



Guidance Notes

Please use this form to apply for a school place when you wish to change school outside the normal year of entry for an Academy, Free School, Foundation or Voluntary Aided School. The school you wish to apply for may have their own application form that they may ask you to complete instead. You can check this by contacting the school direct.

If you wish to apply for a Community or Voluntary Controlled School please fill in a CAF2 application form which is available to download 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 booklet Admissions to Schools in Suffolk 2015/2016, the relevant Directory of Schools in Suffolk and the following notes before completing your application form.

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 check the school's individual policy for information on what evidence, if any, you need to provide.

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 – Home to School Travel

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 your preference 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 school 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.

Note 6 – Reasons for preference

You can add the reasons for your preference if you want to. Please refer to our Admissions Policy on how we rank applications. 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 – Supplementary Information Form

By applying to Debenham High School, you are applying for a place at a Church of England School, you must also get a Supplementary Information Form (SIF) from us on our website, online at: www.suffolk.gov.uk/admissions or by contacting the Admissions Team on: **0345 600 0981**. This needs to be filled in and taken or sent to us.

You will also need to complete a SIF for Debenham High 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 Debenham High 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.

School Preference Advice Service

School Preference Advisers are available during term time to help you find out about schools in Suffolk, how to make an application or how to appeal for a school place. Their aim is to help you make informed and realistic decisions about which schools to apply for to best meet your child's needs.

You can contact an adviser through the SENDIASS Helpline on: **01473 265210** or by email at: parent.partnership@suffolk.gov.uk.