# Your 5 step guide to making an application for the normal year of entry (CAF1) for the 2019/2020 school year

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| **Step 1** | **Find out more about the schools you want to apply for** |
| | Visit the school(s).<br>Attend their open evenings, if you can.<br>Talk to staff at the school about your child and any concerns you may have.<br>Look at their prospectus or website, if they have one.<br>Look at their admissions oversubscription criteria to see how your application would be prioritised (available on the individual schools' website or at **www.suffolk.gov.uk/admissions**). |
| **Step 2** | **Think about how you will get your child to school** |
| | **Suffolk's School Travel Policy 2019/2020 has been amended.** It is important that you understand how this might affect your child's eligibility for Suffolk County Council (SCC) funded school travel before you apply for a school place. Children living in Suffolk who will be starting at a new school in September 2019 will be eligible for SCC funded school travel when they meet the statutory walking distance criteria from their home to the nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at **www.suffolkonboard.com/schooltravel**.<br><br>If you are not sure which are your nearest schools, you can find this information from our new Nearest School Checker (which is based on the statutory walking distance including rights of way). The checker can be found at **nearestschool.suffolk.gov.uk**. |
| **Step 3** | **Apply online or by paper by the relevant closing date** |
| | You should apply online at **www.suffolk.gov.uk/admissions**. The **online facility** is open from 12 September 2018 until the relevant closing date. You cannot apply online after the closing date. If you cannot apply online, you should complete the paper CAF1 application form. |
| **Step 4** | **Send any evidence by the relevant closing date** |
| | Post any evidence to support your application, for example, a future house move, to the Admissions Team to reach us by the relevant closing date below.<br><br>Send any Supplementary Information Form (SIF) to either the Admissions Team for voluntary controlled schools, to support an application based on religious grounds, or direct to the school for voluntary aided, foundation, free schools or academies.<br><br>More information is available at **www.suffolk.gov.uk/admissions**. |
| **Step 5** | **Submit your online application or post your paper CAF1** |
| | Ensure your online application or your paper application is submitted or posted to reach us by:<br><br>**Wednesday 31 October 2018 for secondary (including high and upper) schools**<br><br>**Tuesday 15 January 2019 for primary (including infant, junior and middle) schools**<br><br>Other relevant dates can be found online at **www.suffolk.gov.uk/admissions**. |

For further information, please read the Admissions to Schools in Suffolk 2019/2020 guide and relevant Directory of Schools which are available online at **www.suffolk.gov.uk/admissions** or contact the Admissions Team on 0345 600 0981 (local rate).

# Normal year of entry application form for the 2019/2020 school year Guidance notes

Suffolk County Council

FORM CAF1

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

**Important**

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

**Wednesday 31 October 2018 for Secondary (including high and upper) school applications**

**Tuesday 15 January 2019 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.

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

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

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

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

**Note 2 – Child's current address/moving address**
Please give your child's current address. If you are planning to move house and you want your future address to be the one used to allocate a school place, you **must** attach to your application written evidence that you are legally committed to the move and that it will take place before your child is due to start at the school you have applied for. The evidence **must** be either proof of exchange of contracts, or a signed letting/tenancy agreement confirming your new address. 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 and if the school is oversubscribed evidence of a future address will also be required. **Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted.**

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 **Thursday 3 January 2019 for Secondary (including high and upper) school applications or by Friday 8 February 2019 for Primary (including 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 – School Travel Policy**
Suffolk's School Travel Policy 2019/2020 has been amended. It is important that you understand how this might affect your child's eligibility for Suffolk County Council (SCC) funded school travel before you apply for a school place. Children living in Suffolk who will be starting at a new school in September 2019 will be eligible for SCC funded school travel when they meet the statutory walking distance criteria from their home to the nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at **www.suffolkonboard.com/schooltravel**.

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

**Note 5 – Siblings**
It is important that you provide this information, because it can affect your child's priority or offer of a school place. You should check the definition of sibling for the 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 a paired 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) 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** or by contacting the Admissions Team on 0345 600 0981.

**Note 8 – Voluntary aided, foundation, free schools and academies**
You may also need to complete a Supplementary Information Form (SIF) for a voluntary aided, foundation, free school or academy. Please check the school's individual policy to confirm if this is a requirement. These are available from either the school, online at **www.suffolk.gov.uk/admissions** or by contacting the Admissions Team on 0345 600 0981. The SIF needs to be filled in and taken or sent to the school direct. You will need to tick the box on the application form to confirm you have done this.

**Note 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.

# CAF1 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 the Admissions to Schools in Suffolk 2019/2020 guide for information on a child's ordinarily resident address and fraudulent applications at **www.suffolk.gov.uk/admissions**).
- ☐ Attached evidence of any future address that you would like to be used to allocate a school place (please refer to the Admissions to Schools in Suffolk 2019/2020 guide for information on 'moving house' and 'cross-county applications').
- ☐ Attached evidence of your child's living arrangements if they live at two addresses (please refer to the Admissions to Schools in Suffolk 2019/2020 guide for information on 'moving house' and 'cross-county applications').
- ☐ Read and understood the changes to the School Travel policy for 2019/2020 and how eligibility for Suffolk County Council funded travel will be decided
- ☐ Named your preferred schools and given reasons for 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.
- ☐ Written the names and dates of birth of any siblings at your preferred schools (please refer to the individual school policies for definitions of siblings at **www.suffolk.gov.uk/admissions**). 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.
- ☐ Sent your Supplementary Information Form (SIF) directly to the voluntary aided school, academy or free school that you are applying for, if appropriate.
- ☐ Signed and dated the application form.
- ☐ Requested proof of postage when sending your application to the Admissions Team.
- ☐ Posted your application to reach the Admissions Team by the relevant closing date.

# Normal year of entry application form for the 2019/2020 school year

Suffolk County Council

FORM CAF1

We strongly recommend that you read the Admissions to Schools in Suffolk 2019/2020 guide, the relevant Directory of Schools in Suffolk at **www.suffolk.gov.uk/admissions** and the School Travel Policy at **www.suffolkonboard.com/schooltravel** before completing this form.

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

**Wednesday 31 October 2018 – for Secondary (including high and upper) school applications**
**Tuesday 15 January 2019 – 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 (DD/MM/YYYY): | Male: ☐ Female: ☐ | Does your child have an Education, Health and Care (EHC) plan? Yes: ☐ No: ☐ |

Is the child in care (looked after child): Yes: ☐ No: ☐

Was your child previously in care? (see **Note 1**): Yes: ☐ No: ☐

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

| Child's current address: (see **Note 2**) | Postcode: |
|---|---|

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

## Applicant's details

| Parent/Carer: Mr / Mrs / Miss / Ms / Other<br>Last name: | Initials: | Relationship to child: |
|---|---|---|
| Telephone numbers: | Email address: | |

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

Are you privately fostering this child? (see **Note 3**) Yes: ☐ No: ☐

## Other details

**If you are moving house, please fill in these boxes** (see **Note 2**)

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

Are you a UK Service/returning Crown Servant Family? Yes: ☐ No: ☐

| **Admissions Team use only**<br>**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 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**)<br><br>Child's name .....<br>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**)<br><br>Child's name .....<br>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**)<br><br>Child's name .....<br>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, free school or academy, please see **Note 8** and tick this box to confirm you have taken or sent a Supplementary Information Form (SIF) to those schools direct: ☐

## Data Protection:

Our Privacy Notice is available at **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 guide Admissions to Schools in Suffolk 2019/2020, the relevant Directory of Schools in Suffolk and the guidance notes attached to this application form. I have read and understand the changes to the School Travel policy for 2019/2020 and how eligibility for Suffolk County Council funded travel will be decided. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996, please see **Note 9**.

**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, free schools and academies, **must** be sent to the Admissions Team. **Do not return this application form to a school.**

**Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX. Telephone: 0345 600 0981**
**Email: admissions@suffolk.gov.uk**