

Your 5 step guide to making an in-year application for a Voluntary Aided, Foundation, Free School or Academy (ADM1) for the 2019/2020 school year

Step 1	Think about why you are applying to change schools
	<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>
Step 2	Find out more about the voluntary aided, foundation, free school or academy you wish to apply for
	<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 www.suffolk.gov.uk/admissions.</p>
Step 3	Think about how you will get your child to school
	<p>Suffolk's School Travel Policy 2019/2020 has been amended. It is important that you understand how this might affect your child's eligibility for Suffolk County Council (SCC) funded school travel before you apply for a school place. Children living in Suffolk who will be starting at a new school in September 2019 will be eligible for SCC funded school travel when they meet the statutory walking distance criteria from their home to the nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel.</p> <p>If you are not sure which are your nearest schools, you can find this information from our new Nearest School Checker (which is based on the statutory walking distance including rights of way). The checker can be found at nearestschool.suffolk.gov.uk.</p>
Step 4	Check the availability of school places
	<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>
Step 5	Complete the paper application form
	<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>

In-year application form 2019/2020 for Voluntary Aided, Foundation, Free Schools and Academies Guidance notes

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

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

If you wish to apply for a community or voluntary controlled school please fill in a CAF2 application form which is available to download online at www.suffolk.gov.uk/admissions 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 following notes before completing your application form as well as the information online at www.suffolk.gov.uk/admissions for the 2019/2020 school year or contact the Admissions Team on 0345 600 0981.

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.

Note 4 – School Travel Policy

Suffolk's School Travel Policy 2019/2020 has been amended. It is important that you understand how this might affect your child's eligibility for Suffolk County Council (SCC) funded school travel before you apply for a school place. Children living in Suffolk who will be starting at a new school in September 2019 will be eligible for SCC funded school travel when they meet the statutory walking distance criteria from their home to the nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel.

Children of compulsory school age (between 5 and 16) are entitled to SCC funded 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 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.

Note 5 – Siblings

It is important that you provide this information, because it can affect your child's priority or offer of a school place. You should check the definition of sibling for the school you are applying for. This can be found in a school's individual policy which is available from either the school or online at www.suffolk.gov.uk/admissions.

Note 6 – Reasons for preference

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

Note 7 – Supplementary Information Form (SIF)

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

Note 8 – 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.

What to do next if your child is refused a place at your preferred school

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

ADM1 Application Checklist

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 (please check the individual school's definition of siblings). 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 refer to 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 2019/2020 for Voluntary Aided, Foundation, Free Schools and Academies

We strongly recommend that you read the guidance notes attached before completing this form as well as the information for the 2019/2020 school year available online at www.suffolk.gov.uk/admissions or contact the Admissions Team on 0345 600 0981.

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 Note 1)		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 Note 2)			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 Note 3)		
Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

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 UK Service/returning Crown Servant Family?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
School use only	
Date application received:	

Your child cannot be guaranteed a place at any 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, see Note 6)	
Please complete this section where relevant	
Tick this box to confirm you have attached, taken or sent a Supplementary Information Form (SIF) to the school direct (see Note 7): <input type="checkbox"/>	

When would you like your child to start at your preferred school:	
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Data Protection:
The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the General Data Protection Regulations 2018. Further information will be available from the school or the school's website. Suffolk County Council's Privacy Notice is available at www.suffolk.gov.uk/CYPprivacynotice . This privacy notice tells you what information Suffolk County Council's Children's Services collects and uses, and your rights regarding your information.
Parental declaration (MUST be completed):
I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2019/2020 school year online at www.suffolk.gov.uk/admissions or contacted the School or Admissions Team. 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 (see Note 8).
Parent / Carer's signature:
Date:

Where to send this form (we strongly suggest you get proof of posting)
Please send this form directly to the school you are applying for. Contact details can be found online at www.suffolk.gov.uk/admissions .

Please return the completed form to:

Admissions Team
Westbourne Academy
Marlow Road
Ipswich
IP1 5JN

Tel: 01473 466148 or email: office@westbourne.attrust.org.uk