

## Your 5 step guide to making an in-year application for a Voluntary Aided, Foundation, Free School or Academy (ADM1) for the 2016/2017 school year

|               |  |
|---------------|--|
| <b>Step 1</b> | <b>Think about why you are applying to change schools</b>  |
|               | <p>Have you moved house?<br/>         If yes, go to step 2.<br/>         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.</p>  |
| <b>Step 2</b> | <b>Find out more about the voluntary aided, foundation, free school or academy you wish to apply for</b>   |
|               | <p>Visit the school(s).<br/>         Look at their prospectus or website, if they have one.<br/>         Look at their admissions oversubscription policy which is available on their website, if they have one, or at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p>   |
| <b>Step 3</b> | <b>Think about how you will get your child to school</b>   |
|               | <p>Look at the Home to School Travel section of the In-Year Admissions to Schools in Suffolk 2016/2017 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 4</b> | <b>Check the availability of school places</b>   |
|               | <p>Ask the relevant school for information on the availability of places in your child's year group.<br/>         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.</p>         |
| <b>Step 5</b> | <b>Complete the paper application form</b>   |
|               | <p>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.<br/>         Attach any supporting evidence with your application form. You will need to contact the individual school directly for details of what evidence, if any, is needed.</p> |

For further information please read the In-Year Admissions to Schools in Suffolk 2016/2017 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.

# In-year application form 2016/2017 for Voluntary Aided, Foundation, Free Schools and Academies 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](http://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 2016/2017 guide, the relevant Directory of Schools in Suffolk and the following notes before completing your application form.**

## 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](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 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](http://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**

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 will need to tick the box on the application form to confirm you have done this.

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). These are available 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. 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.

#### **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).

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

# ADM1 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 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 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 form 2016/2017 for Voluntary Aided, Foundation, Free Schools and Academies

We strongly recommend that you read the guide In-Year Admissions to Schools in Suffolk 2016/2017, 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](http://www.suffolk.gov.uk/admissions).

**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"/><br>Female: <input type="checkbox"/> | Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan?<br>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/previously attended school (if applicable):   |  |  |

| Applicant's details   |                |                        |
|---|----------------|------------------------|
| Parent/Carer: Mr / Mrs / Miss / Ms / Other<br>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 (see 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"/> |               |

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

| <b>School preference</b> (see <b>Note 4</b> )   |   |
|---|---|
| Please write your school preference in this box:  | Do any of your other children attend this school? (see <b>Note 5</b> )<br>Child's name .....<br>Date of birth ..... |
| Reasons (you do not have to fill in this section if you do not want to, see <b>Note 6</b> ) |   |

| <b>Please complete this section where relevant</b>   |
|--|
| Tick this box to confirm you have attached, taken or sent a Supplementary Information Form (SIF) to the school direct (see <b>Note 7</b> ): <input type="checkbox"/> |

| <b>When would you like your child to start at your preferred school:</b> |  |
|--|--|
|--|--|

| <b>How the Governing Body/Academy Trust will use your information</b>   |
|---|
| 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. |

| <b>Parental declaration (MUST be completed)</b>  |
|--|
| I confirm that I have read the Admissions to Schools in Suffolk 2016/2017 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. |
| <b>Parent / Carer's signature:</b>   |
| <b>Date:</b>   |

| <b>Where to send this form (we strongly suggest you get proof of posting)</b>  |
|--|
| Please send this form directly to the school you are applying for. Contact details can be found online at <a href="http://www.suffolk.gov.uk">www.suffolk.gov.uk</a> . |