**FORM ADM1**

**Woods Loke **

**Community Primary School**

**In Year Application Form – Guidance Notes**

Please use this form to apply for a school place when you wish to change school outside the normal year of entry. Our normal Year of Entry is Reception Year in September.

If you wish to apply for a place in the normal year of entry you should complete a CAF1 application form and submit this directly to the local authority.

**It is important that you read the In-Year Admissions to Schools in Suffolk 2017/2018 guide, the relevant Directory of Schools in Suffolk which are available online at:**

**www.suffolk.gov.uk/admissionstoschools.**

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

**Note 1 – Previously looked after children**

Previously looked after children (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 looked after in the form of an adoption order, child arrangements order 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 considered as part of your application, please provide a copy of your tenancy agreement confirming a moving date or a letter from your solicitor confirming when contracts will be exchanged.

**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**

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.

**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 school you are applying for. This can be found online at **www.suffolk.gov.uk/admissions.**

**Note 6 – Supplementary Information Form (SIF)**

A SIF is not currently required for applying for a place at Woods Loke Primary School.

**What to do next if your child is refused a place at your preferred school**

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 at Suffolk County Council on 0345 600 0981. Alternatively, more information is available online at **www.suffolk.gov.uk/admissions**.

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**We recommend you read the guide In-Year Admissions to Schools in Suffolk 2017/2018, 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**](http://www.suffolk.gov.uk/admissionstoschools)**.**

**Please print in capital letters**

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| **Child’s details** |
| Child's legal last name: | First name: | Middle name: |
| Child’s date of birth | Male: Female: | Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan?Yes: No: |
| Is the child a looked after child (child in care): Yes: No: Is your child previously looked after? (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/previously attended school : | Current Year Group: |

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| **Applicant’s details** |
| Parent/Carer: Mr / Mrs / Miss / Ms / OtherLast 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:  |
| Are you a UK Service/returning Crown Servant Family? Yes: No: |

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| **Other details** |
| **If you are moving house, please fill in these boxes** (see **Note 2**) |
| Child’s future address, including postcode: | Date of move: |

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| **School preference** (see **Note 4**) Please note, your child cannot be guaranteed a place at your catchment area school if that year group is already full. |
| Please write your school preference in this box: Woods Loke Community Primary School  | Do any of your other children attend this 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**) |
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| **If space is available, when would you like your child to start at Woods Loke Primary school:** |  |

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| **How the Governing Body/Academy Trust will use your information** |
| The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. They will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals. They will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. They 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 the information I have given on this form is true  I confirm that I have parental responsibility for the child named in this application . |
| **Parent / Carer’s signature:** |
| **Date:** |

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| **Where to send this form**  |
| Please send this completed form to: Alison Barnard (Office Manager)Woods Loke Primary SchoolButley DriveLowestoftSuffolk. NR32 3EBOr email to alisonbarnard@woodsloke.org |