In-year application form for Sproughton Church of England Primary School

Guidance notes

St Edmundsbury and Ipswich Diocesan Multi Academy Trust

FORM ADM1

Please use this form to apply for a school place at Sproughton Church of England Primary School when you wish to change school outside the normal year of entry at age 5.

An application for a place in a Reception class in September must be made online at www.suffolk.gov.uk/admissions or on a CAF1 application form by the closing date

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/admissionstoschools 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 booklet Admissions to Schools in Suffolk and the relevant Directory of Schools in Suffolk.

The School aims to process your application within 5 school days of receiving it. It may take slightly longer to process the application at busy times.

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

Note 1 – Previously looked after children
Previously looked after children (children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after). You **must** provide evidence with your application that your child was previously looked after in the form of an adoption order, residence order or special guardianship order if you want this to be taken into consideration when ranking your application.

Note 2 – Child's current address / moving address
Please give your child's current address. If you are planning to move house, 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. This could be proof of exchange of contracts, a signed letting/tenancy agreement confirming your new address, an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for returning UK service/crown servant families, proof of the posting. Please contact the school for further information.

Note 3 - Private fostering
If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: **0808 800 4005** or email: **customer.first@suffolk.gov.uk**.

Note 4 – Home to School Travel
Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school.

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA may be the same as the catchment area or, if there is a free school in the area, the TPA may be different. We recommend that you check the website: **www.suffolkonboard.com/home-to-school-transport** to find out if your child is entitled to free travel.

If your preference is for an out-catchment school, you will normally be responsible for travel costs to that school. The Suffolk County Council 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.

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 end at the end of the school year following their eighth birthday.

If you have any queries relating to home to school travel please call Suffolk County Council on 0345 606 6173.

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/admissionstoschools**

Note 6 – Supplementary Information Form
As you are applying for a place at a Church of England Voluntary Aided School, you must also get a Supplementary Information Form (SIF) from either the school, online at: ???school web address??? or **www.suffolk.gov.uk/admissionstoschools** or by contacting the Admissions Team on: **0345 600 0981**. This needs to be filled in and taken or sent direct to Sproughton Church of England Primary School.

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 information will be included in the decision letter explaining your options for appeal. If you would like more information on what to do next, please contact the Suffolk County Council Admissions Team on: **0345 600 0981**. Alternatively, more information is available online at: **www.suffolk.gov.uk/admissionstoschools**

School Preference Advice Service
School Preference Advisers are available during term time to help you find out about schools in Suffolk, how to make an application or how to appeal for a school place. Their aim is to help you make informed and realistic decisions about which schools to apply for to best meet your child's needs.

You can contact an adviser through the Parent Partnership Helpline on: **01473 265210** or by email at: **parent.partnership@suffolk.gov.uk.**

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We strongly recommend that you read the booklet Admissions to Schools in Suffolk, the relevant Directory of Schools in Suffolk, the guidance notes attached and information from the school before completing this form. The booklet and directories are available online at **www.suffolk.gov.uk/admissionstoschools**

Please print in capital letters

Child's details			
Child's legal last name:		First name:	Middle name:
Child's date of birth:	Male: ☐ Female: ☐	Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: ☐ No: ☐	
Is the child a looked after child (child in care): Yes: ☐ No: ☐ Is your child previously looked after? (see **Note 1**): Yes: ☐ No: ☐ If you have ticked Yes, please tick this box to confirm if you have attached evidence: ☐			
Child's current address: (see **Note 2**)			Postcode:
Name of current school (if applicable) and address:			

Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms 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 **Note 3**) Yes: ☐ No: ☐		

Other details	
If you are moving house, please fill in these boxes (see **Note 2**)	
Child's future address, including postcode:	Date of move:
Are you a returning UK Service/ Crown Servant Family? Yes: ☐ No: ☐	

Please note: Your child cannot be guaranteed a place at your catchment area school

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

Please complete this section where relevant
Tick this box to confirm you have attached, taken or sent a Supplementary Information Form (SIF) to the school direct (see **Note 6**): ☐

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

How the Governing Body will use your information
The Governing Body 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 to process your application, with other admission authorities, local authorities, schools or education professionals. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.
Parental declaration (MUST be completed)
I confirm that I have read the booklet 'Admissions to Schools in Suffolk, the relevant Directory of Schools and the guidance notes attached to this application form. I also confirm that the information I have given on this form is true and I have parental responsibility.
Parent / Carer's signature:
Date:

Where to send this form (we strongly suggest you get proof of posting)
All applications **must** be sent to the School at the address below: Sproughton Church of England Primary School Church Lane Sproughton Ipswich IP8 3BB

School use only	**Date application received:**	
Decision: Admit / Decline*	**Decision date:**	**Committee / WGB**
Letter to Parent date:	**Letter to LA date:**	**Admission date:**
***If Decline tick to confirm Appeal notice sent.** ☐		**Sign-off:**