted the Admissions Team. I have read the School Travel policy for 2020/2021 and understand how eligibility for Suffolk County Council funded school travel will be decided. 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 that I am a parent of this child as defined under section 576 of the Education Act 1996, please see **Note 4**.

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**Parent/Carer's signature:**       **Date:**

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

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All applications for community or voluntary controlled schools **must** be sent to the Admissions Team. **Do not return this application form to a school.**

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If you wish to email this form and you do not have access to a scanner, you can take photos of the application form, evidence or supporting information and attach these to your email.

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**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)**