

In-year application form 2020/2021 for Stoke by Nayland C of E Primary School - Guidance notes



Please use this form to apply for a school place at Stoke by Nayland Church of England Primary School when you wish to change school outside the normal year of entry at age 5.

An application for a place in our Reception class in September must be made online at www.suffolk.gov.uk/admissions or on a CAF1 application form by the closing date.

It is important that you read the following notes before completing your application form as well as the information online at www.suffolk.gov.uk/admissions for the 2020/2021 school year, or on the school's website or contact the school directly.

The school aims to process your application within 5 school days of receiving it. It may take slightly longer to process the application at busy times.

As you complete this application form you should read the following notes:

Note 1 – Children in care (looked after children)

A 'child in care' or a 'looked after child' is a child who is (a) in the care of the 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).

Note 2 – 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 3 – 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. Please contact the school for further information.

Note 4 - 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 5– School Travel Policy

Suffolk County Council (SCC) introduced a new School Travel Policy in September 2019. 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. All children living in Suffolk who will be starting at a new school 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 6 – 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 in a school's individual policy which is available from either the school's website or online at: www.suffolk.gov.uk/admissions

Note 7 – Supplementary Information Form (SIF)

As you are applying for a place at a school within the Diocesan MAT, you may also obtain a Supplementary Information Form (SIF) from either the school, or the school's website: <http://www.stokebynaylandprimaryschool.org.uk> or www.suffolk.gov.uk/admissions or by contacting the Admissions Team on: **0345 600 0981**. The completed form can be taken to or sent direct to Stoke by Nayland Church of England Primary School.

Note 8 – Definition of a 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.

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

In-year application form 2020/2021 for Stoke by Nayland C of E Primary School



FORM ADM1

We strongly recommend that you read the guidance notes attached before completing this form as well as the information for the 2020/2021 school year available online at www.suffolk.gov.uk/admissions or contact the school.

Please print in capital letters

Child's details

Child's legal last name:		First name:	Middle name(s):
Child's date of birth: (DD/MM/YYYY)	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Is the child in care (looked after child)? (see Note 1): Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Was your child previously in care? (see Note 2): 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 3)			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 4) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Other details

If you are moving house, please fill in these boxes (see Note 3)	
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"/>	

Please note: Your child cannot be guaranteed a place at any school

Siblings (See Note 6)

Do any of your other children attend this school?

Name(s):

Date(s) of birth:

Do any of your

Please complete this section

Tick this box to confirm you have attached, taken or sent a Supplementary Information Form (SIF) to the school (see Note 7):

When would you like your child to start at Stoke by Nayland C of E Primary School:

How the 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 General Data Protection Regulations 2018 and Data Protection Act 2018. To view our Privacy Notice please visit our website:
<http://www.stokebynaylandprimarieschool.org.uk/information/privacy-notice>

Parental declaration (must be completed)

I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2020/2021 school year online at www.suffolk.gov.uk/admissions, or the school's website or I have contacted the school directly. I have read the School Travel policy for 2020/2021 (**see Note 5**) and understand how eligibility for Suffolk County Council funded school travel will be decided. 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 (**see Note 8**).

Parent / Carer's signature:

Date:

Where to send this form (we strongly suggest you get proof of posting)

All applications **must** be sent to the School at the address below or e-mailed to:
admin@sbn.suffolk.sch.uk

Stoke by Nayland Church of England Primary School
 School Street
 Stoke by Nayland
 Colchester
 CO6 4QY

School use only	Date application received:	
Decision: Admit / Decline*	Decision date:	Committee / WGB
Letter to Parent date:	Letter to LA date:	Admission date:
* If Decline tick to confirm Appeal notice sent. <input type="checkbox"/>		Sign-off: