

Your 5 step guide to making an in-year application for a Community or Voluntary Controlled school for the 2024/2025 school year

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.
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Step 3 – Think about how you will get your child to school

- a) We will provide Suffolk County Council (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. Please see **Note 8** of Guidance Notes in this application form for further information.
 - b) **We will only provide SCC funded school travel to your child's catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**
 - c) It is important that you check which school is your child's nearest suitable school on our [Nearest School Checker](#). You can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your child's postcode into the Checker which can be found at nearestschool.suffolk.gov.uk. **We update this each year to include new roads and developments.**
 - d) Your **School Preferences** and the order in which 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 school year online at 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 (CAF2)

- Complete and email or post the paper application (CAF2) to the Admissions Team. Email to admissions@suffolk.gov.uk or post to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX. We do not acknowledge receipt of paper applications and strongly suggest you get proof of posting.
 - 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. For more information go to www.suffolk.gov.uk/admissions.
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Further information is available online at www.suffolk.gov.uk/admissions for the 2024/2025 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 2024/2025 school year

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 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 for the 2024/2025 school year or contact the Admissions Team on 0345 600 0981.

Timescales

The Admissions Team aims to notify you of the outcome of your application in writing within 10 school days of receiving it. However, we will notify you in writing of the outcome within 15 school days. 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 with an Education, Health and Care (EHC) plan

If your child has an EHC plan, then this will need to be amended to specify the name of their new school. Please contact the relevant Family Services Team who will be able to advise and support if you have any questions about the process. If you live in South Suffolk and Ipswich, please email SENDSS@Suffolk.gov.uk, Lowestoft and Waveney email SENDLW@suffolk.gov.uk, West Suffolk, Central Suffolk and Bury St Edmunds email SENDWS@suffolk.gov.uk.

Note 2 – 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 3 – 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 4 – Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted. You may be asked to provide evidence if there are more applications than places available and you want this to be taken into consideration.

Note 5 – 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 or a letter from your solicitor confirming exchange of contracts will take place soon will not be accepted.

If you are a UK service personnel family with a confirmed posting, or a crown servant family returning from overseas, we will offer places in advance of the move provided the application is accompanied by an official letter that declares a relocation date. Evidence of a future address may also be required. A Unit or quartering address can be used if requested. Please contact the Admissions Team on 0345 600 0981 for further details.

Note 6 – 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 7 – 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. More information is available at www.suffolk.gov.uk/privatefostering.

Note 8 – School Travel Policy (further to Step 3 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 more than two miles from the school; or b) aged 8 or older and live more than three miles from the school. This would be whether or not an application was made for a place at that school. The distance in a) and b) above is called the **statutory walking distance**.

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.

Note 9 – 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 but not in a specialist unit or a specialist resource base for Hearing Impaired provision, a nursery or in the sixth form. You should also include the sibling if you are applying for a paired infant or junior school.

Note 10 – 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.

Application checklist for an in-year application for a Community or Voluntary Controlled school for the 2024/2025 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).
- Ticked the box if your child has an Education, Health and Care (EHC) plan (please refer to Note 1 in the Guidance Notes of this document, the information for the 2024/2025 school year available online at www.suffolk.gov.uk/admissions or contact the Admissions Team on 0345 600 0981).
- Attached evidence if you have ticked the box to say your child was previously in care.
- Attached evidence if you have ticked the box to say your child was adopted from state care outside of England.
- Clearly written your child's current address (please refer to Note 5 in the Guidance Notes of this document, the information for the 2024/2025 school year available online at 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 5 in the Guidance Notes of this document, the information for the 2024/2025 school year available online at 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 2024/2025 school year available online at www.suffolk.gov.uk/admissions or contact the Admissions Team on 0345 600 0981).
- Read and understood the **School Travel Policy** and checked the **Nearest School Checker** and **School Travel Scenarios** to understand your child's eligibility for SCC funded school travel **before** applying. **We will only provide SCC funded school travel to your child's catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**
- Clearly written the date that you wish your child to start at your preferred school.
- 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.
- Signed and dated the application form.
- Emailed your application to the Admissions Team at admissions@suffolk.gov.uk or requested proof of postage when posting.

In-year application form for a Community or Voluntary Controlled school for the 2024/2025 school year

We strongly recommend before completing this form that you read the guidance notes attached, the information for the 2024/2025 school year available online at 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.

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? (see **Note 1**): Yes: No:

Is the child in care (looked after child)? (see **Note 2**): Yes: No:

Was your child previously in care? (see **Note 3**): Yes: * No:

Was your child adopted from state care outside of England? (see **Note 4**): Yes: * No:

Please provide name and contact details of any Local Authority who has been involved:

*If you have ticked Yes, please tick this box to confirm if you have attached evidence:

Child's current address (see **Note 5**):
Postcode:

Name and address of current school or education provision (if applicable):

Applicant's details – parent/carer (see Note 6)

Mr/Mrs/Miss/Ms: 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 7**) Yes: No:

Other details – if you are moving house see Note 5 and fill in these boxes

Child's future address, including postcode:
Date of move:

Are you a UK service personnel or a crown servant family? Yes: No:

When would you like your child to start at your preferred school:

We cannot guarantee your child a place at any school

We recommend you apply for more than one school – see Note 8 on School Travel

First preference school:

Does the child you are applying for have a sibling in this school or the associated infant/junior school? (see **Note 9**): Yes: No:

Sibling's name:

Sibling's date of birth:

Reasons (you do not have to fill in this section if you do not want to, see **Note 10**):

Second preference school:

Does the child you are applying for have a sibling in this school or the associated infant/junior school? (see **Note 9**): Yes: No:

Sibling's name:

Sibling's date of birth:

Reasons (you do not have to fill in this section if you do not want to, see **Note 10**):

Third preference school:

Does the child you are applying for have a sibling in this school or the associated infant/junior school? (see **Note 9**): Yes: No:

Sibling's name:

Sibling's date of birth:

Reasons (you do not have to fill in this section if you do not want to, see **Note 10**):

Please complete this section where relevant:

Data Protection: Our Privacy Notice is available at 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.

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 2024/2025 school year online at www.suffolk.gov.uk/admissions or contacted the Admissions Team. I have read the School Travel Policy 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 6**.

Parent/Carer's signature:

Date:

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

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

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.

Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.

Telephone: 0345 600 0981

Email: admissions@suffolk.gov.uk