# ADM1 FORM

Suffolk County Council

## Your 5 step guide to making an in-year application for a Voluntary Aided School, Free School or Academy for the 2025/2026 school year

### Step 1 – Think about why you are applying to change schools

- 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.

### Step 2 – Find out more about the schools you want to apply for

- Visit the school(s), look at their prospectus or website.
- Look at their admissions oversubscription criteria to see how your application would be prioritised if there are limited places at the school, online at www.suffolk.gov.uk/admissions.

### Step 3 – Think about how you will get your child to school

a) We will provide Suffolk County Council (SCC) funded school travel to the **Nearest Suitable School** 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. Please see **Note 8** of Guidance Notes in this application form for further information.

b) **We will only provide SCC funded school travel to your child's catchment area school 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.**

c) It is important that you check which school is your child's nearest suitable school on our **Nearest School Checker**. 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 nearestschool.suffolk.gov.uk. **We update this each year to include new roads and developments.**

d) Your **School Preferences** and the order in which you put them on your admissions application could affect your child's eligibility for SCC funded school travel. Our **School Travel Scenarios** 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 school year online at www.suffolk.gov.uk/admissions.

### Step 4 – Check the availability of school places

- Ask the relevant school for information on the availability of places in your child's year group.
- **Please note: 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, they **must** inform you of your legal right to appeal.

### Step 5 – Complete the paper application form

- Check with the school to see if they have their own application form that they would like you to complete or complete and return the ADM1 application form directly to the school.
- Attach any supporting evidence with your application form as well as any Supplementary Information Form (SIF) if required. You will need to contact the individual school directly for details of what evidence, if any, is needed.

Further information is available online at www.suffolk.gov.uk/admissions for the 2025/2026 school year or contact the Admissions Team on 0345 600 0981 (local rate).

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# Guidance notes for making an in-year application for a Voluntary Aided School, Free School or Academy for the 2025/2026 school year

Please use this form to apply for a school place when you wish your child to change school outside the normal year of entry for a voluntary aided, free school or academy.

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

**If you wish to apply for a community or voluntary controlled school please fill in a CAF2 application form available online at www.suffolk.gov.uk/admissions or contact the Admissions Team for a copy on 0345 600 0981.**

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 following notes before completing your application form as well as the information online at www.suffolk.gov.uk/admissions for the 2025/2026 school year or contact the Admissions Team on 0345 600 0981.**

## Timescales

The school should aim to notify you of the outcome of your application in writing within 10 school days of receiving it. However, they **must** notify you in writing of the outcome **within 15 school days**.

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

### Note 1 – Children with an Education, Health and Care (EHC) plan

If your child has an EHC plan, then this will need to be amended to specify the name of their new school. Please contact the relevant Family Services Team who will be able to advise and support if you have any questions about the process:

- North: 01502 521516 or SENDLW@suffolk.gov.uk
- South: 01473 260670 or SENDSS@suffolk.gov.uk
- West: 01284 741234 or SENDWS@suffolk.gov.uk

### Note 2 – 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 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).

### Note 3 – 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 4 – Children adopted from state care outside of England

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. Each admissions authority for your preferred schools will consider the evidence you provide. They may reach different decisions about how they will rank your application.

## Note 5 – Child's current address/moving address

Please give your child's current address. If your child lives at two or more addresses, or if you are planning to move house and you want your future address to be the one considered as part of your application, please check the school's individual policy for information on what evidence, if any, you need to provide.

If you are a UK service personnel family with a confirmed posting, or a crown servant family returning from overseas, places may be offered 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. Please contact the school for further details.

## Note 6 – 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. More information is available at www.suffolk.gov.uk/privatefostering.

## Note 7 – 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.

## Note 8 – School Travel Policy (further to Step 3 on the first page of this document)

SCC funded school travel will be provided to the **Nearest Suitable School** 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**.

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.

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 www.suffolkonboard.com/schooltravel.

## Note 9 – Supplementary Information Form (SIF)

You may also need to complete a SIF for a voluntary aided, free school or academy. Please check the school's individual policy to confirm if this is a requirement. These are available from the school, the school's website, 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. You will need to tick the box on the application form to confirm you have done this.

## 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.

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# In-year application form for a Voluntary Aided School, Free School or Academy for the 2025/2026 school year

- We strongly recommend before completing this form that you read the guidance notes attached, the information for the 2025/2026 school year available online at www.suffolk.gov.uk/admissions or by contacting the Admissions Team on 0345 600 0981, and the School Travel Policy at www.suffolkonboard.com/schooltravel.
- Failure to complete your application fully, or to provide evidence, where necessary, may result in a delay or may affect your child's priority or offer of a school place.
- **Please note:** You can still apply for a place at a school even if the year group is full or oversubscribed. If the school is unable to offer your child a place, they **must** inform you of your legal right to appeal.

**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: ☐ Female ☐

Does your child have an Education, Health and Care (EHC) plan? (see **Note 1**): Yes: ☐ No: ☐

Is the child in care (looked after child)? (see **Note 2**): Yes: ☐ No: ☐

Was your child previously in care? (see **Note 3**): Yes: ☐ No: ☐

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. Please tick this box to confirm you have attached evidence: ☐

Was your child adopted from state care outside of England? (see **Note 4**): Yes: ☐ No: ☐

If Yes, please provide name and contact details of any Local Authority who has been involved:

If Yes, please tick this box to confirm if you have attached evidence: ☐

Child's current address (see **Note 5**):

Postcode:

Name and address of current or most recent school/education provision (even if outside of the UK):

## Other details – if you are moving house please fill in these boxes

If you want your future address to be the one used to allocate a school place, please check the school's individual policy for information on what evidence, if any, you need to provide, see **Note 5**.

Child's future address, including postcode:

**Date of move:**

Please tick this box to confirm if you have attached evidence of your child's new address: ☐

Are you a UK service personnel or a crown servant family? (see **Note 5**) Yes: ☐ No: ☐

Are you privately fostering this child? (see **Note 6**) Yes: ☐ No: ☐

## Applicant's details – parent/carer (see **Note 7)**

Mr/Mrs/Miss/Ms: Initials:

Last name: Relationship to child:

Telephone number:

Email address:

Address if different to the child's, including the postcode:

### Data Protection:

The Governing Body or 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. Further information will be available from the school or the school's website.

Suffolk County Council's 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.

**When would you like your child to start at your preferred school:**

**School preference:**

- Your child cannot be guaranteed a place at any school
- Please see **Note 8 on School Travel**

Does the child you are applying for have a sibling in this school?: Yes: ☐ No: ☐

Sibling's name: Sibling's date of birth:

- 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 the school, on the school's website or online at www.suffolk.gov.uk/admissions.

**Reasons**:

- You can add the reasons for your preference 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.

**Please complete this section where relevant:**

Tick this box to confirm you have attached, taken or sent a Supplementary Information Form (SIF) to the school, where required (see **Note 9**): ☐

## 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 2025/2026 school year online at www.suffolk.gov.uk/admissions or contacted the School or the Admissions Team.
- I have read the School Travel Policy 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, please see **Note 7**.

**Parent/Carer's signature:** **Date:**

## Where to send this form:

- Please send this form directly to the school you are applying for.
- Contact details can be found online at www.suffolk.gov.uk/admissions.
- If you send this form in the post, we strongly suggest that you get proof of postage.