




# In-Year Admissions to Schools in Suffolk 2018/2019



A guide for parents  
and carers on how  
to apply for an  
in-year school place  
for your child



# Contents

**03 | Introduction to admissions in Suffolk**

**04 | Your guide to applying for a school place**

**05 | Key information about schools**

**07 | How to decide which schools you would like to apply for**

**09 | How to make an application**

**11 | Additional information for applying for a school place:**

- Cross-county applications
- Moving house
- Children of UK Service Personnel (UK Armed Forces) and Crown Servants
- Applications from other countries
- Children living at more than one address
- Fraudulent applications
- Children out of year group

**15 | How places are offered**

- Suffolk County Council's admissions oversubscription criteria for community and voluntary controlled schools

**19 | Offer of a school place**

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

**21 | The appeals process for Suffolk schools**

**23 | Early learning**

**25 | Children with Special Educational Needs (SEN)**

**28 | School Travel Policy**

**33 | Other useful information:**

- Term dates
- Choices for 16 to 19 year olds in Suffolk
- Charging and remissions policy
- Help with school expenses for families on low income
- Fair Access Protocol (FAP)
- Children in care (looked after children) and children who were previously in care
- Private fostering
- Gypsy, Roma and Traveller children

**36 | Useful contacts**

**39 | Glossary and definitions**

**45 | Application form for community and voluntary controlled schools (CAF2)**

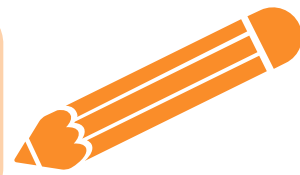
**51 | Supplementary Information Form (SIF) for voluntary controlled schools**

**53 | Application form for foundation, voluntary aided, free schools and academies (ADM1)**

**59 | Comments, compliments and complaints**

**59 | Data Protection**

# Introduction to admissions in Suffolk



**The information within this guide is for parents and carers of children wishing to apply for an in-year place in a Suffolk school during the school year September 2018 to July 2019. An in-year application is made when a parent or carer applies for their child to go to a new school during the school year, or at the start of the school year but in a different age group from the school's normal year of entry. This guide sets out the steps to follow and what to do if you have any problems.**

If you are applying for a school place in the normal year of entry please read the 'Admissions to Schools in Suffolk 2018/2019' guide for information on how and when to apply for a school place. The normal years of entry for schools are shown below:

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

If you are not moving house but want your child to go to another school we strongly recommend that you give this very serious thought as it might not be in your child's best interests. We urge you to first discuss this with the headteacher of your child's current school and to make any such change at the beginning of a school year or term so that the disruption to your child's education is minimal.

There are two Directories of Schools in Suffolk where you can find out more information about

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

**All of the information about applying for a school place can be found online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions), including Frequently Asked Questions (FAQs).**

## Or you can contact the Admissions Team:

By phone: 0345 600 0981 (local rate)  
By email: [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)  
By post: The Admissions Team,  
Endeavour House, 8 Russell Road,  
Ipswich, Suffolk, IP1 2BX

For more information and to keep up to date with school admissions:



Like us on Facebook: [www.facebook.com/SuffolkCountyCouncil/](https://www.facebook.com/SuffolkCountyCouncil/)



Follow us on Twitter: [twitter.com/suffolkcc](https://twitter.com/suffolkcc)

# Your guide to applying for a school place



We understand that moving from one school to another can be an uncertain time for you and your family. This guide is aimed at supporting you through the process and to make sure it is fair and transparent for all.

In Suffolk, how and where to make an application for an in-year school place depends on which school(s) you wish to apply for.

Suffolk County Council co-ordinates the offer of school places to all community and voluntary controlled schools in Suffolk. The co-ordinated admissions scheme is set out in full on our website at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You can also request a paper copy by contacting us on 0345 600 0981 (local rate). This document provides the detailed admission arrangements for Suffolk and is in place to make sure all applications are handled fairly, consistently and efficiently.

However, for in-year applications for voluntary aided, foundation, free schools and academies you will need to apply to these schools directly. In these cases, the school's governing body or academy trust will process your application and write to you with the outcome.

**You can apply for an in-year school place even if you think that the year group you wish to apply for is full. You will have the right to appeal should your application be refused.**

This guide explains:

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

Please read the information in this guide carefully and contact us if you need any additional help.

You can also keep up to date and find other useful information available on our website [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

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

# Key information about schools



The different types of schools in Suffolk (maintained, academies and free schools) and information about where to send your application are shown below:

School type	Where to send your in-year application
<p><b>Maintained schools</b> A maintained school is a state school funded by central government through the local authority and does not charge fees. These include community, voluntary controlled, voluntary aided and foundation schools.</p> <ul style="list-style-type: none"> <li> <p><b>Community and Voluntary Controlled (VC) schools</b> We are the admissions authority for these schools and we are responsible for setting the admissions arrangements and allocating places in accordance with Suffolk County Council's published oversubscription criteria.</p> </li> <li> <p><b>Voluntary Aided (VA) and foundation schools</b> These schools are run by the school governors so the school's governing body is the admissions authority. They are responsible for setting the admissions arrangements and allocating places in accordance with their published oversubscription criteria.</p> </li> </ul>	<p>Suffolk County Council</p> <p>School</p>
<p><b>Academies and free schools</b> Academies and free schools receive their funding directly from central government and are outside of Suffolk County Council's control. These schools are run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements and allocating places in accordance with the published oversubscription criteria. Some schools will become academies during the school year.</p>	<p>School</p>

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

We refer to voluntary aided, foundation, free schools and academies as 'own admission authority' schools, as the governing body or academy trust is the admission authority. An up-to-date list of these schools can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting the Admissions Team on 0345 600 0981 (local rate).

# Key information about schools



## School organisation in Suffolk

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

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

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

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

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

Please think about the following advice when you are deciding which schools you would like to apply for:

- Find out which school is your child's catchment area school and where the other local schools are. Be aware that a place at any school, **including your catchment area school, cannot be guaranteed.**
- Read and understand the oversubscription criteria for each school you are interested in as they may be different from one another.
- Check with us or the school on the availability of places for your child's year group. **Be aware that even if the school is full, you are still able to apply for a place.**
- Consider how you will get your child to school. You are responsible for ensuring they attend school and this includes getting them there on time. However, in some cases we will help with your child's home to school travel. Further information is in the section 'School Travel Policy'.
- Do not make your decision based on other peoples' opinions or experiences. Every situation is different and things change all the time.
- Find out the type(s) of school(s) you are interested in so you know how to apply and where to send your application.

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

If you live near the border with Cambridgeshire, Essex or Norfolk you may wish to apply for schools in these local authorities. The contact details for these authorities can be found in the 'Useful contacts' section. Please visit their websites for details about the schools in their areas and how to apply.

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

- Check the catchment area lists for Suffolk at [www.suffolk.gov.uk/school-catchment-areas](http://www.suffolk.gov.uk/school-catchment-areas) or view the catchment area maps online at [www.suffolk.gov.uk/schools](http://www.suffolk.gov.uk/schools). If you would like a paper copy of a catchment list or map please contact us on 0345 600 0981 (local rate).
- Look at the relevant Directory of Schools in Suffolk. There are two Directories, one for primary (including infant, junior and middle) schools and one for secondary (including high and upper) schools. Each Directory includes:
  - Contact details for each school;
  - The oversubscription criteria used to rank applications.
- Both directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or you can request a paper copy by contacting us on 0345 600 0981 (local rate).
- Visit the national website [www.gov.uk/find-school-in-england](http://www.gov.uk/find-school-in-england).
- Visit the schools.
- Look on the school's website and read their prospectus.
- Visit [www.education.gov.uk](http://www.education.gov.uk) to look at the performance data for schools.

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

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

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



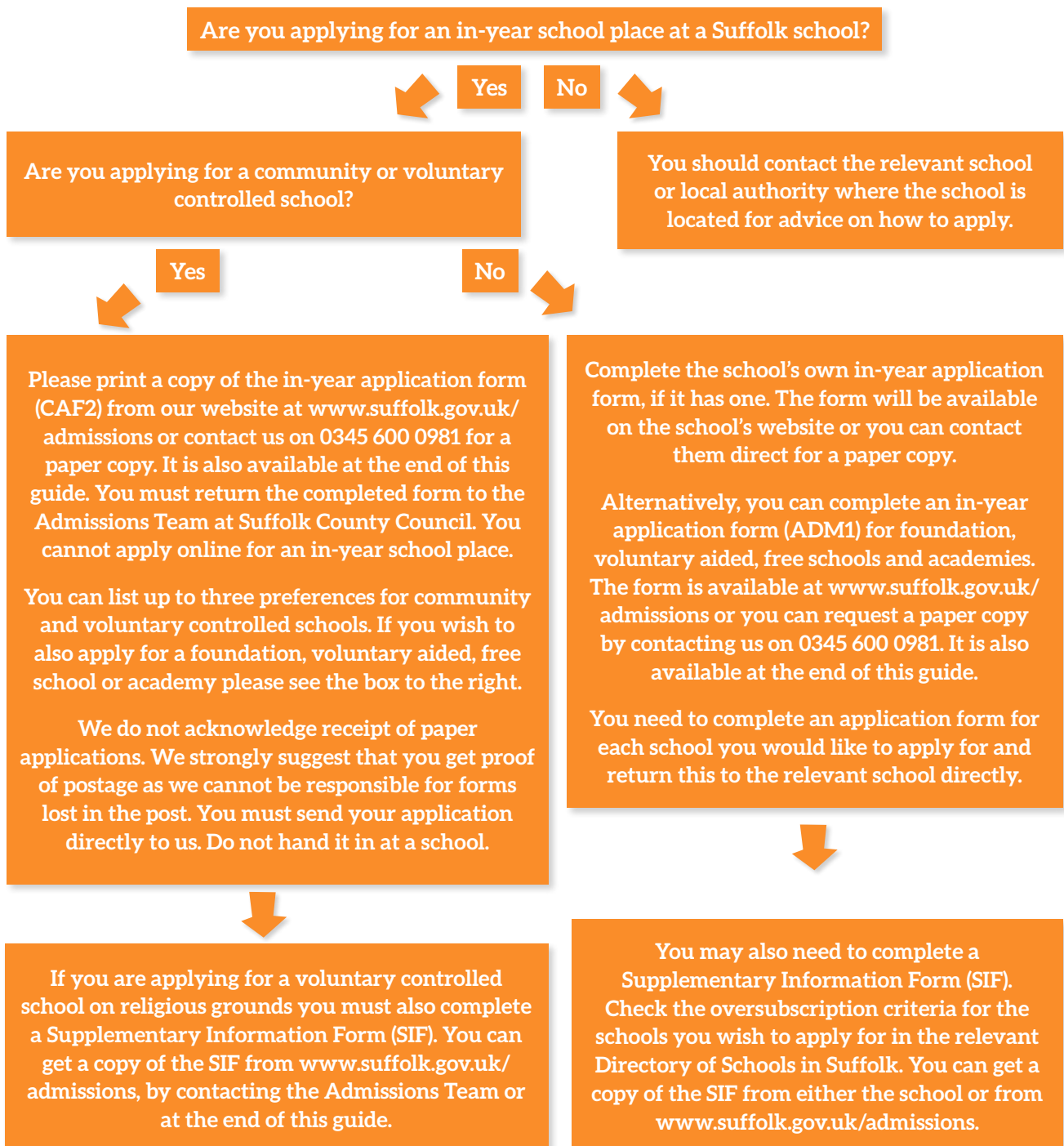
# How to make an application



You can apply for an in-year school place even if you think that the year group you wish to apply for is full. You will have the right to appeal should your application be refused.

For community and voluntary controlled schools, 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.

If you are applying for a foundation, voluntary aided, free school or academy, you should contact the school or refer to the school's own website to find out when your application will be considered. An up-to-date list of these schools can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting the Admissions Team on 0345 600 0981 (local rate).



# How to make an application



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

## Supplementary Information Form (SIF)

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

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

## Supporting evidence

If you want to provide any extra information with your application please include your child's name, date of birth, and the school it relates to on any additional paperwork. Sometimes we need evidence to support your application. This could include:

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

Any extra information will need to be either emailed or posted to the Admissions Team for community and voluntary controlled schools. For foundation, voluntary aided, free schools and academies the information will need to be sent straight to the relevant school.

If you send your information through the post, we strongly suggest you get proof of posting as we cannot be responsible for information lost in the post.

## Twins, triplets or multiple birth children

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

# Additional information for applying for a school place

## Cross-county applications

If you live in one of the neighbouring counties and you wish to apply for an in-year place at a Suffolk school, please follow the steps on page 9.

If you live in Suffolk and wish to apply for an in-year place at a school in one of the neighbouring counties, please contact the relevant school or local authority where the school is located for advice on how to apply.

## Moving house – community and voluntary controlled schools

If you want to use your new address as your child's 'ordinarily resident' address for your application you must send us written evidence that you are legally committed to the move with your application form. The evidence must be one of the following:

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

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

If you apply for a place at a school using your current address and there is a place available, your child will be offered a place. If there are no places available the application will be refused and the right of appeal given. We will be unable to offer a next nearest suitable school until we have written evidence that you are legally committed to the move. If there are more applications than places available then we will use the Suffolk County Council oversubscription criteria to see who can and cannot be offered a place. We will use your current address until you can provide written evidence of your future address.

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

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

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

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

## Moving house – foundation, voluntary aided, free schools and academies

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.

# Additional information for applying for a school place

## Children of UK Service Personnel (UK Armed Forces) and Crown Servants – community and voluntary controlled schools

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

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

## Children of UK Service Personnel (UK Armed Forces) and Crown Servants – foundation, voluntary aided, free schools and academies

Please check the school's individual policy for information regarding UK Service Personnel (UK Armed Forces) and Crown Servants for when you can apply.

## Applications from other countries – community and voluntary controlled schools

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

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

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

You must submit your evidence at the same time as submitting your application.

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

## Applications from other countries – foundation, voluntary aided, free schools and academies

Please check the school's individual policy for when you can apply if your child is not living in the UK.

# Additional information for applying for a school place

## Children living at more than one address – community and voluntary controlled schools

If your child lives at more than one address, maybe due to a separation, the address you must use for your application is the address that your child lives at (this means where they sleep) for most of the week (excluding weekends and school holidays). If they live at two addresses equally we will need you to send us evidence of your child's main address to support your application. You must also send evidence in writing that all parents/carers agree which address should be used for the application ('ordinarily resident' address, see page 18).

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

## Children living at more than one address – foundation, voluntary aided, free schools and academies

Please check the school's individual policy if your child is living at more than one address.

## Fraudulent applications – community and voluntary controlled schools

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

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

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

## Fraudulent applications – foundation, voluntary aided, free schools and academies

Please check the school's individual policy regarding fraudulent applications.

## Children out of year group – community and voluntary controlled schools

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).

You can make a request in writing for a delayed or accelerated in-year school place to the Admissions Team. This will need to include, where relevant, any supporting evidence. An application for your child's normal year group should be made at the same time.

# Additional information for applying for a school place

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

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

## Children out of year group – foundation, voluntary aided, free schools and academies

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

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

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

# How places are offered

Each school offers a set number of places in any one year. This number is known as the Published Admission Number (PAN). Although the PAN applies to the year of entry, this number would normally be applied across all year groups in the school. However, sometimes there are situations when this is not possible. If the number of applicants is less than the number of places available all applicants will normally be admitted.

Please be aware when you are making an in-year application that there may be limited places available at some schools.

## The process for offering places is:

Applications to Suffolk County Council for community and voluntary controlled schools	Applications to foundation, voluntary aided, free schools and academies
<p>When your application is processed the Admissions Team will check with the school to see if there is a place available in the year group you have applied for.</p>	<p>When your application is processed the school will check to see if there is a place available in the year group you have applied for.</p>
<p>If there is a place in the year group you have applied for your child will normally be offered a place.</p>	
<p>If there are more applications than places available in the year group then Suffolk County Council's oversubscription criteria will be used to decide which applicant will be offered a place. This is shown on page 16.</p> <p>The Admissions Team will rank the applications in the order of the oversubscription criteria and the place will be offered to the applicant(s) ranked highest on the list.</p>	<p>If there are more applications than places available in the year group then the school's oversubscription criteria will be used to decide which applicant will be offered a place. You can find the oversubscription criteria for all schools in the relevant Directory of Schools in Suffolk or online at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p> <p>The school's Admissions Committee will rank the applications in the order of the school's oversubscription criteria and the place will be offered to the applicant(s) ranked highest on the list.</p>
<p>The Admissions Team will write to you with the outcome of your application. <b>They cannot give this information over the phone.</b></p> <p>If your application is unsuccessful then the letter will inform you of your legal right to appeal.</p> <p>Suffolk County Council does not hold waiting lists for in-year applicants.</p> <p>The Admissions Team aims to process your application within 10 school days of receiving it. It may take slightly longer to process the application at busy times.</p>	<p>The school will write to you with the outcome of your application.</p> <p>If your application is unsuccessful then the letter must inform you of your legal right to appeal.</p> <p>Some schools hold waiting lists throughout the year for all year groups. This information is available from the schools directly.</p> <p>The school will let the Admissions Team at Suffolk County Council know the outcome of your application. The school should routinely provide the Admissions Team with a summary form of starters and leavers which the Admissions Team will use to keep up to date information about the availability of school places in Suffolk.</p>

# How places are offered

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

If a school receives more applications than it has places available ('oversubscribed') then the school's published oversubscription criteria are used to decide which applicants will be offered a place. Your child will be offered a school place at the highest ranked school where possible.

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

## Suffolk County Council's admissions oversubscription criteria for community and voluntary controlled schools

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

### **Children who have an Education, Health and Care (EHC) plan which names the school must by law be offered a place at that school.**

The following admissions oversubscription criteria show the order of priority for places at community and voluntary controlled schools and at those foundation, voluntary aided schools, and academies where they have agreed to operate the same policy as Suffolk County Council. These are identified in the relevant Directory of Schools in Suffolk.

These criteria may also be used to allocate places at schools that were community or voluntary controlled schools when their admissions arrangements were determined for 2018, but have since converted to academy status.

For in-year applications, these criteria will be applied according to the circumstances existing at the time of application.

1

Children in care (looked after children) and children who were 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).

2

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

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

- Maidstone Infant and Causton Junior Schools, Felixstowe;
- Fairfield Infant and Colneis Junior Schools, Felixstowe;
- Springfield Infant and Springfield Junior Schools, Ipswich;

continued on next page



# How places are offered

- Castle Hill Infant and Castle Hill Junior Schools, Ipswich;
- Ravensmere Infant and The Albert Pye CP Schools, Beccles.

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

3

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

Places will be allocated in the following priority order:

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

4

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

## Notes to Suffolk County Council's admissions oversubscription criteria

### 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).

### Children previously in care (previously looked after children)

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 Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section

# How places are offered

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.

## Religious grounds criterion

The website used to confirm membership of the Church of England is [www.churchofengland.org](http://www.churchofengland.org). For families moving to Suffolk from other countries, the website to confirm membership of churches within the Worldwide Anglican Community is [www.anglicancommunion.org](http://www.anglicancommunion.org).

## Distance tie-breaker

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

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

## Twins, triplets and other multiple births

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

## Ordinarily resident

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school; we consider these to be fraudulent applications. 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.

# Offer of a school place

If your application is successful, you should be aware that a place may not be available at the school for any other siblings or a younger sibling in the future.

## Community and voluntary controlled schools

If your child does not have a local school place and you make an application just before or during a school holiday we cannot guarantee that your child will be able to start at their new school immediately after the holiday.

If your child already has a place in a local mainstream school, we will normally offer a place from the beginning of the next half term. However, the school may agree to admit your child before this date. If your application is made during a school holiday we will offer a school place to begin after the following half term unless there are exceptional circumstances. This helps the school to plan a smooth transition for your child. They will need to attend their current school until they take up the place at the school which has been offered.

Once a place has been made available for your child they must take up that place by the date given in your offer letter. The school will put your child on roll by this date. If your child does not take up the place it will be withdrawn and may be reallocated.

## Foundation, voluntary aided, free schools and academies

The school will write to you and let you know the date your child can take up their place. If they do not take up their place by the date given in the offer letter it may be withdrawn and reallocated.



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

## Community and voluntary controlled schools

If your child cannot be offered a place at any of your preferred schools, and your child has a local school place, then their place at their current school will remain.

If your child's address has changed within Suffolk or they are moving into the county and we have received evidence of the new address, then we will offer your child a place at their catchment area school (if you have not already applied for this school and if there is still a place available) or at the next nearest suitable school which has a place available. This will take into consideration the availability and cost of home to school travel.

If a place becomes available in a year group that has been full we will consider all new applications, any that have been refused in the last 15 school days and any applicants for whom an appeal has been lodged and is still to be heard. If there are more applications than places available the place will be allocated to the applicant with the highest priority, in line with the oversubscription criteria.

If you have been refused a place you will also be given the right of appeal (please see 'The appeals process for Suffolk schools' section).

## Foundation, voluntary aided, free schools and academies

If the school has had to refuse your application, they will let you know how to appeal the decision (see 'The appeals process for Suffolk schools' section for more information). The school will advise you if they hold a waiting list and will explain what you need to do to have your child's name added to it. Please check the school's admissions policy or contact the school for information about their process if a place becomes available in a year group that has been full.

If your child does not have a local school place and your application is refused you should contact the Admissions Team at Suffolk County Council on 0345 600 0981 for further information.

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

If your application for a community or voluntary controlled school has been refused we will not process another application for the same school in the same school year, unless there has been a significant change in circumstances for the child or school.

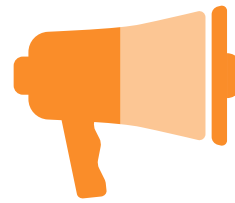
This might be a house move or a place becoming available at a school. If circumstances have not changed you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

Some foundation, voluntary aided, free schools and academies may have different arrangements. You should contact them directly for more information about when they will consider a further application.

## Waiting lists

Suffolk County Council does not hold waiting lists for in-year applications to community and voluntary controlled schools. Some foundation, voluntary aided, free schools and academies do hold waiting lists throughout the year for all year groups. This information is available from the schools directly.

# The appeals process for Suffolk schools



Please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for information about the appeals process and to download an appeal application form and guidance notes.

If your application is refused for an in-year admission and it is submitted on or after the first day of the Autumn term, your appeal will be heard within 30 school days of the appeal form being received by the Education Appeals Office (see the 'Useful contacts' section).

## The appeal hearing

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

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

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

## Infant class size appeals

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

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

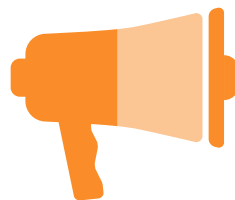
There are very limited grounds for success for infant class size appeals. The panel can only offer a place where it is satisfied that:

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

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

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

# The appeals process for Suffolk schools



## Future infant class size appeals

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

## Children who have been permanently excluded from two schools

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

## Children with an Education, Health and Care (EHC) plan

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



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

### Three and four year olds

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

- Children born between 1 April and 31 August 2015 can start their early learning at the beginning of the Autumn term 2018 (September).
- Children born between 1 September and 31 December 2015 can start their early learning at the beginning of the Spring term 2019 (January).
- Children born between 1 January and 31 March 2016 can start their early learning at the beginning of the Summer term 2019 (April).

Some three and four year olds in Suffolk can get 30 hours of free early learning and childcare each week. The new entitlement to an additional 15 hours free childcare (570 hours a year) has been introduced by the government from September 2017 to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours.

If eligible, you are entitled to an extra 570 hours of free childcare a year to use flexibly, so 1140 hours in total. You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you are unable to work because you are disabled or have caring responsibilities, you could still be eligible. You cannot get 30 hours free childcare if either you, or your partner, expect to earn £100,000 or more.

You will find more information about this at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

### Two year olds

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

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

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

Your child can also get free early learning at many state schools. Please look at the school's website or contact the schools direct for further information. You will need to ask the school or setting what age of children they take (two, three or four year olds) and what hours they offer each day as some are able to be more flexible than others.



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

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

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

## When does free early learning and childcare stop?

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

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

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

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

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

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

Please note that a place in a school nursery class does not guarantee a place in the Reception Year of that school. You must make a separate application by the closing date. Further information can be found in the 'Admissions to Schools in Suffolk 2018/2019' guide available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or you can request a paper copy by contacting us on 0345 600 0981 (local rate).



# Children with Special Educational Needs (SEN)

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

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

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

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

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

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

# Children with Special Educational Needs (SEN)

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

### Community and voluntary controlled schools

If your child's needs can be met in a mainstream school, you should complete an in-year application form (CAF2) and return it to the Admissions Team at Suffolk County Council.

### Foundation, voluntary aided, free schools and academies

If your child's needs can be met in a mainstream school, you should complete the school's own in-year application form, if it has one. Alternatively, you can complete an in-year application form (ADM1) for a foundation, voluntary aided, free school or academy. You must return the form directly to the school you are applying for.

You may also need to complete a Supplementary Information Form (SIF). Check the oversubscription criteria for the school you wish to apply for in the relevant Directory of Schools in Suffolk.

If you would like to discuss your child's options please speak to the Special Educational Needs Co-ordinator (SENCo) at your child's current school. You can also contact the Suffolk Families Information Service (FIS) or the SENDIASS team for more information (see the 'Useful contacts' section for details).

## Education, Health and Care (EHC) plan

If your child is having difficulties with their work at school, then the Special Educational Needs Co-ordinator (SENCo) may suggest they should be referred for an EHC Needs Assessment. Suffolk County Council will then use the assessment to decide whether an EHC plan is required. An EHC plan will look at all the needs your child has across their education, health and care. EHC plans put children and their families at the very centre of the assessment and planning process. You and your child will be fully involved in decisions about what they can achieve and what they need now and in the future.

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

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

## SEN provision in Suffolk

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

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

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

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

# Children with Special Educational Needs (SEN)

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

## Special schools

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

## Specialist units

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

Most children who go to a special school or specialist unit will have an EHC plan.

## Specialist support centres

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

## Independent, non-maintained special schools

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

## Education Other Than At School (EOTAS)

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

## Suffolk's local offer

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

# School Travel Policy



Please note that the current School Travel Policy is available at [www.suffolkonboard.com](http://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.**

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

When you are thinking about your school preferences you should consider how you will get your child to school on time. In Suffolk 88% of families arrange school travel themselves. You are responsible for ensuring they attend school and this includes getting them there. However, in some cases we will help with your child's home to school travel.

If your child is eligible for free home to school travel you should contact the Suffolk Passenger Transport Team online at [www.suffolkonboard.com](http://www.suffolkonboard.com). If you then need further assistance please telephone 0345 606 6173, or write to them at Endeavour House, 8 Russell Road, Ipswich, IP1 2BX. If they are not eligible you will be responsible for ensuring they can travel to school, travelling with them as necessary and paying for any travel costs.

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

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

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

## Free home to school travel eligibility

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

# School Travel Policy



**The current School Travel Policy is being reviewed – please see note on page 28.**

<p><b>Statutory walking distance</b></p>	<p>All children aged between 5 and 16*, Reception Year to Year 11, qualify for free home to school travel if they attend their nearest suitable school with places available and live at least:</p> <ul style="list-style-type: none"> <li>• Two miles from the school if they are aged under 8.</li> <li>• Three miles from the school if they are aged 8 or older.</li> </ul> <p>*ages are taken at 1 September each school year. If your child receives free home to school travel and is under eight years of age and lives more than two miles but less than three miles from the school allocated, travel arrangements will finish at the end of the school year following their eighth birthday.</p> <p>We will support travel for four year olds who have a full-time place in the Reception Year class when their fifth birthday falls during the school year.</p> <p>The way we measure distances for home to school travel is different to the method used for admissions. We measure distances by the shortest route along which a child may walk, accompanied as necessary.</p>
<p><b>Transport Priority Area (TPA)</b></p>	<p>In addition, we will provide free home to school travel if your child lives within the designated TPA of the school they will attend and they meet the statutory walking distance criteria shown above. Every school has a TPA. The TPA may be the same as the catchment area for the school but for some schools it may be different.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p> <p>If one of your school preferences is a free school then you should be aware that the travel entitlement for each free school is different.</p> <p><b>Beccles Free School and Sir John Leman High School</b></p> <p>We will provide free home to school travel if your child is eligible to either Beccles Free School or Sir John Leman High School for pupils living in the Sir John Leman High School catchment area.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p> <p><b>IES Breckland and Mildenhall College Academy</b></p> <p>TPAs for IES Breckland and Mildenhall College Academy are based on the nearest school to the home address, following primary school catchment boundaries. In addition, families living in the Lakenheath Community Primary School catchment area are entitled to free home to school travel to both IES Breckland and Mildenhall College Academy.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p> <p><b>Ixworth Free School and Thurston Community College</b></p> <p>We will provide free home to school travel if your child is eligible to Ixworth Free School when it is the nearest suitable school to their home address. This will not affect free travel to Thurston Community College for pupils living in its catchment area.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p>

table continued on next page

# School Travel Policy



The current School Travel Policy is being reviewed – please see note on page 28.

<p><b>Transport Priority Area (TPA)</b> <i>continued</i></p>	<p><b>Saxmundham Free School and Alde Valley Academy</b></p> <p>We will provide free home to school travel if your child is eligible to Saxmundham Free School when it is the nearest suitable school to their home address. This will not affect free travel to Alde Valley Academy for pupils living in its catchment area.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p> <p><b>Stour Valley Community School, Samuel Ward Academy and Ormiston Sudbury Academy</b></p> <p>TPAs are based on the nearest school to Stour Valley Community School, Samuel Ward Academy and Ormiston Sudbury Academy, following primary school catchment boundaries.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p> <p>The TPA maps for all the free schools in Suffolk are available online at <a href="http://www.suffolkonboard.com">www.suffolkonboard.com</a>.</p>
<p><b>You can make an application to any school, but your child will only have one nearest suitable school and one TPA school for home to school travel. In some cases the nearest suitable and TPA school will be the same.</b></p>	
<p><b>Next nearest suitable school</b></p>	<p>If we have not been able to meet any of your school preferences and have offered your child a place at the next nearest suitable school with places available which is over the statutory walking distance, we will offer them free home to school travel.</p> <p>The current School Travel Policy is being reviewed – please see note on page 28.</p>
<p><b>Income</b></p>	<p>Your child will be entitled to free home to school travel if you are on low income and receive the maximum Working Tax Credit or if they are entitled to free school meals. If this applies, then they will get free travel if they are either:</p> <ul style="list-style-type: none"> <li>• Aged 8 to 11 and the school is over two miles and under three miles (attending the catchment area, nearest, or designated school for your address).</li> <li>• Aged 11 to 16 and the school is two to six miles away (when attending one of the three nearest schools to your address**).</li> <li>• Aged 11 to 16 attending the nearest school preferred on grounds of religion and belief and living two to fifteen miles away.</li> </ul> <p>**we measure distances by the shortest route along which a child may walk accompanied as necessary, from the point where the child’s home joins the public highway to the nearest entrance to the school. Once two miles is reached, we measure via road routes to check that the distance is not more than six miles.</p>

table continued on next page

# School Travel Policy



<b>Special Educational Needs (SEN)/ Disability and mobility difficulties</b>	<p>Home to school travel for children with special educational needs and disabilities or mobility difficulties is assessed against our normal home to school travel policy, except where a child has an Education, Health and Care (EHC) plan that states travel arrangements should be provided.</p> <p>In some very exceptional cases we will provide passenger assistants to travel with a child but this will be agreed on an individual basis.</p> <p>If your child does not have an EHC plan but has special educational needs and/or mobility difficulties (including temporary medical conditions) then we will assess their entitlement on a case by case basis (see the right of challenge section on the next page).</p>
<b>Safety</b>	<p>If your child attends their nearest suitable or TPA school and does not meet the statutory walking distance but you consider the route from home to the school is unsafe for them to walk, accompanied as necessary, with reasonable safety then you can appeal this decision to become eligible for free home to school travel (see the right of challenge section on the next page).</p>
<b>Exceptions</b>	<p>If you feel you or your child have exceptional circumstances that require your child to have help with home to school travel you can request your case to be considered for review (see right of challenge section on the next page).</p>

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

## Spare seats

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

The charges for a spare seat are as follows for 2018/2019:

- Under 3 miles: £220 per term
- Over 3 miles: £240 per term

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

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

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



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

The current School Travel Policy is being reviewed – please see note on page 28.

## Right of challenge

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

You may challenge a home to school travel decision for the following reasons:

- The travel arrangements offered.
- Your child's eligibility.
- You disagree with the distance measurement in relation to statutory walking distances.
- Safety of the route.
- Consideration of exceptional circumstances.

Further information on the right of challenge process is available online at [www.suffolkonboard.com/rightofchallenge](http://www.suffolkonboard.com/rightofchallenge).

## Roman Catholic travel

Children starting at Roman Catholic schools are not entitled to free travel unless it is the nearest suitable school. There may be exceptions to this if your family has a low income, please see the eligibility table on page 30.

## Sustainable modes of travel

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

- Walk, use a bicycle or scooter to school or college ([www.walkit.com](http://www.walkit.com)).
- Access public transport or Connecting Communities (using the Endeavour Card).
- Use a motorcycle or moped.
- Car share.
- Make other arrangements – for example park and stride.

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

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



# Other useful information



## Term dates

The school term dates for all Suffolk County Council's schools for 2018/2019 are:

	Term Begins	Term Ends	Half Term	
			From	To
<b>Autumn Term 2018</b>	Wednesday 5 September 2018*	Wednesday 19 December 2018	Monday 22 October 2018	Friday 26 October 2018
<b>Christmas Holidays:</b> Thursday 20 December 2018 to Tuesday 1 January 2019				
<b>Spring Term 2019</b>	Wednesday 2 January 2019*	Friday 5 April 2019	Monday 18 February 2019	Friday 22 February 2019
<b>Easter Holidays:</b> Monday 8 April 2019 to Monday 22 April 2019 (includes Bank Holidays)				
<b>Summer Term 2019</b>	Tuesday 23 April 2019	Wednesday 24 July 2019	Monday 27 May 2019 (May Bank Holiday)	Friday 31 May 2019

\* Recommended Professional Development (PD) days

The total number of days for the school year is 195. All schools set five teacher training days called PD days. Two of these PD days are recommended by Suffolk County Council at the start of the Autumn (September – 1 day) and Spring (January – 1 day) terms. The remaining three PD days are set by the schools in agreement with other schools in their pyramid. You can get the extra dates from your school.

There are 190 actual teaching days in the school year.

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

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

## Choices for 16 to 19 year olds in Suffolk

Further information for young people in Suffolk is available in the 'Admissions to Schools in Suffolk 2018/2019' guide which is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You can also request a paper copy by contacting us on 0345 600 0981 (local rate).

Information about Post-16 Travel is available online at [www.suffolkonboard.com](http://www.suffolkonboard.com).



## Charging and remissions policy

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

## Help with school expenses for families on low income

If you receive certain benefits your child may be entitled to a free school meal at lunchtime.

Children who are entitled to free school meals may also receive:

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

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

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

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

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

To check if you are eligible please call us on:

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

If your child is eligible, you can apply online at [www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals). If your child is about to start school full-time and you already have an older child receiving a free school meal, you do not need to fill in a new application form. Just contact us on the relevant telephone number above before your younger child starts school full-time.



## Fair Access Protocol (FAP)

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

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

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

## Children in care (looked after children) and children who were previously in care

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

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

## Private fostering

You may be private fostering if:

- You are caring for someone else's child for more than 28 days.
- You do not have parental responsibility for the child.
- You are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership).

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

## Gypsy, Roma and Traveller children

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

# Useful contacts



## Admissions Team

The Admissions Team are able to help you with queries about the admissions process.

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

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

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

## Advisory Centre for Education (ACE)

A voluntary organisation which offers support with education issues. Normal opening hours are Monday to Wednesday from 10.00am to 1.00pm, term time only.

**Phone:** 0300 0115 142

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

## Consortium of Selective Schools in Essex (CSSE)

Opening hours: Monday to Friday from 9.00am to 3.30pm, term time only.

**Phone:** 01245 348257

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

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

## Department for Education

The government department responsible for education and children's services in England. Normal opening hours are Monday to Friday from 9.00am to 5.00pm.

**Phone:** 0370 000 2288

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

## Education Appeals Office

Who to contact if you've been refused a place for your child at your preferred school in Suffolk; and about the Permanent Exclusion Reviews.

**Phone:** 01473 264219 or 01473 264218

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

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

# Useful contacts



## Neighbouring local authorities

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

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

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

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

## Passenger Transport

For all queries about home to school travel.

**Phone:** 0345 606 6173

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

## Schools Finder

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

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

# Useful contacts



## Suffolk Families Information Service (FIS)

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

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

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

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

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

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

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

**Phone:** 01473 265210

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

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





## **ADM1**

The in-year application form for foundation, voluntary aided, free schools and academies. However, the school may have its own application form.

## **Admissions Authority**

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

## **CAF2**

The in-year application form for community and voluntary controlled schools.

## **Catchment area**

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

## **Co-ordinated admissions**

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

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

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

## **Infant class size legislation**

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

## **Nearest suitable school**

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

## **Normal admissions round**

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

## **Normal year of entry**

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

## **Ordinarily resident**

This refers to the place where your child usually lives. We consider this to be where they sleep overnight.

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

**Out-catchment school**

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

**Oversubscribed**

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

**Oversubscription criteria**

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

**Own Admission Authority (OAA) schools**

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

**Published Admission Number (PAN)**

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

**Preference**

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

**Prospectus**

The information guide published by the school.

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

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

**Supplementary Information Form (SIF)**

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

**Transport Priority Area (TPA)**

Every school has a TPA that is used to decide if a child is entitled to free home to school travel. The TPA may be the same as the catchment area or, if there is a free school in the area, it may be different. Please note that the current School Travel Policy is available at [www.suffolkonboard.com](http://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.





A series of horizontal orange lines spanning the width of the page, providing a template for handwritten notes.





---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Your 5 step guide to making an in-year application for a voluntary controlled or community school (CAF2) for the 2018/2019 school year

<b>Step 1</b>	<b>Think about why you are applying to change schools</b>
	<p>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.</p>
<b>Step 2</b>	<b>Find out more about the community and/or voluntary controlled school(s) you wish to apply for</b>
	<p>Visit the school(s).          Look at their prospectus or website, if they have one.          Look at the admission oversubscription criteria which is available 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 School Travel Policy section of the In-Year Admissions to Schools in Suffolk 2018/2019 guide 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 (local rate). The current School Travel Policy is available at <a href="http://www.suffolkonboard.com">www.suffolkonboard.com</a>.</p>
<b>Step 4</b>	<b>Check the availability of school places</b>
	<p>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.</p> <p>Please note that your child is not guaranteed a place at any preferred school and we cannot hold or reserve places.</p>
<b>Step 5</b>	<b>Complete the paper application form (CAF2)</b>
	<p>Complete and return the CAF2 application form to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.</p> <p>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 <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p>

For further information please read the In-Year Admissions to Schools in Suffolk 2018/2019 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 2018/2019 for Community and Voluntary Controlled Schools 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 community or voluntary controlled school.

**If you wish to apply for a school that is a voluntary aided, foundation, 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 In-Year Admissions to Schools in Suffolk 2018/2019 guide, the relevant Directory of Schools in Suffolk and the following notes before completing your application form.**

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 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 2 – 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. 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 and if the school is oversubscribed evidence of a future address will also be required. **Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted.** Please contact the Admissions Team on 0345 600 0981 for further details.

### **Note 3 – Private fostering**

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

#### **Note 4 – School Travel Policy**

Please note that the current School Travel Policy is available at [www.suffolkonboard.com](http://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](http://www.suffolkonboard.com/home-to-school-transport) to find out if your child is entitled to free travel.

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

#### **Note 5 – Siblings**

It is important that you provide this information because it can affect your child's priority or offer of a school place. 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 6 – Reasons for preferences**

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 7 – Voluntary controlled schools**

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

# CAF2 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 an Education, Health and Care (EHC) plan.
- Attached evidence if you have ticked the box to say your child was previously in care.
- Clearly written your child's current address (please refer to the In-Year Admissions to Schools in Suffolk 2018/2019 guide for information on a child's 'ordinarily resident' address and fraudulent applications at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)).
- Attached evidence of any future address that you would like to be used to allocate a school place (please refer to the In-Year Admissions to Schools in Suffolk 2018/2019 guide for information on 'moving house' and 'cross-county applications').
- Attached evidence of your child's living arrangements if they live at two addresses (please refer to the In-Year Admissions to Schools in Suffolk 2018/2019 guide for information on 'moving house' and 'cross-county applications').
- 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 voluntary controlled and/or community 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 may affect the offer of a school place.
- Attached the Supplementary Information Form (SIF) with your application if you have ticked the box to say you are applying for a Church of England voluntary controlled school for religious reasons.
- Signed and dated the application form.
- Requested proof of postage when sending your application to the Admissions Team.



# In-year application form 2018/2019 for Community and Voluntary Controlled Schools

We strongly recommend that you read the In-Year Admissions to Schools in Suffolk 2018/2019 guide, 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"/> Female: <input type="checkbox"/>	Does your child have an Education, Health and Care (EHC) plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child in care (looked after child): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Was your child previously in care? (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 or previously attended school or education provision:		
Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see <b>Note 3</b> ) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Other details		
<b>If you are moving house, please fill in these boxes (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"/>		
<b>When would you like your child to start at your preferred school:</b>		
<b>Admissions Team use only</b> Catchment Area School/Transport Priority Area:	Date application received:	

**We cannot guarantee your child a place at any school including their catchment area school**

**First preference (we recommend you apply for more than one school – see Note 4)**

Please write the name of your first preference school in this box:	Do any of your other children attend this school or the associated infant / junior school? (see <b>Note 5</b> ) Child's name ..... Date of birth .....
--	--

Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

**Second preference**

Please write the name of your second preference school in this box:	Do any of your other children attend this school or the associated infant / junior school? (see <b>Note 5</b> ) Child's name ..... Date of birth .....
---	--

Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

**Third preference**

Please write the name of your third preference school in this box:	Do any of your other children attend this school or the associated infant / junior school? (see <b>Note 5</b> ) Child's name ..... Date of birth .....
--	--

Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

**Please complete this section where relevant:**

If your application for a place at a voluntary controlled school is based on religious grounds, please see **Note 7** and tick this box if you have attached a Supplementary Information Form (SIF):

**How we will use your information:**

We will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services. We will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. We may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

**Parental declaration (MUST be completed):**

I confirm that I have read the In-Year Admissions to Schools in Suffolk 2018/2019 guide, the relevant Directory of Schools and the guidance notes attached to this application form. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and I have parental responsibility.

**Parent / Carer's signature:**

**Date:**

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

All applications for community or voluntary controlled schools **must** be sent to the Admissions Team.  
**Do not return this application form to a school.**  
**Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.**  
**Telephone: 0345 600 0981. Email: admissions@suffolk.gov.uk**

# **Supplementary Information Form (SIF) 2018/2019: To support applications to Church of England Voluntary Controlled Schools in Suffolk**

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

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

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

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

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

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

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

We do not acknowledge receipt of SIF's and strongly suggest that you get proof of postage.

**Please print in capital letters**

**Child's legal last name**

---

**Child's first name**

---

**Child's middle name**

---

**Child's date of birth**

---

**Child's current address**

---

**Telephone numbers for  
parent/carer**

---

**Email address for parent/carer**

---

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

---

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

Yes  No

**Are you and/or your child a practising member of a church within the Worldwide Anglican Communion, which means you and/or your child go to an Anglican church regularly, that is to say at least once a month? (please tick)**

Yes  No

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

---

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

**Name**

**Address**

To be completed by your Priest (If there is currently no Priest available a senior church officer may sign. In this situation please provide a reason why a Priest did not sign).

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

**Signed**

**Dated**

**Reason for Priest not signing, if applicable**

**Name**

**Position**

**Address**

Please return this form to:

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

Telephone: 0345 600 0981. Email: [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

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

**How we will use your information:** We will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services. We will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. We may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

## Your 5 step guide to making an in-year application for a Voluntary Aided, Foundation, Free School or Academy (ADM1) for the 2018/2019 school year

<b>Step 1</b>	<b>Think about why you are applying to change schools</b>
	<p>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.</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).          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 <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 School Travel Policy section of the In-Year Admissions to Schools in Suffolk 2018/2019 guide 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 (local rate). The current School Travel Policy is available at <a href="http://www.suffolkonboard.com">www.suffolkonboard.com</a>.</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.</p> <p>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.</p> <p>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.</p>

For further information please read the In-Year Admissions to Schools in Suffolk 2018/2019 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 2018/2019 for Voluntary Aided, Foundation, Free Schools and Academies Guidance notes

**FORM  
ADM1**

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 2018/2019 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 – 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 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 – School Travel Policy**

Please note that the current School Travel Policy is available at [www.suffolkonboard.com](http://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](http://www.suffolkonboard.com/home-to-school-transport) to find out if your child is entitled to free travel.

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

#### **Note 5 – Siblings**

It is important that you provide this information, because it can affect your child's priority or offer of a school place. You should check the definition of sibling for the 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 (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](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.

#### **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 an Education, Health and Care plan (EHC plan).
- Attached evidence if you have ticked the box to say your child was previously in care.
- 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 2018/2019 for Voluntary Aided, Foundation, Free Schools and Academies

We strongly recommend that you read the In-Year Admissions to Schools in Suffolk 2018/2019 guide, 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"/> Female: <input type="checkbox"/>	Does your child have an Education, Health and Care (EHC) plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child in care (looked after child): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Was your child previously in care? (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 or education provision:		

Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see <b>Note 3</b> ) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Other details	
<b>If you are moving house, please fill in these boxes (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"/>	
<b>School use only</b> Date application received:	

**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> ) Child's name ..... 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 In-Year Admissions to Schools in Suffolk 2018/2019 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> .

# Comments, compliments and complaints



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

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

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

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

**E-mail:** [customerrights@suffolk.gov.uk](mailto:customerrights@suffolk.gov.uk)

**Telephone:** 0345 266 1821

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

## Data Protection

We will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services.

We will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. We may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

**We have been careful to make sure the information within this publication is accurate at the time of printing. However, we cannot rule out the need for changes before the start of the 2018/2019 school year. Any changes will be up-dated at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).**

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

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

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

Portuguese

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

Lithuanian

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

Polish

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

Romanian

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

Bengali

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

Russian

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



Designed and printed by  **vertas** Design & Print  
Phone: 01473 260600