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| <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.</p> <p>If no, we would strongly recommend that you discuss any issues or concerns that you have with your child's current school before you move onto Step 2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Step 2</b> | <b>Find out more about the school you wish to apply for</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|               | <p>Visit the school, look at their prospectus or website.</p> <p>Look at the admissions oversubscription criteria to see how your application would be prioritised if there are limited places at the school, available on the school or Trust website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Step 3</b> | <b>Think about how you will get your child to school</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|               | <p><b>Suffolk County Council (SCC) Travel Policy</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>a) SCC will provide funded school travel to the <b>Nearest Suitable School</b> that would have had a place available for your child when they meet the statutory walking distance criteria from their home address. This would be whether or not an application was made for a place at that school. <b>The nearest suitable school might not be your child's catchment area school.</b> Please see <b>Note 8</b> of these Guidance Notes for further information.</li> <li>b) SCC will <b>only</b> provide funded school travel to your child's <b>Catchment Area School</b> when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.</li> <li>c) It is important that you check which school is your child's nearest suitable school on the <u><a href="#">Nearest School Checker</a></u>. You can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your child's postcode into the Checker which can be found at <u><a href="http://nearestschool.suffolk.gov.uk">nearestschool.suffolk.gov.uk</a></u>. <b>SCC update this each year to include new roads and developments.</b></li> <li>d) Your <b>School Preferences</b> and the order you put them on your admissions application could affect your child's eligibility for SCC funded school travel. SCC's <b>School Travel Scenarios</b> can help you work out when your child might be eligible for SCC funded school travel to their school when the age and distance criteria are met. These can be found in Step 4 of the relevant 'Apply for a school place' page online at <u><a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a></u>.</li> </ul> |
| <b>Step 4</b> | <b>Check the availability of school places</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|               | <p>Ask the relevant school for information on the availability of places in your child's year group.</p> <p><b>You can still apply for a place at the school even if the year group is full or oversubscribed. If the school is unable to offer your child a place you have the legal right to appeal.</b></p> <p>Please note that your child is not guaranteed a place and we cannot hold or reserve places.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Step 5</b> | <b>Complete the paper application form</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|               | <p>Complete and return the Trust application form directly to the school.</p> <p>Attach any supporting evidence with your application form.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Please use the Trust In-Year Application Form to apply for a school place when you wish to change school outside the normal year of entry for a school within the Trust.

**Please note:** You can still apply for a place even if you have been told that a particular year group is already full or oversubscribed. If the school is unable to offer your child a place, they should inform you of your legal right to appeal.

If you wish to apply for a place in the **normal year of entry** you should complete a CAF1 application form available at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

It is important that you read the following notes and the [Trust Admissions Policy](#) (available on the school and Trust websites) 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 2026/2027 school year.

## Timescales

The school will notify you of the outcome of your application in writing within 10-15 school days of receiving it. 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:**

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| <b>Note 1</b><br><b>Children with an Education, Health and Care (EHC) plan</b>         | <p>If your child has an EHC plan, then this will need to be amended to specify the name of their new school. Please contact Statutory SEND Services who will be able to advise and support if you have any questions about the process.</p> <ul style="list-style-type: none"> <li>• Lowestoft and Waveney: <a href="mailto:SENDLW@suffolk.gov.uk">SENDLW@suffolk.gov.uk</a> or 01502 521516</li> <li>• South Suffolk and Ipswich: <a href="mailto:SENDSS@suffolk.gov.uk">SENDSS@suffolk.gov.uk</a> or 01473 260670</li> <li>• West Suffolk, Central Suffolk, Bury St Edmunds: <a href="mailto:SENDWS@suffolk.gov.uk">SENDWS@suffolk.gov.uk</a> or 01284 741234</li> </ul> |
| <b>Note 2</b><br><b>Children in care (looked after children)</b>                       | <p>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).</p>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Note 3</b><br><b>Children previously in care (previously looked after children)</b> | <p>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 <b>must</b> 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.</p>                                                                                                                                                               |
| <b>Note 4</b><br><b>Children adopted from state care outside of England</b>            | <p>A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted. You may be asked to provide evidence if there are more applications than places available and you want this to be taken into consideration.</p>                                                                                                                                                                                                       |

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| <p><b>Note 5</b><br/><b>Child's current address / moving address</b></p> | <p>Please give your child's current address. If your child lives at two or more addresses, or 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 <b>must</b> attach written evidence that you are legally committed to this move. The evidence <b>must</b> 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 or a letter from your solicitor confirming exchange of contracts will take place soon will not be accepted.</p> <p>If you are a UK service personnel family with a confirmed posting, or a crown servant family returning from overseas, we will offer places in advance of the move provided the application is accompanied by an official letter that declares a relocation date. Evidence of a future address may also be required. A Unit or quartering address can be used if requested.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Note 6</b><br/><b>Private fostering</b></p>                        | <p>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's Kinship Team on 01473 265025 or Social Services on 0808 800 4005. More information is available at <a href="http://www.suffolk.gov.uk/privatefostering">www.suffolk.gov.uk/privatefostering</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Note 7</b><br/><b>Definition of a parent</b></p>                   | <p>For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:</p> <ul style="list-style-type: none"> <li>• all natural (biological) parents, whether they are married or not;</li> <li>• 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);</li> <li>• any person who, although not a natural parent, has care of a child or young person.</li> </ul> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Note 8</b><br/><b>School Travel Policy</b></p>                     | <p>Suffolk's School Travel Policy is available at <a href="http://www.suffolkonboard.com/schooltravel">www.suffolkonboard.com/schooltravel</a>.</p> <p>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.</p> <p>SCC funded school travel will be provided to the <b>Nearest Suitable School</b> that would have had a place available for your child when they are: a) aged under 8 and live more than two miles from the school; or b) aged 8 or older and live more than three miles from the school. This would be whether or not an application was made for a place at that school. The distance in a) and b) above is called the statutory walking distance.</p> <p>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.</p> <p>Full details about SCC funded school travel, including the School Travel Policy, 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> <p>If your preference is for an out-catchment school, you will normally be responsible for travel costs and arrangements to that school.</p> |

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| <b>Note 9<br/>Siblings</b>                                                                                                                                                                                                                                                                                                                                                                                | <p>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 your preferred school.</p> <p>By sibling we mean:</p> <ul style="list-style-type: none"> <li>• Children living at the same address who have one or both natural parents in common</li> <li>• Children living at the same address who are related by a parent's marriage.</li> <li>• Children who are living at the same address whose parents are living as partners at this address. We do not include 'cousins' within our definition of sibling</li> </ul> |
| <b>Note 10<br/>Reasons for preference</b>                                                                                                                                                                                                                                                                                                                                                                 | <p>You can add the reasons for your preference 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>What to do next if your child is refused a place at your preferred school.</b></p> <p>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 <a href="http://www.suffolk.gov.uk/admissions">www.suffolk.gov.uk/admissions</a>.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**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:

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|  | 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 (please refer to Note 1 of the Guidance Notes section).                                                                                                                                                                                                                                                     |
|  | Attached evidence if you have ticked the box to say your child was previously in care.                                                                                                                                                                                                                                                                                                |
|  | Attached evidence if you have ticked the box to say your child was adopted from state care outside of England.                                                                                                                                                                                                                                                                        |
|  | Clearly written your child's current address and any future address if moving house (please refer to <b>Note 5</b> in the Guidance document).                                                                                                                                                                                                                                         |
|  | Attached evidence of any future address, if you are moving house, that you would like to be used to allocate a school place (please refer to <b>Note 5</b> in the Guidance document).                                                                                                                                                                                                 |
|  | Attached evidence of your child's living arrangements if they live at more than one address.                                                                                                                                                                                                                                                                                          |
|  | Clearly written the date that you wish your child to start at your preferred school.<br>Please note that if your child already has a local school place, and you have not moved house, they would not normally be able to start at a new school until the beginning of the next half term.                                                                                            |
|  | Read and understood the <b>School Travel Policy</b> and are aware that eligibility for Suffolk County Council funded travel is to the nearest suitable school, which might not be the catchment area school. Checked the <b>Nearest School Checker</b> and <b>School travel Scenarios</b> to understand your child's eligibility for SCC funded school travel <b>before</b> applying. |
|  | Named your preferred school and given reasons for your preference if you want to.<br>However, the school is only able to take these reasons into account if they have a direct bearing on how your application is ranked against their relevant published oversubscription criteria.                                                                                                  |
|  | Written the names and dates of birth of any siblings at your preferred school (see <b>Note 9</b> ). If you do not provide this information on your application it may affect the offer of a school place.                                                                                                                                                                             |
|  | Signed and dated the application form.                                                                                                                                                                                                                                                                                                                                                |
|  | Requested proof of postage when sending your application to the school applied for.                                                                                                                                                                                                                                                                                                   |