Introduction:

St. Peter and St. Paul Church of England Voluntary Aided Primary School is located in the town of Eye. Its catchment encompasses the Town of Eye and the villages of Brome, Oakley, Redlingfield and part of Braiseworth.

Published Admission Number (PAN):

The Governing Body, as the Admissions authority, has agreed a PAN with Suffolk County Council of 30. Only when applications for any year group exceed this figure will the oversubscription criteria detailed within this policy be applied. Applications numbering below the PAN of 30 must be admitted to the school.

Aim:

The aim of this policy is to set out the school’s admissions policy and procedures for applying for a place at the school for the school year 2019/20. The policy also outlines the oversubscription criteria for the school.

Process:

Parents should apply using the Local Authority’s Admission Form CAF1 for Reception year and the school's ADM 1 for all other years together with a Supplementary Information Form (SIF). (More information available in appendixes A, B and C, respectively). The SIF will allow an applicant to give more information regarding their application but it is not compulsory. (The SIF alone does not constitute a valid application.)

These forms are available from the school office, can be downloaded from the school website or can be obtained online at:

www.suffolk.gov.uk/admissions

If you have a query about completing the form, please contact the Administrations Clerk in the school office:

Telephone: 01379 870497
Email: pupiladmin@eyeprimarysuffolk.org

CAF1 forms must be completed and returned online or in paper format by post to: The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX by 15th January 2019. It is recommended that proof of posting be obtained.

ADM 1 forms and Supplementary Information Forms must be returned to the School only and NOT The Admissions Team.

Applicants will be notified of the result of their application directly by the Local Authority Admissions Team on the 16th April 2019.
General Admission:

All children will be eligible for admission to SS Peter and Paul CEVAP school full-time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception year of this school, they may decide whether to take up the offer full-time in September, or to take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year, the place at this school will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child’s fifth birthday, and must, in any case, take up the place before the end of the school year for which the original application was accepted.

It would normally be expected that parents will take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time of the year.

Parents should be aware that the provision of a full-time place (described above) does not apply to maintained Nursery provision. Also, where a place has been offered in a nursery attached to the school, this does not guarantee a full-time place in the Reception year of a school and parents must make a separate application for a primary school place by the published closing date.

Children who have a statement of Special Educational Needs and Disability (SEND) or an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

Oversubscription Criteria:

After offering places to children as above, the Governors will offer places in the following priority order:

A. Highest priority will be given to Children in Care/Looked after Children and Previously Looked After Children.

‘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.

Children previously in care (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’s 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.

B. Priority will then be given to children who are ‘ordinarily resident’ within the schools defined catchment area.
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. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent’s address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more 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.

Gypsy, Roma and Traveller Children – Gypsy, Roma and Traveller children who move into an area served by a school will be regarded as ordinarily resident in that area when they apply for a school place.

Details of the catchment area of a school can be obtained from the school or by contacting The Admissions Team (Endeavour House, 8 Russell Road, Ipswich IP1 2BX - local number 0345 600 0981) or online at www.suffolk.gov.uk/catchmentmaps. Living within the school’s catchment area is no longer an absolute guarantee that a place will be available at the school.

Priority to in catchment children will be given in the following order:

1. Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. The term ‘sibling’ includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion. Priority will be given to those with the smallest age difference.

2. Applications made on religious grounds confirming regular worship (attendance at the Church at least once a month), by at least one parent, at a Church of England church or a church that is a member of ‘Churches Together in England’. Applications on this ground must be supported by a Supplementary Information Form. A copy of which is attaching to this policy as Appendix C.

3. After the above priorities, remaining places will be allocated to children on the basis of their home’s distance from the school in a straight line (‘as the crow flies’) – those living nearer having priority. All straight line distances are calculated electronically by the Local Authority 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 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.

**Note:** If the final place at the school is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). 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.

C. If places remain following allocation on the above-outlined basis, places will be allocated to children who reside **out of the catchment area** in the following order:

1. Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. The term ‘sibling’ includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion. Priority will be given to those with the smallest age difference.

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4. After the above priorities, remaining places will be allocated to children on the basis of their home’s distance from the school in a straight line (‘as the crow flies’) – those living nearer having priority.. All straight line distances are calculated electronically by the Local Authority 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 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.

**Note:** If the final place at the school is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). 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.

**Shared Responsibility:**

Where a child lives with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child’s living arrangements at the time of the application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing 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.
Tie Breaks:

If the admissions limit is reached within any one of the above categories and a tie-break is required to separate applications, the determining factor will be the distance from home to school as outlined in 4. above.

In the unlikely event that two or more applicants, competing for a single place at the school, live the same distance from the school, the place will be offered to one of the applicants on the basis of lots drawn by someone independent of the school and all results carefully noted.

Waiting List:

If you apply for a school place in the normal year of entry and your preference is refused, your child’s name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in the above oversubscription criteria, not on the basis of the date on which the application is received. The order of children on a waiting list does not remain static – as circumstances change a child’s place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address whilst 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.

Late applicants will be added to the waiting list in oversubscription priority order if their parental preference cannot be met. Waiting lists are not held for in-year applications. If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

Having your child’s name on a waiting list will not affect your right to appeal for a school place in any of the schools for which you have applied.

This list will be maintained until the 31st. of December 2019.

In-Year Applications:

• Applications are not normally considered more than one term ahead of the date the place is required.

• Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head Teacher of their current school before applying for another school (see also final point below).

• Parents who wish to make an in-year applications for a place at St. Peter and St. Paul CEVAP School should contact the school office for an admissions form – ADM1, a copy of which is attached as Appendix B to this policy.

• Once an in-year application is received, the school will notify the Local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.
• When a place becomes available in a year group that has been full at the school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the above outlined general admission over subscription criteria.

• All applications will be processed by the school within 5 school days and the decision communicated in writing. An emailed decision is always confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

• If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria (outlined above in the general admissions section) to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

• When an offer of a place is made and the child already has a place in a local mainstream school, the Governors will usually offer the place from the start of the following half term however, the Head Teacher can request that this be varied in exceptional circumstances. The child will remain on roll at the previous school until they take up the place at this school.

Admission of Children Outside of Their Normal Age 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).

It is however possible to make a request to the admission authority for the school for admission of a child outside of their chronological year group. This request must be made in writing including, where relevant, any supporting evidence.

Any request received of this nature will be considered by the school Admissions Committee who will make decisions on the basis of the individual circumstances of each case, taking into account the best interests of the child concerned and the provisions of the School Admissions Code. They will also take into account the views of the Head Teacher.

The school will write to parents/carers with the outcome including the reasons for the decision. If the request is refused, parents/carers will be given the details of the complaints procedure.

Following a decision, if the request is agreed by the school, a CAF1 application form (copy attached to this policy as Appendix A) will need to be sent to Suffolk County Council, along with the decision letter(s), and other relevant evidence, by the parent, in line with the national closing dates (see the ‘Important dates: what happens when’ section of the Admission to Schools in Suffolk booklet.).

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

Children of UK Service Personnel:
Admission authorities must allocate places in advance of the family arriving in the area where the application is accompanied by an official letter that declares the relocation date and Unit postal address/quartering area. They must not refuse places because the family does not currently live in the area, nor can they reserve blocks of places for children of service families.

**Children from Overseas:**

Children from overseas - Admission authorities must treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non–statutory guidance on this is available on the website of the Department for Education.

**Appeals:**

If the Governing Body’s decision is not to grant a place to a child, there is a right to appeal against their decision. Details of how to appeal will be sent with the letter of refusal. There is no deadline for the submission of appeals which are independently administered by the Education Appeals office, PO Box 579, Ipswich, IP1 2BX.

**Making another application for a place at the same school:**

A parent/carer can apply for a place for their child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, 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.

**Policy Review:**

This policy will be reviewed annually in line with the School Admissions Code. Consultation takes place locally with parents and, more formally, with the Diocesan authorities and the Local Authority.
<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue 1</td>
<td>June 2012</td>
<td>Initial draft adopted by governors</td>
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<tr>
<td>Issue 2</td>
<td>February 2013</td>
<td>Changes made in line with recommendations from Diocesan office. Insertion of additional clause within the over-subscription criteria to give additional priority to children who attend the school nursery</td>
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<tr>
<td></td>
<td>March 2013</td>
<td>Adopted by governors</td>
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<tr>
<td></td>
<td>April 2013</td>
<td>Recommended changes made relating to measuring distances in cases of shared responsibility. Approved by governors via email.</td>
</tr>
<tr>
<td>Issue 3</td>
<td>November 2013</td>
<td>Changed definition of ‘children’ in public care’ as recommended by Diocesan office. Deleted the over-subscription criteria which provided for a priority based on social or pastoral reasons due to difficulties in assessment. Changed the tie-break procedure to provide that ties will be resolved by way of lots drawn by an individual who is independent of the school. Changed the time period for when an application must be received in order to be placed on the waiting list.</td>
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<tr>
<td></td>
<td>January 2014</td>
<td>Agreed at full governing body meeting to reduce the amount of time attending at nursery to qualify for priority admission to 6 weeks from 6 months.</td>
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<tr>
<td></td>
<td>March 2014</td>
<td>Agreed at full governing body to remove the criteria of nursery attendance as a priority criteria of admission to the school based on advice from Suffolk County Council and the Diocesan office.</td>
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<tr>
<td>Issue 4</td>
<td>September 2014</td>
<td>Policy amended to include in-year Admissions procedures as the statutory requirement for Local Authorities to administer these was removed in the 2012 School Admissions Code.</td>
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<tr>
<td>Issue 5</td>
<td>September 2015</td>
<td>Amended to include provision for admission of children outside their normal age group.</td>
</tr>
<tr>
<td>Issue 6</td>
<td>November 2015</td>
<td>Amended following minor recommendations from the Local Authority.</td>
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<tr>
<td>Issue 7</td>
<td>September 2016</td>
<td>Amended to include new dates.</td>
</tr>
<tr>
<td>Issue 8</td>
<td>October 2017</td>
<td>Amended to include new dates and new forms. Also references potential changes to the Suffolk County Council School Transport provisions.</td>
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</table>
Appendix A – Applying for a school place

The form CAF 1 is used for entrance to Reception Class, and for applications to High School, and is updated each year. For the current information from Suffolk County Council, please follow the link: http://www.suffolk.gov.uk/children-families-and-learning/schools/

Please provide a copy of any appropriate court orders or child arrangements orders with your application.
Your 5 step guide to making an in-year application to St Peter and St Paul CEVAP School (Only) (ADM1) for the 2019/2020 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 would strongly recommend that you discuss any issues or concerns that you have with your child’s current school before you move onto step 2.

Step 2  Find out more about the voluntary aided, foundation, free school or academy you wish to apply for
Visit the school(s).
Look at their prospectus or website, if they have one.
Look at their admissions oversubscription policy which is available on their website, if they have one, or at www.suffolk.gov.uk/admissions.

Step 3  Think about how you will get your child to school
Look at the Home to School Travel section of the In-Year Admissions to Schools in Suffolk 2017/2018 online at www.suffolk.gov.uk/admissions or request a copy by contacting the Admissions Team on 0345 600 0981 (local rate). The current School Travel Policy is available at www.suffolkonboard.com.

Step 4  Check the availability of school places
Ask the relevant school for information on the availability of places in your child’s year group.

Please note that you can still apply for a place at the school even if they let you know the year group is full or oversubscribed. If the school is unable to offer your child a place they should inform you of your legal right to appeal.

Step 5  Complete the paper application form
Check with the school to see if they have their own application form that they would like you to complete or complete and return the ADM1 application form directly to the school.

Attach any supporting evidence with your application form as well as any Supplementary Information Form (SIF) if required. You will need to contact the individual school directly for details of what evidence, if any, is needed.

For further information please read the In-Year Admissions to Schools in Suffolk 2019/2020 guide and relevant Directory of Schools which are available online at www.suffolk.gov.uk/admissions or contact the Admissions Team on 0345 600 0981.
St Peter and St Paul CEVAP School

Guidance notes

Please use this form to apply for a school place when you wish to change school outside the normal year of entry for a voluntary aided, foundation, free school or academy. The school you wish to apply for may have their own application form that they may ask you to complete instead. You can check this by contacting the school direct.

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

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

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

It is important that you read the In-Year Admissions to Schools in Suffolk 2019/2020 guide, the relevant Directory of Schools in Suffolk and the following notes before completing your application form.

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

Note 1 – 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 order, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

Note 2 – Child’s current address/moving address

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application, please check the school’s individual policy for information on what evidence, if any, you need to provide.
Note 3 - Private fostering

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

Note 4 – School Travel Policy

Please note that the current School Travel Policy is available at www.suffolkonboard.com.

This policy details the arrangements that will apply during the school year commencing September 2018. Suffolk County Council is considering changes to the School Travel and Post-16 Travel policies because of the acute pressure on this budget. Any proposals would be consulted upon during the school year commencing September 2017. Should there be any approved changes these would not come into effect until September 2019.

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 to find out if your child is entitled to free travel.

If your preference 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 school you are applying for. This can be found in a school's individual policy which is available from either the school or online at www.suffolk.gov.uk/admissions.

Note 6 – Reasons for preference

You can add the reasons for your preference if you want to. However, the admissions authority is only able to take these reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria.

Note 7 – Supplementary Information Form (SIF)

You may also need to complete a SIF for a voluntary aided, foundation, free school or academy. Please check the school’s individual policy to confirm if this is a requirement. These are available from either the school, online at www.suffolk.gov.uk/admissions or by contacting the Admissions
Team on 0345 600 0981. The SIF needs to be filled in and taken or sent to the school direct. You will need to tick the box on the application form to confirm you have done this.

What to do next if your child is refused a place at your preferred school
If the school is unable to offer your child a place and you would like more information on what to do next, please contact the Admissions Team on 0345 600 0981. Alternatively, more information is available online at www.suffolk.gov.uk/admissions.
ADM1 Application Checklist

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 and any future address if moving house.
- Attached evidence of any future address, if you are moving house, that you would like to be used to allocate a school place (please refer to the individual schools policy for information on what, if any, evidence is required).
- Attached evidence of your child’s living arrangements if they live at two addresses (please refer to the individual schools policy for information on what, if any, evidence is required).
- Named your preferred school and given reasons for your preference if you want to. However, the admissions authority is only able to take these reasons into account if they have a direct bearing on how your application is ranked against their relevant published oversubscription criteria.
- Written the names and dates of birth of any siblings at your preferred school. 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 the school applied for requires one (please check the individual schools policy for further information).
- Clearly written the date that you wish your child to start at your preferred school. Please note that if your child already has a local school place, and you have not moved house, they would not normally be able to start at a new school until the beginning of the next half term.
- Signed and dated the application form.
- Requested proof of postage when sending your application to the school applied for.
In Year Application 2019-20
For St Peter and St Paul CEVAP School

We strongly recommend that you read the guide In-Year Admissions to Schools in Suffolk 2017/2018, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form.

The guide and directories are available online at: www.suffolk.gov.uk/admissions.

Please print in capital letters

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<th>Child's details</th>
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<tr>
<td>Child's legal last name:</td>
<td>First name:</td>
<td>Middle name:</td>
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<td>Child's date of birth</td>
<td>Male:</td>
<td>Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan?</td>
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<td>(DD/MM/YYYY):</td>
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<td>Yes:</td>
<td>No:</td>
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Is the child a looked after child (child in care): Yes: No:

Is your child previously looked after? (see Note 1): Yes: No:

Child's current address: (see Note 2) Postcode:

Name and address of current/previously attended school (if applicable):

Applicant's details

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<tr>
<th>Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:</th>
<th>Initials:</th>
<th>Relationship to child:</th>
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<td>Telephone numbers:</td>
<td>Email address:</td>
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</table>

Address if different to the child’s, including the postcode:

Are you privately fostering this child? (see Note 3) Yes: No:
### Other details

If you are moving house, please fill in these boxes (see Note 2).

<table>
<thead>
<tr>
<th>Child’s future address, including postcode:</th>
<th>Date of move:</th>
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</thead>
</table>

### Are you a UK Service/returning Crown Servant Family?

| Yes | No |

**School use only**

Date application received:

---

**Your child cannot be guaranteed a place at any school including their catchment area school**

### School preference (see Note 4)

Please write your school preference in this box:

<table>
<thead>
<tr>
<th>Do any of your other children attend this school? (see Note 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child's name ..................................................................</td>
</tr>
<tr>
<td>Date of birth ..................................................................</td>
</tr>
</tbody>
</table>

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**

Tick this box to confirm you have attached, taken or sent a Supplementary Information Form (SIF) to the school direct (see Note 7):

---

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

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### How the Governing Body/Academy Trust will use your information

The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. They 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. They will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. They 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 In-Year Admissions to Schools in Suffolk 2017/2018 guide, the admissions policy for the school applied for, the relevant Directory of Schools and the guidance notes attached to this application form. I also confirm that the information I have given on this form is true and I have parental responsibility.

Parent / Carer’s signature:

Date:

Where to send this form (we strongly suggest you get proof of posting)

Please send this form directly to St Peter and St Paul CEVAP, Church Street, Eye, Suffolk IP23 7BD
Appendix C – Supplementary Information form (SIF)*

Supplementary Information Form

St Peter & St Paul CEVA Primary School Eye

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

This form MUST be used in conjunction with the Normal year of entry application form, CAF1. It will not be considered to be a valid application unless a CAF has been completed.

This form should be completed if ANY of your preferences are for St. Peter and St. Paul CEVAP School

A separate form should be completed and returned to each Voluntary Aided School applied for.

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

Full name of child ..............................................................................................................

Date of Birth ...................................................................................................................

Current permanent address ...........................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Contact Telephone Number ...........................................................................................

If your church membership is relevant to your application please complete the next section.

Which Church do you attend? ..........................................................................................

What is the denomination of the church you attend? ....................................................

How frequently do you attend church?

   At least monthly .......... Less than monthly .......... (Please tick)
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 Parish Priest/Vicar/Minister

Name ..........................................................................................

Address ......................................................................................

..........................................................................................

..........................................................................................

..........................................................................................

To be completed by your Parish Priest/Vicar/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 ......................................................................................

..........................................................................................

..........................................................................................

..........................................................................................

The information collected on this form may be passed to schools or to other Local Authorities as part of the admissions procedure. The information will be passed to the school to which the child concerned is finally allocated, where it will form part of the pupil database maintained by that school. Any personal information you provide will be dealt with in accordance with the requirements of the Data Protection Act 1998.

PLEASE RETURN THIS FORM to:

Ss Peter & Paul CEVA Primary School Church Street, Eye, IP23 7BD

All forms must be received by closing date.
*As this policy is approved two years in advance, please check with the school to confirm that this continues to be the most up-to-date version of the SIF.*