

Your 5 step guide to making an application for the normal year of entry (CAF1) for the 2018/2019 school year

Step 1	Find out more about the schools you want to apply for
	<p>Visit the school(s). Attend their open evenings, if you can. Talk to staff at the school about your child and any concerns you may have. Look at their prospectus or website, if they have one. Look at their admissions oversubscription criteria to see how your application would be prioritised (available on the individual schools' website, if they have one, or at www.suffolk.gov.uk/admissions).</p>
Step 2	Think about how you will get your child to school
	<p>Look at the School Travel Policy section of the Admissions to Schools in Suffolk 2018/2019 guide available 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.</p>
Step 3	Apply online or by paper by the relevant closing date
	<p>We recommend that you apply online. Make your application using the online facility at www.suffolk.gov.uk/admissions from 12 September 2017, or complete the paper CAF1 application form. You cannot apply online after the closing date.</p>
Step 4	Send any evidence by the relevant closing date
	<p>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.</p> <p>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.</p> <p>More information is available at www.suffolk.gov.uk/admissions.</p>
Step 5	Submit your online application or post your paper CAF1
	<p>Ensure your online application or your paper application is submitted or posted to reach us by:</p> <p>Tuesday 31 October 2017 for secondary (including high and upper) schools</p> <p>or</p> <p>Monday 15 January 2018 for primary (including infant, junior and middle) schools</p> <p>Other relevant dates can be found online at www.suffolk.gov.uk/admissions.</p>

For further information, please read the 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 (local rate).

Normal year of entry application form for the 2018/2019 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:**

**Tuesday 31 October 2017 for Secondary (including high and upper)
school applications**

**Monday 15 January 2018 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.

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 4 January 2018 for Secondary (including high and upper) school applications or by Friday 9 February 2018 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

Please note that the current School Travel Policy is available at www.suffolkonboard.com.

This policy details the arrangements that will apply during the school year commencing September 2018. Suffolk County Council is considering changes to the School Travel and Post-16 Travel policies because of the acute pressure on this budget. Any proposals would be consulted upon during the school year commencing September 2017. Should there be any approved changes these would not come into effect until September 2019.

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

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA may be the same as the catchment area or, if there is a Free School in the area, the TPA may be different. We recommend that you check the website www.suffolkonboard.com/home-to-school-transport to find out if your child is entitled to free travel.

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

Note 5 – Siblings

It is important that you provide this information, because it can affect your child's priority or offer of a school place. You should check the definition of sibling for the schools you are applying for. This can be found in a school's individual policy which is available from either the school or online at www.suffolk.gov.uk/admissions. For community and voluntary controlled schools, please name the youngest sibling who is at or about to start at each preferred school. This does not include the sixth form. You should also include the sibling if you are applying for 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.

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 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 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 Admissions to Schools in Suffolk 2018/2019 guide for information on 'moving house' and 'cross-county applications').
- ☐ 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 2018/2019 school year



Suffolk
County Council

FORM CAF-1

We strongly recommend that you read the Admissions to Schools in Suffolk 2018/2019 guide, the relevant Directory of Schools in Suffolk and the guidance attached before completing this form.
The guide and directories are available online at www.suffolk.gov.uk/admissions.

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

Tuesday 31 October 2017 – for Secondary (including high and upper) school applications
Monday 15 January 2018 – 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: <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 school or education provision (if applicable):			

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"/>	

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 including their catchment area school

First preference (We recommend you apply for more than one school – see Note 4)

Please write the name of your first preference school in this box:

Do any of your other children attend this school or the associated infant / junior school? (see **Note 5**)

Child's name

Date of birth

Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

Second preference

Please write the name of your second preference school in this box:

Do any of your other children attend this school or the associated infant / junior school? (see **Note 5**)

Child's name

Date of birth

Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

Third preference

Please write the name of your third preference school in this box:

Do any of your other children attend this school or the associated infant / junior school? (see **Note 5**)

Child's name

Date of birth

Reasons (you do not have to fill in this section if you do not want to, see **Note 6**)

Please complete this section where relevant:

If your application for a place at a voluntary controlled school is based on religious grounds, please see **Note 7** and tick this box if you have attached a Supplementary Information Form (SIF): ☐

If you are applying for a place at a voluntary aided, foundation, 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: ☐

How we will use your information:

We will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services. We will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. We may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

Parental Declaration (MUST be completed):

I confirm that I have read the Admissions to Schools in Suffolk 2018/2019 guide, the relevant Directory of Schools and the guidance notes attached to this application form. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and I have parental responsibility.

Parent / Carer's signature:

Date:

Contact details and where to send this form (we strongly suggest you get proof of posting)

All applications, including for voluntary aided, foundation, 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**