

## Your 5 step guide to making an application for the normal year of entry for the 2024/2025 school year

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### Step 1 – Find out more about the schools you want to apply for

- Visit the school(s) and/or attend their open events, if you can.
  - Look at their prospectus or website.
  - Talk to staff at the school about your child and any concerns you may have.
  - Look at their admissions oversubscription criteria to see how your application would be prioritised (available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)).
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### Step 2 – Think about how you will get your child to school

- a) We will provide Suffolk County Council (SCC) funded school travel to the **Nearest Suitable School** that would have had a place available for your child when they meet the statutory walking distance criteria from their home address. This would be whether or not an application was made for a place at that school. Please see **Note 8** of Guidance Notes in this application form for further information.
  - b) **We will only provide SCC funded school travel to your child's catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**
  - c) It is important that you check which school is your child's nearest suitable school on our [Nearest School Checker](http://nearestschool.suffolk.gov.uk) for the **2024/2025 school year**. You can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your child's postcode into the Checker which can be found at [nearestschool.suffolk.gov.uk](http://nearestschool.suffolk.gov.uk). **We update this each year to include new roads and developments.**
  - d) Your **School Preferences** and the order in which you put them on your admissions application could affect your child's eligibility for SCC funded school travel. Our **School Travel Scenarios** can help you work out when your child might be eligible for SCC funded school travel to their school when the age and distance criteria are met. These can be found in Step 4 of the relevant 'Apply for a school place' page online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).
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### Step 3 – Apply online or by paper by the relevant closing date

- You should apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). The online facility is open from 12 September 2023 until the relevant closing date. You cannot apply online after the closing date. If you cannot apply online, you should complete the paper application (CAF1).
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### Step 4 – Send any evidence by the relevant closing date

- Email or post any evidence to support your application, for example, a future house move, to the Admissions Team to reach us by the relevant closing date below.
  - Send any Supplementary Information Form (SIF) direct to the school for voluntary aided, free schools or academies.
  - More information is available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).
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### Step 5 – Submit your online application or post your paper application (CAF1)

Ensure your online application or your paper application is submitted or posted to reach us by:

- **Tuesday 31 October 2023 for secondary schools**
- **Monday 15 January 2024 for primary (including infant and junior) schools**

Other relevant dates can be found online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

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

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For further information, please read the Admissions to Schools in Suffolk 2024/2025 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 (local rate).

## Guidance notes for making an application for the normal year of entry for the 2024/2025 school year

If your child lives in Suffolk and you have not applied online, please use this form to apply for a place in the normal year of entry at any mainstream school within Suffolk and/or in another Local Authority.

**Important:** You **must** return this form to the Admissions Team to reach us by the relevant closing date as shown on the application form.

**Late applications:** We will not normally consider applications received after the closing date until after we have dealt with on time applications. This means that all available places at your preferred school(s) may have been filled.

**If you submit a second or subsequent application,** then this will override any previous application. This is because you can only have up to three 'live' preferences at any one time. Any previous offer of a school place that may have been made will be withdrawn if we can offer a place at any school from your second or subsequent applications.

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

#### Note 1 – Children with an Education, Health and Care (EHC) plan

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

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

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

#### Note 3 – Children previously in care (previously looked after children)

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

#### Note 4 – Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted. You **must** provide evidence of this with your application if you want this to be taken into consideration when ranking your application.

#### Note 5 – 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 used to allocate a school place, you **must** attach to your application written evidence that you are legally committed to the move and that it will take place before your child is due to start at the school you have applied for. The evidence **must** be either proof of exchange of contracts, or a signed letting/tenancy agreement confirming your new address. Please note that a sale memorandum, or an unsigned tenancy agreement or a letter from your solicitor confirming exchange of contracts will take place soon will not be accepted.

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

If you are unable to provide evidence of your move by the relevant closing date, we will still be able to use your new address to rank your application if we receive sufficient evidence by **Monday 18 December 2023 for secondary school applications** or by **Friday 2 February 2024 for primary (including infant and junior) school applications**. Please contact the Admissions Team on 0345 600 0981 for further details.

#### **Note 6 – Definition of parent**

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

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

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

#### **Note 7 – Private fostering**

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

#### **Note 8 – School Travel Policy (further to Step 2 on the first page of this document)**

SCC funded school travel will be provided to the **Nearest Suitable School** that would have had a place available for your child when they are: a) aged under 8 and live more than two miles from the school; or b) aged 8 or older and live more than three miles from the school. This would be whether or not an application was made for a place at that school. The distance in a) and b) above is called the **statutory walking distance**.

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

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

#### **Note 9 – Siblings**

It is important that you provide this information because it can affect your child's priority or offer of a school place. You should check the definition of sibling for the schools you are applying for. This can be found in a school's individual policy which is available either from the school or online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). For community and voluntary controlled schools, please name the youngest sibling who has already been offered a place at the school, or where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision, a nursery or in the sixth form. You should also include the sibling if you are applying for a paired infant or junior school.

#### **Note 10 – Reasons for preference**

You can add reasons for each of your preferences if you want to. However, 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 11 – Voluntary aided, free schools and academies**

You may need to complete a Supplementary Information Form (SIF) for a voluntary aided, free school or academy. Please check the school's individual policy to confirm if this is a requirement. These are available either from 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. You will need to tick the box on the application form to confirm you have done this.

## Application checklist for making an application for the normal year of entry for the 2024/2025 school year

**Failure to complete your application fully may result in a delay or may affect your child's priority or offer of a school place.**

Check your application carefully to make sure you have:

- Clearly written your child's full legal name (not their nickname or known as name).
- Clearly written your child's date of birth in the following format (DD/MM/YYYY).
- Ticked the box if your child has an Education, Health and Care (EHC) plan (please refer to the **Admissions to Schools in Suffolk 2024/2025** guide for information on 'children with special educational needs' at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)).
- Attached evidence if you have ticked the box to say your child was previously in care.
- Attached evidence if you have ticked the box to say your child was adopted from state care outside of England. Each admissions authority for your preferred schools will consider the evidence you provide. They may reach different decisions about how they will rank your application.
- Clearly written your child's current address (please refer to the **Admissions to Schools in Suffolk 2024/2025** 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 **Admissions to Schools in Suffolk 2024/2025** guide for information on 'moving house' and 'cross-county applications').
- Attached evidence of your child's living arrangements if they live at two or more addresses (please refer to the **Admissions to Schools in Suffolk 2024/2025** guide for information on 'Children living at more than one address' and 'Parental disputes').
- Read and understood the **School Travel Policy** and checked the **Nearest School Checker** and **School Travel Scenarios** to understand your child's eligibility for SCC funded school travel **before** applying. **We will only provide SCC funded school travel to your child's catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**
- Named your preferred schools and given reasons for your preferences if you want to. 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.
- Written the names and dates of birth of any siblings at your preferred schools (please refer to the individual school policies for definitions of siblings at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)). If you do not provide this information on your application, it is likely to affect the offer of a school place.
- Sent your Supplementary Information Form (SIF) directly to the voluntary aided school, free school or academy that you are applying for, if appropriate, and ticked the box to confirm you have done this.
- Signed and dated the application form.
- Emailed your application to the Admissions Team at [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk) or requested proof of postage when posting.

**Application form for the normal year of entry  
for the 2024/2025 school year**

We strongly recommend that you read the **Admissions to Schools in Suffolk 2024/2025** guide, the relevant **Directory of Schools in Suffolk** at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) and the **School Travel Policy** at [www.suffolkonboard.com/schooltravel](http://www.suffolkonboard.com/schooltravel) before completing this form.

**Important:** You **must** return this form to the Admissions Team to reach us by the closing date of:

- **Tuesday 31 October 2023 for secondary schools**
- **Monday 15 January 2024 for primary (including infant and junior) schools**

We do not acknowledge receipt of paper applications and strongly suggest you get proof of posting. If you submit a second or subsequent application, then this will override any previous application.

**Please print in capital letters**

**Child's details**

Child's legal last name:

First name:  Middle name:

Child's date of birth (DD/MM/YYYY):  Male:  Female

Does your child have an Education, Health and Care (EHC) plan? (see **Note 1**): Yes:  No:

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

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

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

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

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

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

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

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

Mr/Mrs/Miss/Ms:  Initials:

Last name:  Relationship to child:

Telephone numbers:

Email address:

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

Are you privately fostering this child? (see **Note 7**) Yes:  No:

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

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

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

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

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

**First preference school:**

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

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

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

**Second preference school:**

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

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

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

**Third preference school:**

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

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

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

**Please complete this section where relevant:**

If you are applying for a place at a voluntary aided, free school or academy, please see **Note 11** and tick this box to confirm you have taken or sent a Supplementary Information Form (SIF) direct to those schools, where required:

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

**Parental Declaration (MUST be completed):** I confirm that I have read the Admissions to Schools in Suffolk 2024/2025 guide, the relevant Directory of Schools in Suffolk and the guidance notes attached to this application form. I have read the School Travel Policy and understand how eligibility for Suffolk County Council funded school travel will be decided. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996, please see **Note 6**.

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

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

All applications, including for voluntary aided, free schools and academies, **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](mailto:admissions@suffolk.gov.uk)**