



Your
guide to



Admissions to Schools in Suffolk

2016/2017

Information for parents
and carers



Application closing dates for the normal year of entry:

Saturday

31 October 2015

for secondary (including
upper and high) schools

Friday

15 January 2016

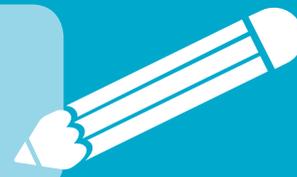
for primary (including infant,
junior and middle) schools

Apply online at www.suffolk.gov.uk/admissions

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Your guide to applying for a school place



The information within this guide explains what you need to do to apply for a school place for your child in the normal year of entry. The normal years of entry for schools are shown below:

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

It sets out the steps to follow, the important deadlines that must be met, and what to do if you have any problems or difficulties.

Important steps

- Find out which local authority your child's home address is in – this is the authority you need to apply to. The information within this guide applies to those children living in Suffolk.
- Read through this information and make sure you **apply by the relevant closing date** for applications. If you do not apply by the closing date your application may not be dealt with until after places have been offered to those who applied on time.

The closing dates for applications are:

Secondary (including upper and high) schools

▶ 31 October 2015

Primary (including infant, junior and middle) schools

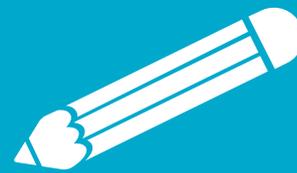
▶ 15 January 2016

You must make an application for a full-time place even if your child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site. This is because a place in a nursery class, pre-school or children's centre does not guarantee your child a full-time place at that school.

You must apply for a school place if your child will be five between 1 September 2016 and 31 August 2017. This means they will have been born between 1 September 2011 and 31 August 2012.

- Find out which school is your child's catchment area school and where the other local schools are. You can apply for up to three schools.

Your guide to applying for a school place



- Find out more information about the schools you are interested in. There are two Directories of Schools in Suffolk. One directory is for primary (including infant, junior and middle) schools and one is for secondary (including upper and high) schools. Both directories are available online at www.suffolk.gov.uk/admissions. You can request a paper copy by contacting us on 0345 600 0981 (local rate).
- Read and understand the admissions policies for those schools.
- Understand how school places are allocated.
- Think about how your child will travel to and from school. 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.
- Complete and submit your online or paper (CAF1) application by the closing date. We recommend that you apply online because it is quick and easy. The CAF1 application form is available on our website or you can contact the Admissions Team or the school for a paper copy. It is also available at the end of this guide.
- Receive your offer of a school place and any further information, including any right of appeal as necessary. If you have applied online you will find out which school has been offered sooner. This is because we will send you an email on offer day with details of your child's offer of a school place.

The Admissions Team are here to help you. All of the information about applying for a school place can be found online at www.suffolk.gov.uk/admissions.

Or you can contact us:

| | |
|------------------|--|
| By phone: | 0345 600 0981 (local rate) |
| By email: | admissions@suffolk.gov.uk |
| By fax: | 01473 260991 |
| By post: | The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX |

Introduction to admissions in Suffolk



This information is for parents and carers of children living in Suffolk who are applying for places to start a new school from September 2016. We understand that applying to start school for the first time or 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.

Suffolk County Council co-ordinates the offer of school places to all community, voluntary controlled, voluntary aided, foundation, academies, and free schools in the county for the normal year of entry. Our aim is to make the process as simple as possible and to make sure it is fair and transparent for all. This guide explains:

- How to decide which schools you'd like to apply for.
- How to make your 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).

We aim to make sure as many children as possible get the school place they want and, working with Suffolk schools, we try to make the process smooth and straightforward.

Secondary (including upper and high) schools

Last year 98% of children were offered a place at one of the three upper or high schools their parents or carers applied for, with 95% getting their first preference when their application was on time.

Primary (including infant, junior and middle) schools

Last year 97% of children were offered a place at one of the three primary or infant schools their parents or carers applied for, with 90% getting their first preference when they applied on time. 97% of children were offered one of the junior or middle schools their parents or carers applied for and 95% of those who applied on time were offered their first preference school.

Many schools in Suffolk are popular and oversubscribed so you should consider your preferences carefully. We recommend you visit your local schools if you can before you apply.

Secondary (including upper and high) schools

Your application must reach us by **31 October 2015** either via the online application process or a paper application (CAF1).

Primary (including infant, junior and middle) schools

Your application must reach us by **15 January 2016** either via the online application process or a paper application (CAF1).

Information about Suffolk schools can be found in the Directory of Schools in Suffolk which is available online at www.suffolk.gov.uk/admissions.

Introduction to admissions in Suffolk



If you are applying online your application must be completed and submitted by midnight on the closing date.

Alternatively the CAF1 application form is available on our website or you can contact the Admissions Team or the school for a paper copy. It is also available at the end of this guide.

It is very important that we receive your application by the closing date because we will not normally deal with late applications until after places have been offered to parents and carers who applied on time. This means that all available places at your preferred school(s) may have been filled.

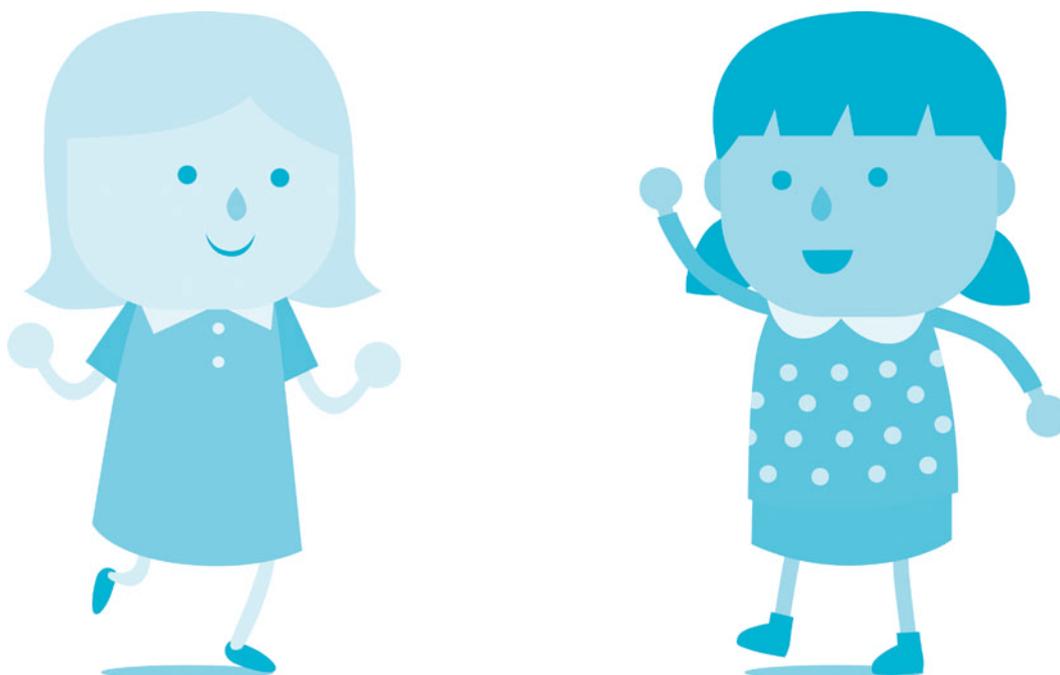
All the information you need is available on our website. The easiest and most secure way to apply for a school place is online at www.suffolk.gov.uk/admissions. We recommend that you apply online because it is quick and easy, and you will receive an email on offer day with details of your child's offer of a school place. You can also change your preferences and resubmit your application right up until the closing date.

If your child lives outside Suffolk, you should contact the local authority where they live for details on how to apply (see the 'Cross-county applications and moving house' and 'Useful contacts' sections). You should make your application to your home local authority but you can name Suffolk schools on your application.

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 on our website www.suffolk.gov.uk/admissions.

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



Suffolk's co-ordinated admissions schemes



There are different types of schools in Suffolk and we co-ordinate admissions to the normal year of entry for them all.

The schemes are set out in full on our website at www.suffolk.gov.uk/admissions and are in place to make sure all applications are handled fairly, consistently and efficiently. You can also request a paper copy by contacting us on 0345 600 0981 (local rate).

The different types of schools that we co-ordinate admissions for are:

- **Maintained schools**

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.

- **Community and voluntary controlled schools**

We are the admissions authority for these schools and we are responsible for setting the admissions arrangements and allocating places in accordance with the published oversubscription criteria.

- **Voluntary aided and foundation schools**

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 the published oversubscription criteria.

- **Academies and free schools**

Academies and free schools receive their funding direct from central government and are outside 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.

All maintained, academy and free schools must comply with the statutory guidance set out in the School Admissions Code (December 2014).

Important dates: what happens when?



| | Secondary (including upper and high) schools | Primary (including infant, junior and middle) schools |
|--|--|---|
| You can apply online at www.suffolk.gov.uk/admissions or fill in a CAF1 paper application form. | Friday 11 September 2015 | Friday 11 September 2015 |
| National closing date for applications (online or paper). | Saturday 31 October 2015 | Friday 15 January 2016 |
| If you were unable to apply by the closing date, and we agree that there are very exceptional reasons for an application being late, we will consider it as on time if it is received by this date and evidence is provided with your application. If you are moving house this is the latest date for you to provide written evidence to the Admissions Team that you are legally committed to your move so that your new address can be considered in the on time allocation process. | Tuesday 5 January 2016 | Friday 12 February 2016 |
| National Offer Day If you applied online we will send you an email to let you know which school has been offered. For all on time applications, a letter will be posted to you with the offer of a school place. | Tuesday 1 March 2016 | Monday 18 April 2016 |
| We will consider all late applications (see the 'Late applications' section). | Tuesday 1 March 2016 onwards | Monday 18 April 2016 onwards |
| We will assume that you have accepted the place offered unless you let us know in writing by this date. This does not affect your right to appeal for any of the schools where you have been refused a place. | Monday 14 March 2016 | Tuesday 3 May 2016 |
| Date by which you should register an appeal if you applied on time. | Wednesday 13 April 2016 | Tuesday 17 May 2016 |
| Appeals for on time applications to be heard by this date. | Thursday 16 June 2016 | Tuesday 19 July 2016 |
| Waiting lists close. | Friday 13 January 2017 | Friday 13 January 2017 |

Key information about schools



Information about all schools in Suffolk is available at www.suffolk.gov.uk/schools

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"> • Primary school from Reception to Year 6, or • An infant school from Reception to Year 2 before moving on to a junior school until they are in Year 6, then • A secondary school from Year 7. | <p>In parts of Bury St Edmunds children can go to:</p> <ul style="list-style-type: none"> • Primary school from Reception to Year 4 before moving to • Middle school from Year 5, then • Upper school from Year 9. <p>Children can apply to move at any time between the two-tier and three-tier education systems in this area.</p> |

| Reception | 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 school | | | | | |
| Infant school | | | Junior school | | | Secondary school | | | | | |
| Primary school | | | | | Middle school | | | Upper school | | | |

Information available to help you choose your school preferences

Directories of Schools in Suffolk

There are two Directories of Schools in Suffolk. One directory is for primary (including infant, junior and middle) schools and one is for secondary (including upper and high) schools. Each includes:

- Contact details for each school.
- Published Admission Numbers (PANs) and information relating to last year's on time applications.
- The oversubscription criteria used to prioritise applications.

Both directories are available online at www.suffolk.gov.uk/admissions. You can request a paper copy by contacting us on 0345 600 0981 (local rate).

Key information about schools



Find out more about the schools you are interested in

You can do this in the following ways:

- We provide catchment area lists online to show the catchment areas for primary and secondary schools in Suffolk at www.suffolk.gov.uk/school-catchment-areas.
- Catchment maps are available online at 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).
- Schools are listed in the Directories of Schools in Suffolk (see page 9).
- Use the 'Find my nearest' feature on www.suffolk.gov.uk.
- Visit the national website www.gov.uk/find-school-in-england.
- Visit the schools on their open day.
- Look on their website and read their prospectus.
- Visit www.education.gov.uk to look at the performance data for schools.

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.

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



Free early learning

All three and four year olds in Suffolk can get 15 hours of free early learning each week (570 hours a year over no fewer than 38 weeks). Some two year olds can also get 15 hours of free early learning if they meet certain criteria.

- Children born between 1 April and 31 August 2013 can start their early learning at the beginning of the Autumn term 2016 (September).
- Children born between 1 September and 31 December 2013 can start their early learning at the beginning of the Spring term 2017 (January).
- Children born between 1 January and 31 March 2014 can start their early learning at the beginning of the Summer term 2017 (April).

Your child can receive free early learning wherever places are available at a maintained school nursery class or any private, voluntary or independent setting that is included in our list of Approved Providers which is available online at infolink.suffolk.gov.uk. **The different settings will offer different patterns of attendance.**

Most of the providers of free early learning are private or voluntary organisations and have their own admissions policy. Suffolk County Council has an admissions policy for our maintained school based nursery classes which is set out on page 13.

All the information you need is available online at www.suffolk.gov.uk/childcare or you can contact the Suffolk Families Information Service (FIS) (see the 'Useful contacts' section). You can also speak to your local school or pre-school playgroup, or visit your local library.

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. Children normally attend school full-time in the reception year group in the September following their fourth birthday. All primary schools must offer children a full-time place at the start of the Autumn term in September. However, legally they don't have to start full-time education until the term after their fifth birthday. Whatever you decide, it is important that you apply for an infant or primary school place by the closing date.

Nursery class

Your child can stay in a maintained school nursery class until the September following their fourth birthday. Please note that a place in a maintained 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 of 15 January 2016.

You can apply for a place at a nursery class at any time.

You can find out which schools have nursery classes and the admissions criteria for Highfield Nursery School in the Directory of Schools in Suffolk for Primary (including Infant, Junior and Middle) schools. This is available online at www.suffolk.gov.uk/admissions. You can ask for a paper copy by contacting us on 0345 600 0981 (local rate).

School nurseries allocate places based on the school's nursery admissions criteria. You will need to contact the school directly to apply.



Community and voluntary controlled school nurseries

- You should ask the school for an application form and return it to the school.
- A Suffolk County Council nursery admissions panel monitors the allocation of nursery places to make sure the agreed admission procedures are applied consistently.
- Wherever possible, we will try to give your child a place at the nursery school or nursery class you ask for. Sometimes there are no places available or there are fewer places than the number of children wanting them. If this happens, the admissions criteria on page 13 will be used to help us decide who will be offered places.

Foundation, voluntary aided, and academy school nurseries

- You should ask the school for an application form and return it to the school.
- The school governors or the academy trust are responsible for setting the admissions arrangements and allocating places in accordance with their published admissions criteria.

Nursery admissions criteria for community and voluntary controlled school nurseries

There are special rules for deciding which children should get priority for a place in a nursery class. As early years funding to schools is based on the number of sessions attended **we will allocate places first to children wanting five sessions or 15 hours per week. Talk to your school nursery about the pattern of attendance they offer as not all nurseries are open both mornings and afternoons.** The nursery admissions panel will consider applications for each nursery class and will offer places according to the criteria on page 13.





Children aged three or four years old who have an Education, Health and Care plan which names the school will be offered places first.

Children wanting five sessions a week

We will list applicants wanting five sessions in date of birth order (oldest to youngest). We will then consider children in each school year group according to the following priorities:

1

Children living in the school's catchment area

We will offer places to children in the school's catchment area according to the following priorities:

- a) Children who are the subject of a recognised child protection plan (under current legislation) where a specific school nursery placement is identified.
- b) Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- c) Children who have a sibling* at the school when they can start in the nursery.
- d) Other children in date of birth order (oldest to youngest).

2

Children who live outside the school's catchment area

We will offer places to children who live outside the school's catchment area in the same priority order as set out in a) to d) above.

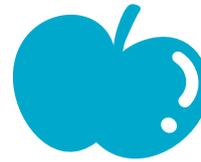
Children wanting less than five sessions or 15 hours a week

Once all children wanting five sessions or more have been allocated a place we will use the same criteria to allocate any remaining places to children wanting fewer than five sessions or 15 hours. We will give priority to those wanting most sessions/hours.

*Children who are brothers and sisters, 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. Priority will be given, where necessary, to applications where there is the smallest age gap.

Where a child has a **dual placement** at a specialist nursery (The Bridge, Thomas Wolsey, Hillside, Riverwalk or Warren) then they may require less than five sessions. These children will be considered individually, at each nursery admission panel meeting, in consultation with the Early Years and Childcare Team.

When will my child start school?



Primary and infant schools

Parents with children born between 1 September 2011 and 31 August 2012 must apply for a reception place at a primary or infant school by **15 January 2016**.

Children normally attend school full-time in the reception year group in the September following their fourth birthday. All primary schools must offer children a full-time place at the start of the Autumn term in September. However, legally they don't have to start full-time education until the term after their fifth birthday. Whatever you decide, it is important that you apply for an infant or primary place by the closing date.

Children attending a nursery class, pre-school or children's centre

You must make an application for a full-time place even if your child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site. This is because a place in a nursery class, pre-school or children's centre does not guarantee your child a full-time place at that school.

Unfortunately, each year some children who have been going to a school's nursery class, pre-school or children's centre may not get a place in the reception class. This is because there are more applications for reception places than nursery places.

When you receive your offer of a place you will be asked whether you want your child to start school full-time, part-time, or whether you want them to start the term after their fifth birthday. If you choose to defer entry for your child they must start school before the end of the school year during which they turn five i.e. they must start school in the Reception year.

Summer born

If your child was born between 1 April and 31 August ('summer born') and you have already been offered a school place but you decide to delay starting school until September 2017, a place will not be held open for them in Year 1. If this is your choice you will need to complete an in-year application for them to start school in Year 1 but you should be aware that there might not be a place available for them in your preferred school(s). More information about the in-year application process is available in the In-Year Admissions to Schools in Suffolk guide or online at www.suffolk.gov.uk/admissions. You can request a paper copy by contacting us on 0345 600 0981 (local rate). If you wish to apply for a reception place to start in the September following their fifth birthday please see 'children out of year group' on page 16.

Infant class size

It is against the law for children in an infant class (Reception, Year 1 and Year 2) to be taught in a class of over 30 pupils with one qualified teacher. We take this infant class size legislation into account when allocating school places and when appeals are heard (see 'The appeals process (Suffolk schools)' section for more information). Additional children may be admitted under limited exceptional circumstances, these are outlined in the School Admissions Code (December 2014).

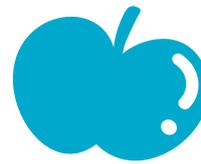
Junior schools

If your child was born between 1 September 2008 and 31 August 2009 and is currently in Year 2 at an infant school you should apply for a place in Year 3 at another school by **15 January 2016**.

• Applications from Primary schools to Junior schools

If your child is currently in Year 2 at a primary school and you want them to change to a junior school for Year 3 you need to apply by **15 January 2016**.

When will my child start school?



• Applications from Infant schools to Primary schools

If your child is currently in Year 2 at an infant school and you want them to change to a primary school for Year 3 starting in September 2016 you must apply by **15 January 2016**.

If you live in Suffolk and your child is in their final year at a Suffolk infant school you will be sent a letter and a normal year of entry application form (CAF1) in the September before it is time to move schools. This letter will tell you:

- How to apply for a school place
- Your child's Unique Identifier (UID), if available, which will help you if you apply online.

If you live in Suffolk and your child is not currently attending a Suffolk maintained school, academy or free school we will not have your details and will be unable to send you a letter.

You must make an application, even if you want a place at your child's catchment area school or paired junior school.

Secondary (including upper and high) schools

If your child was born between 1 September 2004 and 31 August 2005 and is currently in Year 6 at a primary or junior school you must apply for a place in Year 7 at a secondary school by **31 October 2015**.

If you live in Suffolk and your child is in their final year at a junior or primary school you will be sent a letter and a normal year of entry application form (CAF1) in the September before it is time to move schools. This letter will tell you:

- How to apply for a school place
- Your child's Unique Identifier (UID), if available, which will help you if you apply online.

If you live in Suffolk and your child is not currently attending a Suffolk maintained school, academy or free school we will not have your details and will be unable to send you a letter.

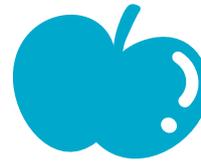
You must make an application, even if you want a place at your child's catchment area school.

Bury St Edmunds area

The majority of schools in Bury St Edmunds are part of the Bury Schools Partnership. The remainder of schools in the town are part of the Bury St Edmunds Academy Trust. The Academy Trust is made up of the following schools:

| School | School Type | Age Range |
|------------------------|----------------------|-----------|
| Barrow CEVC Primary | Voluntary Controlled | 4 – 9 |
| Tollgate Primary | Academy with Nursery | 3 – 9 |
| Horringer Court Middle | Academy | 9 – 13 |
| Westley Middle | Academy | 9 – 13 |
| County Upper | Academy | 13 – 18 |

When will my child start school?



Please note that the Bury St Edmunds Academy Trust will not accept applications made for places in Year 7 or Year 8 at Horringer Court Middle School or Westley Middle School as part of the normal year of entry process. This means you cannot state either of these schools as preferences on your online or paper (CAF1) application when applying for your child to transfer from primary school or from a middle school that is closing. To apply for these year groups at either of these schools please contact the schools directly for further information.

If you are thinking about applying to a school in the Bury St Edmunds Academy Trust, or any other school in the Bury Schools Partnership please visit www.suffolk.gov.uk/admissions for further information about your options.

Children out of year group

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).

Community and voluntary controlled schools

You can make a request in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting evidence. An application for your child's normal transfer year group should be made at the same time. The request with a CAF1 application form must be sent to the Admissions Team by the relevant national closing dates (see the 'Important dates: what happens when' section).

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

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.

Foundation, voluntary aided, free schools and academies

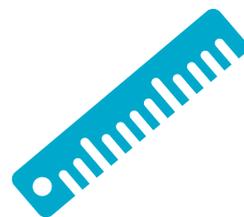
You can make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The governing body or academy trust will make a decision on the request, taking into account the views of the headteacher.

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.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates (see the 'Important dates: what happens when' section):

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

How the school admissions process works



Co-ordinated admissions schemes for schools in Suffolk 2016/2017

We use the co-ordinated admissions schemes to make sure that all applications for the admission of statutory school aged pupils are handled fairly, consistently and efficiently. The schemes apply to all schools in Suffolk and ensure that children across the county are offered a single school place on the same day.

Under the co-ordinated admissions scheme you can apply for up to three schools on one application. You can include schools both within and outside the county where you live and rank them in order of your preference.

The schemes are set out in full on our website at www.suffolk.gov.uk/admissions. You can also request a paper copy by contacting us on 0345 600 0981 (local rate).

Last year, Suffolk County Council received 16,190 on time applications for pupils wishing to start at a primary or infant school, or to transfer to a junior, middle or high school.

Oversubscription criteria

We offer 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 PAN all applicants will normally be admitted. 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. We will offer your child a school place at the highest ranked school where possible.

Own admission authority schools (foundation, voluntary aided, free schools and academies)

Although we co-ordinate admissions for all maintained, free schools and academies in Suffolk, the decisions about what the oversubscription criteria should be, and who to offer places to, are made by the admissions authority for the school. 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. We refer to schools that make these decisions through their own governing body or an academy trust as 'own admission authority' schools. Some own admission authority schools have decided to use the same oversubscription criteria as Suffolk County Council and have asked us to apply the rules on their behalf. 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.

Choosing your preferences

In Suffolk, you can rank up to three preferences when you apply for a school place. You may want your child to go to your local school, which we call the catchment area school. This may not be the nearest school to your home address. If you want them to attend a different school we call this an out-catchment school.

Choosing your preferences is very important and you need to think realistically about how likely you are to be offered a place at one of your preferred schools before you make your application. Please think about the following advice when you are making your mind up:

How the school admissions process works



- You can rank up to three schools inside or outside Suffolk. However, if you only apply for one school your child will not be considered for any other schools. If we are unable to offer your child a place at that school they will be offered a place at their catchment area school (if you have not included it in your preferences and if there is still a place available) or at the next nearest suitable school with a place available after everyone else's preferences have been considered. This will take into consideration the availability and cost of home to school travel.
- Each of your preferences will be considered equally and separately. Listing second and third preferences will not affect your child's chance of being offered their first preference. Your first preference will be offered above your second or third preferences if we can.
- Schools do not know how you order your preferences or which other schools you have applied for when they are ranking your application because this information is not shared with them.

Supplementary Information Form (SIF)

Some schools also require a Supplementary Information Form (SIF) to be completed. If one of your preferences is for a voluntary aided, voluntary controlled, academy or free school 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 you should send your SIF to the Admissions Team. 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 or from the school.

Please think realistically

It is a good idea to start by gathering as much information as you can about how places are prioritised at your preferred schools. You should:

- Read and understand the oversubscription criteria for each school you are interested in as they may be different from one another.
- Consider which oversubscription criterion applies to your child for each school.
- Be realistic about your preferences. **We recommend that you apply for more than one school. Please be aware that a place at any school, including your catchment area school, cannot be guaranteed.**
- Do not make your decision based on other peoples' opinions or experiences. Every situation is different and things change all the time. Find out as much as you can about the schools you are interested in to help you select your preferred schools.
- 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 (see the 'Home to school travel (children aged between 5 and 16)' section).

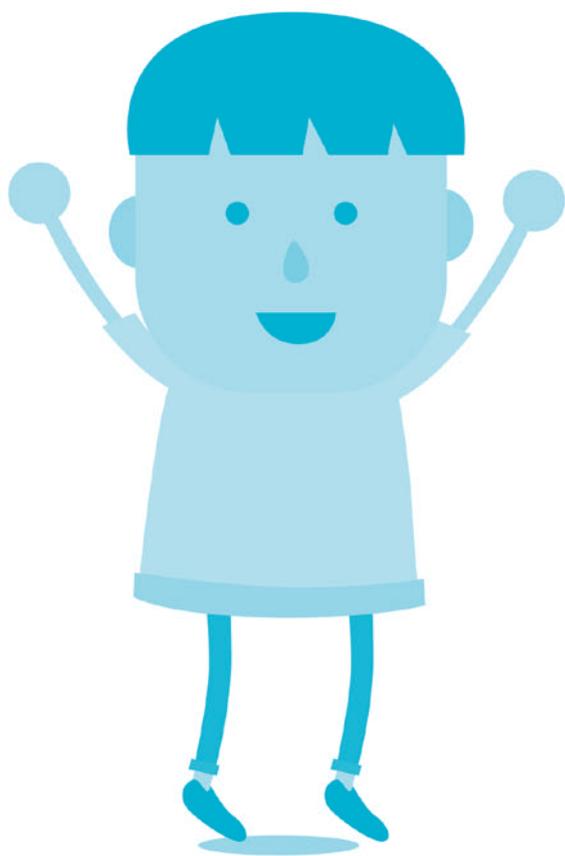
Last year, 370 Suffolk children who applied on time were allocated a school they did not apply for.

How the school admissions process works



If you live near the border of Cambridgeshire, Essex or Norfolk you may wish to apply for schools in those local authorities. We have included the details of these authorities (please see the 'Useful contacts' section). Please visit their websites for details about the schools in their areas. If your child lives in Suffolk and you want to apply for a school in a neighbouring authority, you should still apply through Suffolk County Council. However, if you live outside Suffolk you should apply to your home local authority (see the 'Cross-county applications and moving house' section).

If you are having difficulties in making your school choices and would like to discuss this with someone, you can speak to a School Preference Adviser at SENDIASS during term time (see the 'Useful contacts' section for details). School Preference Advisers act independently of the local authority.



Cross-county applications and moving house



Cross-county applications

| | Suffolk Resident | Non-Suffolk Resident |
|---|--|---|
| Applying for a place in a Suffolk school | You should apply using the Suffolk online application process or a paper application (CAF1). | You should contact the local authority where your child lives for information about how to apply. You can include Suffolk schools on your application to your home authority. |
| Applying for a place at a school outside of Suffolk | You should include any school(s) that you wish to apply for which are located outside of Suffolk using the Suffolk online application process or a paper application (CAF1). | |

If one of your preferences is for a selective school in Essex you must:

- Put the school as a preference on your online or paper application (CAF1) and return this to the Admissions Team.
- Contact the Consortium of Selective Schools in Essex (CSSE) without delay (see the 'Useful contacts' section for details).

Planning to move house before the closing date for applications

If you are moving to a new address and you want to use that address as your child's 'ordinarily resident' address for your application you must send us written evidence by the closing date that you are legally committed to the move and that it will happen before your child is due to start at the school you have applied for. 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.

Children of UK Service Personnel and Crown Servants

If you are a family of service personnel with a confirmed posting to Suffolk, or Crown Servants returning from overseas to live in Suffolk, we will allocate a place in advance of you arriving in the area. This is as long as the application is accompanied by an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for UK Service/Crown Servant families, proof of the posting.



Planning to move after the closing date for applications

If your new address cannot be confirmed by the closing date you should still apply by the relevant date using your current address. You can then make a further application once your plans have been confirmed. As long as we receive written evidence that you are legally committed to the move (examples on page 20) by the relevant date below we will use your new address to allocate a school place.

Secondary (including upper and high) schools

▶ Your evidence must reach us by **5 January 2016**

Primary (including infant, junior and middle) schools

▶ Your evidence must reach us by **12 February 2016**

If you cannot provide evidence of your move by these dates we will use your child's current address to allocate a place.

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 on page 20) 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 send us financial information in any evidence you send us.

If you rank your catchment area school as one of your three preferences on your application but you move out of the catchment area before the relevant closing date you must let us know. This is because this will change the oversubscription criterion that applies to your child.

If we are aware that you moved house before the relevant closing date but you did not tell us, and your change of address would have affected how your application was considered for a school place, this may be fraud and we are entitled to withdraw the offer of a school place.

Fraudulent applications

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

If you have any concerns or information about the use of fraudulent addresses, please contact us as soon as possible. We will check allegations of false addresses or other false information given on an application form or 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.



Applications from other countries

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 we receive this before the following dates we will process your application as an on time application.

Secondary (including upper and high) schools

- ▶ Your evidence must reach us by **5 January 2016**.

Primary (including infant, junior and middle) schools

- ▶ Your evidence must reach us by **12 February 2016**.

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.

Children living at more than one address

If your child lives at more than one address, maybe due to a separation, the address you should use for your application is the address that your child lives at 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 main contact address to support your application. You must also send evidence in writing that both parents agree which address should be used for the application ('ordinarily resident' address).

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.

How to apply



It is very important that we receive your application on or before the closing date for applications.

You cannot apply direct or return your application form to a school.

Secondary (including upper and high) schools

▶ Your application must reach us by **31 October 2015**

Primary (including infant, junior and middle) schools

▶ Your application must reach us by **15 January 2016**

Does your child live in Suffolk?

Yes

No

Please apply online at

www.suffolk.gov.uk/admissions

If you wish to apply on paper please print the CAF1 application form available on our website or contact the Admissions Team or the school for a paper copy. It is also available at the end of this guide.

Please contact the local authority where they live and complete their application process. You can include Suffolk schools.

If you currently live abroad see the 'Cross-county applications and moving house' section.

Are you applying for a voluntary controlled, voluntary aided, foundation, academy or free school in Suffolk?

Yes

No

You may also need to complete a Supplementary Information Form (SIF) (see page 18 for more information). You can get a copy of the SIF from either the school or from www.suffolk.gov.uk/admissions.

You must submit your online or paper (CAF1) application by the appropriate closing date.

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

How to apply



How the allocation process works



| | |
|--------|---|
| STEP 1 | If we can meet your first preference we will offer your child a place at that school. |
| STEP 2 | If we cannot meet your first preference but can meet your second preference we will offer your child a place at that school. We will place your child's name on the waiting list for your first preference school and you will be given the right of appeal. |
| STEP 3 | If we cannot meet your second preference but can meet your third preference we will offer your child a place at that school. We will place your child's name on the waiting list for your first and second preference schools and you will be given the right of appeal. |
| STEP 4 | <p>If we cannot meet any of your preferences, we will offer your child a place at their catchment area school (if you have not included it in your preferences and if there is still a place available there) 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.*</p> <p>*The next nearest school is measured by walking distance. Walking distance is from the front door of the home to the nearest school gate. Where there is more than one home within a single building (for example apartments) we will measure from the main entrance of the building.</p> <p>We will also place your child's name on the waiting lists for your first, second and third preference schools and you will be given the right of appeal.</p> |

APPLY ONLINE from 11 September 2015



It's quick, safe and simple to apply online at www.suffolk.gov.uk/admissions.

In 2015, 73% of parents applied for their school place online. By applying online you can:

- Check or change your application right up to the closing date.
- Receive confirmation of your application by email.
- View the outcome of your application online on the offer day.
- Receive an email with details of your school offer on the offer day, before allocation letters are received.

If you do not have internet access, you can apply online from any Suffolk library.

If you are applying online your application must be completed and submitted by midnight on the closing date.

Please note that if you apply online you must not submit a paper application (CAF1). You cannot use the online facility to apply after the closing date.

| | |
|--------|--|
| STEP 1 | You will be asked to register and set up a password to allow access. If you have previously applied online you will need to register again to make an application. |
| STEP 2 | If you live in Suffolk and your child is already at a Suffolk school you should have been sent a letter with a Unique Identifier (UID). You can use this as part of the online application but you can still apply online without one. |
| STEP 3 | Select the schools you want to apply for, these can be schools in Suffolk or in another local authority, and give reasons for your preferences if you want to. You are able to add your reasons for each preference on the application form or online. 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. |
| STEP 4 | Unfortunately, you are unable to attach evidence electronically to your online application. You will need to either email or post your evidence to the Admissions Team by the relevant closing date. 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 (see the 'Supporting evidence' information on the next page). |
| STEP 5 | You must agree to the declaration that you have given accurate information before you submit your application. |
| STEP 6 | Once you have submitted your application you will receive a confirmation email. |

Check the application checklist on page 28

APPLY ONLINE from 11 September 2015



If you are applying for a new school that has not yet received a unique number from the Department for Education you will have to fill in a paper application form (CAF1) which should include all of your preferences. We regret that you will be unable to apply online.

If your contact details change before the closing date you will need to update your registration details and your child's application in the case of an address change. If your contact details change after the closing date you will need to update your registration details and email us separately with the changes. You are unable to update your child's online application after the closing date. You do not need to let us know if you change your email address.

Apply on paper

We recommend that you apply online, however, if you do not have internet access you can apply using a paper application form. We call this the normal year of entry application form (CAF1). You can request a paper application form (CAF1) by contacting us on 0345 600 0981 (local rate).

You must send your application directly to us. Do not hand it in at a school. Neither the school nor ourselves will accept responsibility for any lost application forms.

You must make sure that we receive your application form on or before the relevant closing date for applications. We do not acknowledge receipt of paper applications so we strongly suggest that you get proof of postage as we cannot be responsible for forms lost in the post. If you apply on paper you will not be able to use the online application service and you will only receive your school offer by letter the day after offers are emailed to all those parents who have applied online.

Check the application checklist on page 28.

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, child arrangements, or special guardianship order for a child who was previously looked after, immediately following having been looked after.
- 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 'Cross-county applications and moving house' section).

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.

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. This also applies to any other school using Suffolk County Council's admission arrangements.

APPLY ONLINE from 11 September 2015



Foundation, voluntary aided, free schools and academies should have their own policies for allocating places to twin/multiple birth children. Please read the full admissions arrangements for those schools that you are interested in for this information. You can also visit the school's website or contact the school direct.

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.

More information is available at www.suffolk.gov.uk/privatefostering.

Application checklist



Please see the Directories of Schools in Suffolk for oversubscription criteria and how we offer school places.

We urge you to apply online for a school place for the normal year of entry as you will receive an automatic acknowledgement of your application. You will also receive the outcome by email on the offer day.

Check your application carefully to make sure you have:

- Ticked the box if your child is a looked after child (child in care) or a previously looked after child (a child who was looked after, but who ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).
- Ticked the box if your child has a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan).
- Named your preferred schools and given reasons for your preferences if you want to. You are able to add your reasons for each preference on the application form or online. 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.
- 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. Please check the individual policies and definitions of your preferred schools to check the meaning of sibling when this criterion may apply.
- Ticked the box if you are applying for a Church of England voluntary controlled school for religious reasons and have sent your Supplementary Information Form (SIF) to the Admissions Team at Suffolk County Council.
- Ticked the box if you are applying for a voluntary aided school, academy or free school and have sent your Supplementary Information Form (SIF) to the school direct.
- Attached evidence of a legally binding commitment to a house move if you want a future address to be considered (see the 'Cross-county applications and moving house' section).
- Attached evidence of your child's living arrangements if they live at two addresses (see the 'Cross-county applications and moving house' section).
- If you are using a paper application (CAF1), sign and date it.**

Secondary (including upper and high) schools

- ▶ Your application must reach us by **31 October 2015**

Primary (including infant, junior and middle) schools

- ▶ Your application must reach us by **15 January 2016**

Admissions oversubscription criteria for community and voluntary controlled schools

Some foundation, voluntary aided, free schools and academies also use Suffolk County Council's admissions oversubscription criteria. These are identified in the relevant Directory of Schools in Suffolk.

For applications to the normal year of entry at a school, these criteria will be applied according to the circumstances existing on or before the closing date.

If there are more applications than places available we will rank your application using the following oversubscription criteria:

Children who have a statement of Special Educational Needs or an Education, Health and Care plan which names the school must by law be offered a place at that school.

1

Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after).

2

Siblings (children who are brothers and sisters of, 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. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

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

We will treat 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.

Admissions oversubscription criteria for community and voluntary controlled schools

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. 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 and that you and/or your child go to 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.

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 2016, but have since converted to academy status.

Notes

Previously looked after children

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 2001 (section 46 adoption orders). Child arrangements orders are defined in section 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.

Distance tie-breaker

It is possible that the Published Admission Number (PAN) at the school will be reached in any one of the categories set out on page 29 and 30. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with these 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.

Admissions oversubscription criteria for community and voluntary controlled schools

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.

Waiting lists

If one or more of your preferences are refused, your child's name will be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or late applications. If your child changes address while they are on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if they move into or out of the school's catchment area. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at.

Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available, we will offer it to children on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list.

The waiting lists will cease to operate at the end of the first full week of the spring term (Friday 13 January 2017).

Suffolk County Council does not hold waiting lists for in-year applicants.

Making another application for a place at the same school

A parent/carer can apply for a place for their child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, 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.

Ordinarily resident

By 'ordinarily resident' we mean the place where your child usually lives. 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 with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

Example of how places are allocated using Suffolk County Council's oversubscription criteria

Jack does not have a statement of Special Educational Needs, or an Education, Health and Care plan and he is not a looked after child or a previously looked after child. He applies for the following three maintained schools.

| 1st Preference | 2nd Preference | 3rd Preference |
|---|--|---|
| <p>School A A popular and oversubscribed school. Jack does not have a sibling already at the school who will still be there next year, or a sibling who has been offered a place. Although the school is near to Jack's home he lives outside of the catchment area.</p> | <p>School B The school is some distance away and Jack lives outside of the school's catchment area. However, Jack's sister Chloe attends and will still be at the school next year.</p> | <p>School C Jack's catchment area school.</p> |
| <p>Jack meets priority 4(b) of the oversubscription criteria for this school.</p> | <p>Jack meets priority 2 of the oversubscription criteria for this school.</p> | <p>Jack meets priority 3(b) of the oversubscription criteria for this school.</p> |
| <p>Jack is not offered a place at this school because all the places at the school were offered to other children who had a higher priority when the oversubscription criteria were applied.</p> <p>Jack's name is added to the waiting list and the right of appeal is given.</p> | <p>Jack is offered a place because he had a higher priority than other children when the oversubscription criteria were applied.</p> <p>As he has ranked this school above his 3rd preference he is offered a place here.</p> | <p>Jack would be offered a place because he had a high priority for a catchment area place in the oversubscription criteria.</p> <p>As Jack could be offered more than one school place we offered him a place at the highest ranked school on his application that could offer a place (his 2nd preference school).</p> <p>This place is not required.</p> |

Example of how places are allocated using Suffolk County Council's oversubscription criteria

Please note some schools use different oversubscription criteria to Suffolk County Council's. Details can be found at www.suffolk.gov.uk/admissions and in the Directories of Schools in Suffolk.

What we will do if your child cannot be offered a place at any of your preferred schools

If your child cannot be offered a place at any of your preferred schools we will offer your child a place at their catchment area school (if you have not included it in your preferences and if there is still a place available there) 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. Your child's name will also be added to the waiting list for those schools which are refused and you will also be given the right of appeal (please see 'The appeals process (Suffolk schools)' section).

If you would like to discuss your school appeal you can speak to a School Preference Adviser at SENDIASS during term time (see the 'Useful contacts' section for details). School Preference Advisers act independently of the local authority.

Children with Special Educational Needs (SEN)

Some children have more difficulties than others of the same age. These difficulties may last longer and sometimes throughout the time a child is at school. These difficulties are called SEN because the child is not making the same kind of progress as other children.

Children may have SEN for a number of reasons, these include:

- Communication and interaction (i.e. speech and language or other communication difficulties).
- Cognition and learning (i.e. specific learning difficulties such as dyslexia).
- Social, emotional and mental health difficulties.
- Sensory and/or physical needs (i.e. problems with hearing, eyesight or physical difficulties which may hinder educational progress).

In nearly all cases, it will be the parents and carers or teachers who will notice a child is not making the progress that is expected. If this happens, they will talk to you about what they think the difficulties are and what they are going to do to help your child.

Applying for a school place if your child has SEN

Secondary (including upper and high) schools

If your child's needs can be met in a mainstream school you should apply online or on a paper application (CAF1) by the **31 October 2015**.

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.

Primary (including infant, junior and middle) schools

If your child's needs can be met in a mainstream school you should apply online or on a paper application (CAF1) by the **15 January 2016**.

If your child is starting in Reception at a primary or infant mainstream school please 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 plan (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. If your child is currently undergoing an EHC Needs Assessment which will not be completed before the closing date for making an application then you should still apply by the relevant closing date. 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.

Children with Special Educational Needs (SEN)

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/special-educational-needs.

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.

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

Special schools

There are nine 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 (or still have an existing statement of Special Educational Needs until transfer to the new process is completed).

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 a statement of SEN or 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.

Children with Special Educational Needs (SEN)

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.suffolk.gov.uk/localoffer.

Home to school travel (children aged between 5 and 16)

Please note that Suffolk County Council's admissions policy and the home to school travel policy are separate. Visit 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. 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.

Last year only 14% of children in Suffolk qualified for free home to school travel. If your child is eligible for free home to school travel we will aim to let you know by July 2016. If they are not eligible you will be responsible for ensuring they can travel to school, travelling with them as necessary and paying for travel costs.

If you qualify for a free entitlement you do not need to apply for home to school travel. We will contact you with further details on how to apply for a travel pass for your child. However, you will need to contact us if:

- You believe you may qualify for free travel because of low income (see table below).
- You have recently moved to the area.
- Your child has changed school during the school year.
- Your child is attending a free school, or
- You think your child might be entitled to free home to school travel.

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

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 costs 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 below.

| | |
|-----------------------------------|---|
| Statutory Walking Distance | <p>All children aged between 5 and 16*, Reception 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">• Two miles from the school if they are under eight• Three miles from the school if they are eight or older <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, transport 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 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, accompanied as necessary, may walk with reasonable safety.</p> |
|-----------------------------------|---|

table continued overleaf

Home to school travel (children aged between 5 and 16)

| | |
|--|---|
| <p>Transport Priority Area (TPA)</p> | <p>In addition, we will provide free home to school travel if your child lives within the designated Transport Priority Area (TPA) of the school they will attend and they meet the statutory walking distance criteria on the previous page. 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>If one of your school preferences is a free school then you should be aware that the transport entitlement for each free school is different.</p> <p>Beccles Free School / Sir John Lemman High School We will provide free home to school travel if your child is eligible to either Beccles Free School or Sir John Lemman High School for pupils living in the Sir John Lemman High School catchment area.</p> <p>IES Breckland / Mildenhall College Academy We will provide free home to school travel if your child is eligible to IES Breckland when it is the nearest suitable school to their home address. In addition, families living in the Lakenheath Community Primary School catchment area are entitled to free home to school travel to IES Breckland and Mildenhall College Academy.</p> <p>Ixworth Free School / Thurston Community College 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>Saxmundham Free School / Alde Valley Academy 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>Stour Valley Community School / Samuel Ward Academy / Ormiston Sudbury Academy TPAs are based on the nearest school to Stour Valley Community School, Samuel Ward Academy and Ormiston Sudbury Academy. They are limited by the existing catchment area boundaries for Samuel Ward Academy and Ormiston Sudbury Academy.</p> <p>The TPA maps for all the free schools in Suffolk are available online at www.suffolkonboard.com.</p> |
| <p>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.</p> | |
| <p>Next nearest suitable school</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> |

table continued overleaf

Home to school travel (children aged between 5 and 16)

| | |
|--|---|
| <p>Income</p> | <p>Your child will be entitled to free home to school travel if you 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"> • Aged 8 to 11 and the school is over two miles and under three miles (attending the catchment, nearest, or designated school for your address) • Aged 11 to 16 and the school is two to six miles away (when attending one of the three nearest schools to your address*) • Aged 11 to 16 attending the nearest school to accommodate their religion/belief and living two to fifteen miles away. <p>*we measure via the nearest available route from the point where your 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> |
| <p>Special Educational Needs (SEN) / Disability and mobility difficulties</p> | <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 a statement of SEN/EHC plan that states transport 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 a statement of SEN/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 'Education transport appeals' section on the next page).</p> |
| <p>Safety</p> | <p>If your child does not meet the statutory walking distance but the route from your home to school is considered unsafe for them to walk, accompanied as necessary, with reasonable safety then they will be eligible for free home to school travel if they attend their nearest suitable or TPA school.</p> |
| <p>Exceptions</p> | <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 by a transport appeal panel (see the 'Education transport appeals' 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 would consider paying a mileage allowance for you to transport your child to school in place of providing home to school travel.

Home to school travel (children aged between 5 and 16)

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 journeys 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 discretionary 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 discretionary offer if more children become entitled to free travel.

The charges for a discretionary spare seat are as follows:

| Journey Type | 2016/2017 termly charge per pupil | Approved provisional termly charge per pupil for 2017/2018 |
|---|-----------------------------------|--|
| Children attending their catchment area school | £200 | £210 |
| Children not attending their catchment area school | £220 | £230 |

We are planning to introduce a half termly payment option to children who are offered transport. We will provide more information when it is available online at www.suffolkonboard.com.

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

If you would like us to check if we can offer you a discretionary spare seat, please complete the online form on www.suffolkonboard.com or you can call us on 0345 606 6173.

Education transport appeals

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 appeal the decision either via the appeals or the complaints process.

You may challenge a transport decision for the following reasons:

- You disagree with the distance measurement between your home and your child's school or college.
- You consider that the nearest walking route is unsafe for an accompanied child pedestrian.
- There are other exceptional circumstances which mean that you cannot arrange for your child to access their school. This includes, your child's special needs or medical condition means that they cannot be expected to walk to their school; or your medical condition means that you cannot accompany your child to their school.

Home to school travel (children aged between 5 and 16)

You can appeal the decision if your child is:

- Living in the school's Transport Priority Area, or
- Attending the nearest school, or
- Has been placed in a school by Suffolk County Council.

Further information on the appeals process is available online at www.suffolkonboard.com or on request from Democratic Services at committee.services@suffolk.gov.uk or 01473 265119.

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 37). If you have any other children who are already attending a Roman Catholic school and they have home to school travel they will continue to receive it whilst they remain at that school.

Sustainable modes of travel

Suffolk County Council has a Sustainable Modes of Travel Strategy (SMoTS) for schools. 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:

- Walking, cycling or scooting (www.walkit.com).
- Park and stride (for example, parking further away and walking the last 5 minutes to school).
- Bus (www.suffolkonboard.com).
- Car sharing.

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 review their STPs regularly with the help of Road Safety Officers who work with Suffolk County Council. We also provide a range of templates to help schools with this. These are available online at www.suffolkroadsafe.net.

Information about planning your journey, including cycle maps and travel choices, can be found at www.greensuffolk.org/travel.

Changing your mind



We understand that for a number of reasons parents may want to change the schools they originally listed on their application.

Before the closing date

If you apply online you can change and resubmit your school preferences at any time up until midnight on the closing date. You must resubmit your form after you have made any changes. If you apply using the paper application form (CAF1) you can change your school preferences at any time up until the closing date by submitting another paper application form. We will process the application received nearest to the closing date.

After the closing date or national offer date

If you want to change any of your school preferences after the closing date, but you have not had any change in circumstances (for example you have not moved house), you should submit a paper application form (CAF1). We will still process your original application and offer a place on national offer day. However, we will then replace your earlier application with the new one and this will supersede all your previous preferences.

Therefore, if you do not include a school in your second or subsequent applications that you included in your first application then you will be agreeing to the following:

- That any previous offer that may have been made for that school will be withdrawn if we can offer a place at a school from the second or subsequent applications.
- That you will no longer have the right to appeal against a refusal for that school.
- That your child's name will be removed from any waiting list for that school.

We will process your second or subsequent applications as soon as we can but it may be several weeks before you receive an offer of a school place (see the 'Late applications' section). Please also be aware that we are unable to confirm the outcome of your application over the telephone. You will be informed by letter only.

Please note that 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.

Late applications



You cannot make an online application after the closing date. To apply after the closing date you must complete a paper application form (CAF1). Any paper application received after the closing date will normally be treated as a late application.

You reduce your chances of being offered a place at one of your preferred schools if you apply late. Late applications are not dealt with until all on time applications have been considered.

Exceptional circumstances

Sometimes there are very exceptional reasons why an application cannot be made by the closing date. If you feel that this applies to you please write to us giving all your reasons and include as much supporting evidence with your application as you can by the dates given below.

Secondary (including upper and high) schools

▶ Your evidence must reach us by **5 January 2016**

Primary (including infant, junior and middle) schools

▶ Your evidence must reach us by **12 February 2016**

Your evidence will be considered by a panel and each case will be decided individually. You will receive a letter telling you whether your application will be treated as late or on time.

Late applications will continue to be accepted after the deadlines shown above but they will not be considered “on time”, regardless of the circumstances. This means that we will process your application after we have offered school places to all the applicants who applied on time.

Processing late applications

If you apply late this could mean that all the places at your preferred school(s) may have been offered already. If we cannot offer your child a place at any of the schools you have applied for we will try to offer your child a place at their catchment area school (if you have not included it in your preferences 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.

Late applications

| Secondary (including upper and high schools) | |
|--|--|
| Application received between | How and when we will deal with your application |
| 11 September 2015 and 31 October 2015 | On time application. You will receive your offer of a school place on national offer day, 1 March 2016. |
| 1 November 2015 and 5 January 2016 | If we did not receive any evidence as to why your application was late, or we did not agree your reasons were exceptional, then your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of May 2016. |
| 6 January 2016 and 29 February 2016 | Your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of May 2016. If we agree the reasons for your application being late are exceptional we will deal with your application in the second round (above). |
| 2 March 2016 onwards | We will process your application after those set out above. It may be several weeks before you receive an offer of a school place. |

| Primary (including infant, junior and middle) schools | |
|---|---|
| Application received between | How and when we will deal with your application |
| 11 September 2015 and 15 January 2016 | On time application. You will receive your offer of a school place on national offer day, 18 April 2016. |
| 16 January 2016 and 12 February 2016 | If we did not receive any evidence as to why your application was late, or we did not agree your reasons were exceptional, then your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of June 2016. |
| 13 February 2016 and 17 April 2016 | Your application will be processed in the second round of allocations and you will be notified of the outcome before the middle of June 2016. If we agree the reasons for your application being late are exceptional we will deal with your application in the second round (above). |
| 18 April 2016 onwards | We will process your application after those set out above. It may be several weeks before you receive an offer of a school place. |

If your child is starting school for the first time and you do not make an application for a full-time place in the Reception year group at a primary or infant school we will be unable to allocate a place to them.

If you do not make an application for a place at a junior, middle or secondary school then we will normally decide where to offer your child a place after we have dealt with all of the other applications. We will try to offer them a place at their catchment area school but if there is no place available then we will offer the next nearest suitable school with a place available. This will take into consideration the availability and cost of home to school travel.

National offer day and beyond – for children living in Suffolk



Secondary (including upper and high) schools

- ▶ An offer of a school place will be sent out on **1 March 2016**

Primary (including infant, junior and middle) schools

- ▶ An offer of a school place will be sent out on **18 April 2016**

Online applications

If you applied online you will receive an email with details of your child's offer of a school place on the national offer day. A letter will be posted to you with the offer of a school place on the relevant date above. If you have not been offered a place at your preferred school(s) this letter will give you more information about what to do next. You may also find the waiting list and appeals process sections in this guide useful.

Paper applications

If you applied on a paper application (CAF1) we will send you a letter by first class post on the relevant date above with the offer of a school place. If you have not been offered a place at your preferred school(s) this letter will give you more information about what to do next. You may also find the waiting list and appeals process sections in this guide useful.

Next steps

Secondary (including upper and high) schools

- ▶ If you do not want to accept the place offered for your child please let us know in writing by **14 March 2016**

Primary (including infant, junior and middle) schools

- ▶ If you do not want to accept the place offered for your child please let us know in writing by **3 May 2016**

If we have not heard from you by the relevant date above we will assume you have accepted the school place that has been offered to your child. If you accept the school place offered this will not affect your chances of getting a place from the waiting list or through an appeal.

Waiting lists



If we are unable to offer your child a place at one of your preferred schools we will automatically add their name to the waiting list for those schools. Any late applicants will also be added to the waiting list. Children's names are placed on the waiting list in order of the school's oversubscription criteria. The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result a child's place on the list can go up or down (e.g. due to withdrawals or late applications).

If a place becomes available at a school we will offer it to the child who is ranked highest on the waiting list.

We close the waiting list at the end of the first full week of the spring term (Friday 13 January 2017).

Waiting lists and home to school travel

In some cases, if we were unable to offer your child a place at any of your preferred schools we may have offered them a place at their catchment area school (if you did not include it in your preferences and if there was still a place available), or at the next nearest suitable school with a place available. This may have included the offer of free home to school travel. Their name will still stay on the waiting list for any of your preferred schools where we have been unable to offer a place until Friday 13 January 2017. However, if your child can be offered a place from the waiting list at any of these schools by the end of the summer term (July 2016) but you decide to decline this offer, then we will withdraw the previous offer of free home to school travel and you will have to make your own travel arrangements for your child.

Moving from the waiting list to the in-year application process

Once the waiting lists have closed the names of all the children on those lists will be removed. After this date, if you would like your child to be considered for any place that becomes available at a school you will need to make an in-year application. More information is available at www.suffolk.gov.uk/admissions or in the In-Year Admissions to Schools in Suffolk 2016/2017 guide. You can request a paper copy by contacting us on 0345 600 0981 (local rate). Some voluntary aided, foundation, free schools and academies may continue to operate waiting lists throughout the year. Please contact these schools direct for more information.

Making another application for the schools you have already applied for

You can apply for a school place for your child through the In-Year process and we will consider this. However, if your application 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 own admission authority schools may have different arrangements. You should contact them directly for more information.

The appeals process (Suffolk schools)



Please note that some Suffolk schools deal with the appeals process directly. Please visit www.suffolk.gov.uk/admissions for more information about the appeals process and to download a notice of appeal form and guidance notes.

| | Secondary (including upper and high) schools | Primary (including infant, junior and middle) schools |
|--|---|---|
| You can appeal if your child is not offered a place at one or more of your preferred schools if you applied on time. You must submit your appeal form to the Education Appeals Office by the relevant date in this table. Appeals received on or before this date will be heard within 40 school days. | Wednesday 13 April 2016 | Tuesday 17 May 2016 |

If you made a late application your appeal should be heard within 40 school days from the deadline for lodging an appeal where possible, or within 30 school days of the appeal being lodged.

If you want to appeal for a school outside of Suffolk you must contact the relevant local authority who will provide you with the necessary forms and information.

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.

You will receive a decision in writing 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 (i.e. Reception, 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 Reception, 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.

The appeals process (Suffolk schools)



In relation to **c)** on page 47, 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' i.e. 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 be 'perverse'. This has been established in the courts.

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 classes of 20 children, which then become two classes of 30 children when the children enter Year 1 or Year 2. Admission of a 61st child to Reception 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.

For the 2013/2014 school year 39% of parents who appealed for a school administered by Suffolk County Council were successful in their appeal for a school place. For primary and infant schools only 13% were successful in their appeals when infant class size legislation applied.

Sixth form appeals

Where the offer of a place would have been conditional upon exam results, appeal applications must be received by **Friday 30 September 2016** and heard within 30 school days.

Where the offer of a place would not have been conditional upon exam results, appeal applications must be received by **Friday 30 September 2016** and heard within 40 school days.

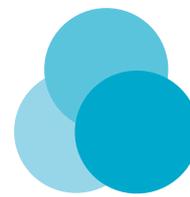
Children who have been permanently excluded from two schools

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 a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan)

If your child has a statement of SEN or 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.

Choices for 16 to 19 year olds in Suffolk



There is lots of information and advice for young people in Suffolk at www.thesource.me.uk.

Options after 16

Your child needs to stay in learning after their GCSEs because of the Raising of the Participation Age (RPA) to 18 years old. This means that your child needs to think about whether they will:

- Remain in full-time education (such as school, college or home education).
- Go on to work-based learning (such as an apprenticeship).
- Be in full-time work alongside part-time learning leading to an accredited qualification.
- Take up volunteering for 20 hours or more and do this alongside part-time learning which leads to an accredited qualification.
- Be self-employed, combining this with part-time learning leading to an accredited qualification.

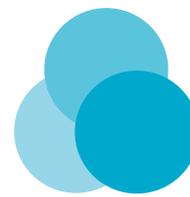
To find out more about RPA and how this affects your child please visit www.thesource.me.uk/rpa.

Wherever your child chooses to study they will need to apply in good time. It is best to contact the provider directly or look on their website for detailed information.

| | |
|---------------------------------|--|
| Apprenticeships | Apprenticeships give young people the chance to work for an employer, learn on the job, improve their skills and earn a salary while being supported by training providers. There are currently over 200 types of apprenticeship offered in Suffolk ranging from administration and financial services to sports and working with children and young people. |
| Further Education (FE) colleges | The four FE colleges in Suffolk are: Easton and Otley College, Lowestoft College, Suffolk New College and West Suffolk College. All offer a wide range of courses and qualifications and young people can study full-time or part-time. Colleges provide a different learning environment; they also provide support and help of a personal tutor. |
| School sixth forms | <p>Young people already at a school with a sixth form may choose to remain, or they could go to a sixth form at another school. School sixth forms vary widely from each other in terms of size and range of courses, and this could affect their choices.</p> <p>You should contact the school sixth form directly for details of the application process including any closing date, for further information or a prospectus. If you are refused a place you have a right of appeal against that refusal.</p> <p>Contact details can be found in the Directory of Schools in Suffolk for Secondary (including upper and high) schools.</p> |

continued on next page

Choices for 16 to 19 year olds in Suffolk



| | |
|-----------------------|---|
| 16 to 19 institutions | Alternatively young people can choose to attend one of the two 16 to 19 institutions – One in Ipswich or Lowestoft Sixth Form College. You should contact them directly for details of their application processes including any closing dates, for further information or a prospectus. If you are refused a place you have a right of appeal against that refusal. |
| Self-employment | Some young people may also consider starting their own business enterprise. There is lots of information and support available through business organisations and online support. Further information on starting a business is available online at www.thesource.me.uk . |

You can search all post-16 courses, programmes and training options including apprenticeships in Suffolk at www.ucasprogress.com. UCAS Progress makes things simple because it brings together all the options including academic courses such as A levels, vocational courses, BTECs and work-based training opportunities like apprenticeships in one place.

Further sources of information and support can also be found at:

- nationalcareersservice.direct.gov.uk
- www.its-mygo.co.uk

Opportunities for young people with additional needs

There is lots of information about opportunities for young people with additional needs at www.thesource.me.uk. You can also find information about the full range of services that we provide for families and carers who support children with additional needs and disabilities at www.access-unlimited.co.uk.

16-19 bursary fund

Young people may be able to get a bursary to help with education-related costs if they are aged 16 to 19 and are:

- Studying at school or college (not university) in England
- On a training course, including unpaid work experience.

The bursary is money that your child, or their education or training provider, can use to pay for things like:

- Clothing, books and other equipment for your course.
- Transport and lunch on days you study or train.

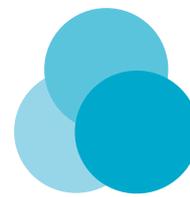
You can go online at www.gov.uk/1619-bursary-fund for more information.

Post-16 travel

Post-16 discretionary travel

We provide a subsidised transport scheme for students aged 16 to 19 years old, known as Post-16 discretionary travel. Students who are offered Post-16 discretionary travel have to make a payment

Choices for 16 to 19 year olds in Suffolk



towards the cost each term. The cost from September 2016 will be £200 per seat per term. This charge represents a contribution toward the cost and we will meet the balance. Post-16 discretionary travel will be offered to students who:

- Attend either their nearest school sixth form or post-16 centre that offers the course that will help them to progress with their chosen pathway and;
- Are studying in Year 12 or 13 but are under 19 years old (or are completing a course that started prior to their nineteenth birthday) and;
- Are undertaking an approved full-time course of further education and;
- Are resident in Suffolk and;
- Live at least 3 miles from their nearest school sixth form or post-16 centre they wish to attend*.

*The only exceptions to this are:

- If the student is studying something specific that cannot be studied at their nearest school sixth form or post-16 centre. This will need to be verified by the Passenger Transport Team.
- If there is no public transport available to the student's nearest school sixth form and there is a school bus contracted to run to their pre-16 catchment area school, spare seats may be available to purchase.

Further information about post-16 discretionary travel can be found online at www.suffolkonboard.com.

Endeavour Card

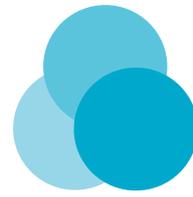
The Endeavour Card is a smartcard for 16-19 year olds for whom travel may be a barrier to get to work, training or education. The card entitles 16-19 year olds to a minimum 25% discount off the price of a full adult fare on all participating services and the card can be topped-up online. The card can be used at any time, 7 days a week for single or return adult fares on participating bus operator's services.

More information about the Endeavour Card and how to apply is available online at www.suffolkonboard.com/endeavour-card.

Beyond 19

| | |
|--|---|
| Higher Education (HE) | University Campus Suffolk offers a wide range of full and part-time degree courses across the county. The campus is based at the Waterfront building in Ipswich but some courses are delivered locally through the HE bases in each of the FE colleges. All universities offer distance learning and part-time courses. |
| Further Education (FE) colleges | All four FE colleges offer a wide range of full and part-time courses throughout the county. These courses cover technical as well as academic and leisure learning. |
| Advanced apprenticeships | This could include Level 3 or 4 qualifications and/or a degree. |
| Employment including self-employment and own business start-up | Further information is available from local organisations such as the Suffolk Chamber of Commerce and Menta at www.menta.org.uk . |

Choices for 16 to 19 year olds in Suffolk



Further information

Young people aged 16 to 19 in Suffolk can get help and advice on courses, jobs, CV building, apprenticeships, careers, money, free time, life, housing and health from www.thesource.me.uk.

Help and advice on apprenticeships for parents and carers and young people is available at www.apprenticehips.org.uk.

The National Careers Service provides careers advice and information on a wide range of jobs, training course resources and funding. More information is available at nationalcareerservice.direct.gov.uk.



Other useful information



Term dates

The school term dates as agreed by all Suffolk County Council's schools for 2016/2017 are:

| | Term Begins | Term Ends | Half Term | |
|---|----------------------------|--------------------------|-------------------------|-------------------------|
| | | | From | To |
| Autumn Term 2016 | Thursday 1 September 2016* | Tuesday 20 December 2016 | Monday 24 October 2016 | Friday 28 October 2016 |
| Christmas Holidays Wednesday 21 December 2016 to Tuesday 3 January 2017 | | | | |
| Spring Term 2017 | Wednesday 4 January 2017* | Friday 31 March 2017 | Monday 13 February 2017 | Friday 17 February 2017 |
| Easter Holidays Monday 3 April 2017 to Monday 17 April 2017 | | | | |
| Summer Term 2017 | Tuesday 18 April 2017 | Friday 21 July 2017 | Monday 29 May 2017 | Friday 2 June 2017 |

*recommended PD day

All schools set five teacher training days during the school year. These are called Professional Development (PD) days. Three PD days are recommended by Suffolk County Council at the start of the autumn term (the first two days of term in September) and the spring term (the first day of term in January). The remaining two PD days are set by the schools themselves in agreement with other schools in their pyramid. This information should be available on the school's website. The school term dates for 2015/2016 are available online at www.suffolk.gov.uk/school-term-and-holiday-dates.

Academies and free schools can set their own term dates so you should check with those schools to see if they are different. From September 2015, governing bodies of maintained schools will have the same ability to set their own term dates, but for consistency across the county it is logical for all schools to agree to a standard set of dates.

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.

Other useful information



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 Reception through to Year 6 and £935 per child for pupils in Year 7 through to Year 11.

All children in Reception, 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 on the previous page.

Your child will 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 4 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, the quickest and easiest way to apply is online at www.suffolk.gov.uk/freeschoolmeals. However, you can complete an application form by downloading one from the website, collecting one from your child's school or by calling us on 0345 606 6067. If they are 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

The Fair Access Protocol 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 such as they 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 Fair Access Protocol is published online at www.suffolk.gov.uk/admissions.



Looked after children (children in care) and previously looked after children

The School Admissions Code (December 2014) requires that looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after), 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 Looked After Children Education Support Service (LACESS) and schools to make sure looked after children 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 (December 2014) allows us to direct a maintained school to admit a looked after child 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.

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. They can send you a copy of this guide and an application form.

Phone: 0345 600 0981 (local rate)

Email: admissions@suffolk.gov.uk

Advisory Centre for Education (ACE)

A voluntary organisation which offers support with education issues.

Phone: 0300 0115 142 (local rate)

Opening hours: 10.00am to 1.00pm Monday to Wednesday term time only

Website: www.ace-ed.gov.uk

Consortium of Selective Schools in Essex (CSE)

Phone: 01245 348257

Opening hours: 9.00am to 4.30pm Monday to Friday term time only

Email: admin@csse.org.uk

Website: www.csse.org.uk

Department for Education

The government department responsible for education and children's services in England.

Phone: 0370 000 2288

Opening hours: 9.00am to 5.00pm Monday to Friday

Education Admission Appeals

If you have received a letter from the Admissions Team refusing your child a place at your preferred school(s) in Suffolk you have the right to appeal that decision.

Phone: 01473 264219 or 01473 264218

Email: educationappeals@suffolk.gcsx.gov.uk

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 | Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL |
| Phone | 0345 045 1370 | 0845 603 2200 | 0344 800 8020 |
| Email | admissions@cambridgeshire.gov.uk | admissions@essex.gov.uk | admissions@norfolk.gov.uk |
| Website | www.cambridgeshire.gov.uk/admissions | www.essex.gov.uk/admissions | www.norfolk.gov.uk/admissions |

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

Passenger Transport

For all queries about home to school travel or post 16 discretionary travel.

Phone: 0345 606 6173

Website: 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

Suffolk Families Information Service (FIS)

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

Phone: 0345 608 0033

Text: 07624 801 060 (if you text they will call you back)

Email: childcare.planning@suffolk.gov.uk

Website: 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: parent.partnership@suffolk.gov.uk

Website: www.suffolk.gov.uk/sendiaass

School Preference Advisers

The SENDIASS team offers a school preference advice service 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. School preference advisers are available during term time through their helpline.

Phone: 01473 265210

Email: parent.partnership@suffolk.gov.uk

Website: www.suffolk.gov.uk/sendiaass



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.

CAF1

The normal year of entry paper application form.

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.

Discretionary seat

If there are spare seats on journeys 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.

Education, Health and Care plan (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 (i.e. Reception, 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 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 with separated parents who have shared responsibility, each for part of the week, the ordinarily resident address will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays).

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 foundation, voluntary aided, 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'd 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).

Statement of Special Educational Needs (SEN)

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

Summer born children

Children born from the beginning of April to the end of August.

Supplementary Information Form (SIF)

The form you may need to complete if you are applying for a voluntary controlled, voluntary aided, foundation, academy or free school which asks for extra information to enable the admissions authority to rank your application against their school's admission oversubscription criteria. The form is available at 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.

Normal year of entry application form for the 2016/2017 school year

Guidance notes

If your child lives in Suffolk please use this form to apply for a place in the normal year of entry at any mainstream school within Suffolk or in another authority.

Important

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

Saturday 31 October 2015 – for secondary (including upper and high) school applications

Friday 15 January 2016 – for primary (including infant, junior and middle) school applications

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.

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

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.

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 child arrangements order or special guardianship order, immediately following having been looked after). You **must** provide evidence with your application that your child was previously looked after in the form of an adoption, 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 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. 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 UK Service/returning Crown Servant families proof of the posting.

If you are unable to provide evidence of your move by the closing date, we will still be able to use your new address to rank your application if we receive sufficient evidence by **Tuesday 5 January 2016 for upper and high school applications or by Friday 12 February 2016 for primary, infant, junior and middle school applications**. 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**.

Note 4 – Home to School Travel

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school. Please note: the ages are taken at 1 September in each school year. If your child receives free home to school travel and is under eight years of age and lives more than two miles but less than three miles from the school allocated, travel will finish at the end of the school year following their eighth birthday.

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA may be the same as the catchment area or, if there is a Free school in the area, the TPA may be different. We recommend that you check the website:

www.suffolkonboard.com/home-to-school-transport 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 schools 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. For Community and Voluntary Controlled Schools please name the youngest sibling who is 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 an associated infant or junior school.

Note 6 – 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 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). 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** or by contacting the Admissions Team on: **0345 600 0981**.

Note 8 – Voluntary Aided, Academies, Foundation and Free Schools

If you are applying for a place at a Church of England or Catholic Voluntary Aided School, you must also get a Supplementary Information Form (SIF) from either the school, online at:

www.suffolk.gov.uk/admissions or by contacting the Admissions Team on: **0345 600 0981**. This needs to be filled in and taken or sent to the Voluntary Aided School direct.

You may also need to complete a SIF for an Academy, Foundation or Free School (please check the school's individual policy to confirm if this is a requirement). You will need to tick the box on the application form to confirm you have done this.

School Preference Advice Service

School Preference Advisers are available during term time to help you find out about schools in Suffolk, how to make an application or how to appeal for a school place. Their aim is to help you make informed and realistic decisions about which schools to apply for to best meet your child's needs. You can contact an adviser through the SENDIASS Helpline on: **01473 265210** or by email at: **parent.partnership@suffolk.gov.uk**.

Normal year of entry application form for the 2016/2017 school year

We strongly recommend that you read the guide Admissions to Schools in Suffolk 2016/2017, the relevant Directory of Schools in Suffolk and the guidance attached before completing this form.
The guide and directories are available online at: www.suffolk.gov.uk/admissions.

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

Saturday 31 October 2015 – for secondary (including upper and high) school applications
Friday 15 January 2016 – for primary (including infant, junior and middle) school applications

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

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: | Male: <input type="checkbox"/> | Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? | |
| | Female: <input type="checkbox"/> | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is the child a looked after child (child in care): | | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| Is your child previously looked after? (see 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 of current school (if applicable): | | | |

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: <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"/> | |

Admissions Team use only
Catchment Area School/TPA:

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 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)

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 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)

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 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:

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):

If you are applying for a place at a Voluntary Aided, Foundation, Academy or Free School, please see Note 8 and tick this box to confirm you have taken or sent a Supplementary Information Form (SIF) to those schools direct:

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 guide Admissions to Schools in Suffolk 2016/2017, 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, including for Voluntary Aided, Foundation, Academies and Free 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

In-year application form 2016/2017 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 an Academy, Free School, Foundation or Voluntary Aided School please contact the school directly or fill in an ADM1 application form available online at: 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 guide Admissions to Schools in Suffolk 2016/2017, 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 slightly 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 – Previously looked after children

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

Note 2 – Child's current address/moving address

Please give your child's current address. If you are planning to move house, 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 UK service/returning crown servant families, proof of the posting. 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.

Note 4 – Home to School Travel

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school. Please note: the ages are taken at 1 September in each school year. If your child receives free home to school travel and is under eight years of age and lives more than two miles but less than three miles from the school allocated, travel will finish at the end of the school year following their eighth birthday.

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA may be the same as the catchment area or, if there is a Free school in the area, the TPA may be different. We recommend that you check the website:

www.suffolkonboard.com/home-to-school-transport 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 an associated 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). 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** or by contacting the Admissions Team on: **0345 600 0981**.

School Preference Advice Service

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

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

In-year application form 2016/2017 for Community and Voluntary Controlled Schools

We strongly recommend that you read the guide Admissions to Schools in Suffolk 2016/2017, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form.
The guide and directories are available online at: www.suffolk.gov.uk/admissions.

Please print in capital letters

| Child's details | |
|--|--|
| Child's legal last name: | First name: Middle name: |
| Child's date of birth: | Male: <input type="checkbox"/> Female: <input type="checkbox"/> |
| Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Is the child a looked after child (child in care): Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| Is your child previously looked after? (see 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 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: <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"/> | |
| When would you like your child to start at your preferred school: | |
| Admissions Team use only Catchment Area School/TPA: | 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 **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**)

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 **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**)

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 **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:

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 guide Admissions to Schools in Suffolk 2016/2017, 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

In-year application form 2016/2017 for Academies, Free Schools, Foundation and Voluntary Aided Schools 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 an Academy, Free School, Foundation or Voluntary Aided School. 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.

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 guide Admissions to Schools in Suffolk 2016/2017 and 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 – Previously looked after children

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

Note 2 – Child's current address/moving address

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application, please check the school's individual policy for information on what evidence, if any, you need to provide.

Note 3 - Private fostering

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

Note 4 – Home to School Travel

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school. Please note: the ages are taken at 1 September in each school year. If your child receives free home to school travel and is under eight years of age and lives more than two miles but less than three miles from the school allocated, travel will finish at the end of the school year following their eighth birthday.

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA may be the same as the catchment area or, if there is a Free school in the area, the TPA may be different. We recommend that you check the website:

www.suffolkonboard.com/home-to-school-transport to find out if your child is entitled to free travel.

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

Note 5 – Siblings

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

www.suffolk.gov.uk/admissions.

Note 6 – Reasons for preference

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

Note 7 – Supplementary Information Form

If you are applying for a place at a Church of England or Catholic Voluntary Aided School, you must also get a Supplementary Information Form (SIF) from either the school, online at:

www.suffolk.gov.uk/admissions or by contacting the Admissions Team on: **0345 600 0981**. This needs to be filled in and taken or sent to the Voluntary Aided School direct.

You may also need to complete a SIF for an Academy, Foundation or Free School (please check the school's individual policy to confirm if this is a requirement). 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.

School Preference Advice Service

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

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

In-year application form 2016/2017 for Academies, Free Schools, Foundation and Voluntary Aided Schools

We strongly recommend that you read the guide Admissions to Schools in Suffolk 2016/2017, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form.
The guide and directories are available online at: www.suffolk.gov.uk/admissions.

Please print in capital letters

Child's details

| | | | |
|---|----------------------------------|--|--------------|
| Child's legal last name: | | First name: | Middle name: |
| Child's date of birth: | Male: <input type="checkbox"/> | Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |
| | Female: <input type="checkbox"/> | | |
| Is the child a looked after child (child in care): Yes: <input type="checkbox"/> No: <input type="checkbox"/> | | | |
| Is your child previously looked after? (see 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 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: <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"/> | |



Your child cannot be guaranteed a place at any school including their 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, 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**):

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

How the Governing Body/Academy Trust will use your information

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.

Parental declaration (MUST be completed)

I confirm that I have read the guide Admissions to Schools in Suffolk 2016/2017, 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)

Please send this form directly to the school you are applying for. Contact details can be found online at: www.suffolk.gov.uk.

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 Customer Rights.

Phone: 01473 260711

Email: customerrights@suffolk.gov.uk

Compliments about our services can also be sent to 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 2016/2017 school year. Any changes will be up-dated at www.suffolk.gov.uk/admissions.

Apply online at 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**.



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