

Your 5 step guide to making an in-year application for a voluntary controlled or community school (CAF2) for the 2018/2019 school year

Step 1	Think about why you are applying to change schools
	<p>Have you moved house? If yes, go to Step 2. If no, we strongly recommend that you discuss any issues or concerns that you have with your child's current school before you move onto Step 2.</p>
Step 2	Find out more about the community and/or voluntary controlled school(s) you wish to apply for
	<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 www.suffolk.gov.uk/admissions.</p>
Step 3	Think about how you will get your child to school
	<p>Look at the School Travel Policy section of the In-Year Admissions to Schools in Suffolk 2018/2019 guide online at www.suffolk.gov.uk/admissions or request a copy by contacting the Admissions Team on 0345 600 0981 (local rate). The current School Travel Policy is available at www.suffolkonboard.com/schooltravel. Please note that Suffolk's School Travel Policy 2019/2020 has been amended. For full details of these changes and how they may affect your child's future entitlement please visit www.suffolkonboard.com/schooltravel.</p>
Step 4	Check the availability of school places
	<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>
Step 5	Complete the paper application form (CAF2)
	<p>Complete and return the CAF2 application form to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, 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 www.suffolk.gov.uk/admissions.</p>

For further information please read the In-Year Admissions to Schools in Suffolk 2018/2019 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.

In-year application form 2018/2019 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 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 In-Year Admissions to Schools in Suffolk 2018/2019 guide, 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 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 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, 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. 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. 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

The current School Travel Policy is available at www.suffolkonboard.com/schooltravel.

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/schooltravel 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.

Please note that Suffolk's School Travel Policy has been amended from the 2019/2020 school year. To see how this might affect your child's future entitlement and for full details please visit www.suffolkonboard.com/schooltravel.

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 a paired 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) 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 – 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 the In-Year Admissions to Schools in Suffolk 2018/2019 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 In-Year Admissions to Schools in Suffolk 2018/2019 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 In-Year Admissions to Schools in Suffolk 2018/2019 guide for information on 'moving house' and 'cross-county applications').
- 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 voluntary controlled and/or community 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 2018/2019 for Community and Voluntary Controlled Schools

We strongly recommend that you read the In-Year Admissions to Schools in Suffolk 2018/2019 guide, 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 (DD/MM/YYYY):	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have an Education, Health and Care (EHC) plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child in care (looked after child): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Was your child previously in care? (see Note 1): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/>		
Child's current address: (see Note 2)		Postcode:
Name and address of current or previously attended school or education provision:		

Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see Note 3) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

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

When would you like your child to start at your preferred school:	
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Admissions Team use only Catchment Area School/Transport Priority Area:	Date application received:
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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)

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):

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 In-Year Admissions to Schools in Suffolk 2018/2019 guide, the relevant Directory of Schools in Suffolk 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 that I am a parent of this child as defined under section 576 of the Education Act 1996, please see Note 8

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