

## Your 5 step guide to making an in-year application for a Community or Voluntary Controlled school (CAF2) for the 2020/2021 school year

<b>Step 1</b>	<b>Think about why you are applying to change schools</b>
	<p>Have you moved house?          If yes, go to Step 2.          If no, we strongly recommend that you discuss any issues or concerns that you have with your child's current school before you move onto Step 2.</p>
<b>Step 2</b>	<b>Find out more about the community and/or voluntary controlled school(s) you wish to apply for</b>
	<p>Visit the school(s).          Look at their prospectus or website, if they have one.          Look at the admission oversubscription criteria which is available at <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p>
<b>Step 3</b>	<b>Think about how you will get your child to school</b>
	<p><b>Suffolk County Council (SCC) introduced a new School Travel Policy in September 2019.</b> It is important that you understand how this might affect your child's eligibility for SCC funded school travel before you apply for a school place. All children living in Suffolk who will be starting at a new school will be eligible for SCC funded school travel when they meet the statutory walking distance criteria from their home to the nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at <a href="http://www.suffolkonboard.com/schooltravel">www.suffolkonboard.com/schooltravel</a>.</p>
<b>Step 4</b>	<b>Check the availability of school places</b>
	<p>Contact the Admissions Team on 0345 600 0981 (local rate) for up to date information on the availability of places in your child's year group at your preferred school(s). This will give you an indication of whether or not a place may be offered.</p> <p>Please note that your child is not guaranteed a place at any preferred school and we cannot hold or reserve places.</p>
<b>Step 5</b>	<b>Complete the paper application form (CAF2)</b>
	<p>Complete and email or post the CAF2 application form to the Admissions Team. Email to <a href="mailto:admissions@suffolk.gov.uk">admissions@suffolk.gov.uk</a> or post to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.</p> <p>Attach any supporting evidence with your application form as well as any Supplementary Information Form (SIF) to support an application based on religious grounds for a voluntary controlled school. For more information go to <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p>

Further information is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for the 2020/2021 school year or contact the Admissions Team on 0345 600 0981.

# In-year application form 2020/2021 for Community and Voluntary Controlled Schools Guidance notes

Please use this form to apply for a school place when you wish to change school outside the normal year of entry for a community or voluntary controlled school.

**If you wish to apply for a school that is a voluntary aided, foundation, free school or academy please contact the school directly or fill in an ADM1 application form available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) and return it to the school.**

If you wish to apply for a place in the normal year of entry you should complete a CAF1 application form.

**It is important that you read the following notes before completing your application form as well as the information online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for the 2020/2021 school year or contact the Admissions Team on 0345 600 0981.**

## **Timescales**

The Admissions Team aims to process your application within 10 school days of receiving it. It may take longer to process the application at busy times. We will not normally consider your application more than one term ahead of the date when you want your child to start at the school.

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

### **Note 1 – Children in care (looked after children)**

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

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

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

### **Note 3 – Child's current address/moving address**

Please give your child's current address. If you are planning to move house, please give the details of your future address and moving date, if known, on the application form. If you want your future address to be the one used to allocate a school place, you **must** attach written evidence that you are legally committed to this move. The evidence **must** be either proof of exchange of contracts or a signed letting/tenancy agreement confirming your new address. Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted. For children of UK Service Personnel, an assignment order that declares a relocation date and a unit postal address or quartering area address is required. For returning Crown Servant families, an official letter declaring a relocation date is required. Evidence of a future address may also be required. Please contact the Admissions Team on 0345 600 0981 for further details.

#### **Note 4 – Private fostering**

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

#### **Note 5 – School Travel Policy**

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

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

#### **Note 6 – Siblings**

It is important that you provide this information because it can affect your child's priority or offer of a school place. Please name the sibling who is nearest in age at or about to start at each preferred school. This does not include the sixth form. You should also include the sibling if you are applying for a paired infant or junior school.

#### **Note 7 – 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 8 – Voluntary controlled schools**

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

#### **Note 9 – Definition of parent**

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

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

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

# CAF2 Application Checklist

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

Check your application carefully to make sure you have:

- Clearly written your child's full legal name (not their nickname or known as name).
- Clearly written your child's date of birth in the following format (DD/MM/YYYY).
- Ticked the box if your child has an Education, Health and Care (EHC) plan.
- Attached evidence if you have ticked the box to say your child was previously in care.
- Clearly written your child's current address (please refer to Note 3, the information for the 2020/2021 school year at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981).
- Attached evidence of any future address that you would like to be used to allocate a school place (please refer to Note 3, the information for the 2020/2021 school year at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981).
- Attached evidence of your child's living arrangements if they live at two addresses (please refer to Note 3, the information for the 2020/2021 school year at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981).
- Clearly written the date that you wish your child to start at your preferred school. Please note that if your child already has a local school place, and you have not moved house, we would not normally agree a start date until the beginning of the next half term.
- Named your preferred community and/or voluntary controlled schools and given reasons for your preferences if you want to. However, we are only able to take these reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria.
- Written the names and dates of birth of any siblings at your preferred schools. If you do not provide this information on your application it may affect the offer of a school place.
- Attached the Supplementary Information Form (SIF) with your application if you have ticked the box to say you are applying for a Church of England voluntary controlled school for religious reasons.
- Signed and dated the application form.

Email or post your application to the Admissions Team. 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.

# In-year application form 2020/2021 for Community and Voluntary Controlled Schools

We strongly recommend that you read the guidance notes attached before completing this form as well as the information for the 2020/2021 school year available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on 0345 600 0981.

**Please print in capital letters**

Child's details		
Child's legal last name:	First name:	Middle name:
Child's date of birth (DD/MM/YYYY):	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have an Education, Health and Care (EHC) plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child in care (looked after child)? (see <b>Note 1</b> ): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Was your child previously in care? (see <b>Note 2</b> ): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/>		
Child's current address (see <b>Note 3</b> ):		Postcode:
Name and address of current or previously attended school or education provision:		
Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see <b>Note 4</b> ) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Other details		
If you are moving house, please read Note 3 and fill in these boxes		
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:		
<b>Admissions Team use only</b> Catchment Area School:		Date application received:

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

### First preference (we recommend you apply for more than one school) see Note 5

Please write the name of your first preference school in this box:	Does the child you are applying for have a sibling in this school or the associated infant / junior school? (see <b>Note 6</b> ) Child's name ..... Date of birth .....
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Reasons (you do not have to fill in this section if you do not want to, see **Note 7**)

### Second preference

Please write the name of your second preference school in this box:	Does the child you are applying for have a sibling in this school or the associated infant / junior school? (see <b>Note 6</b> ) Child's name ..... Date of birth .....
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Reasons (you do not have to fill in this section if you do not want to, see **Note 7**)

### Third preference

Please write the name of your third preference school in this box:	Does the child you are applying for have a sibling in this school or the associated infant / junior school? (see <b>Note 6</b> ) Child's name ..... Date of birth .....
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Reasons (you do not have to fill in this section if you do not want to, see **Note 7**)

### 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 8** and tick this box if you have attached a Supplementary Information Form (SIF):

### Data Protection:

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

### Parental declaration (MUST be completed):

I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2020/2021 school year online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contacted the Admissions Team. I have read the School Travel policy for 2020/2021 and understand how eligibility for Suffolk County Council funded school travel will be decided. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996 (see **Note 9**).

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