



Your 5 step guide to making an in-year application (ADM1) for the 2020/2021 school year

Step 1	Think about why you are applying to change schools
	<p>Have you moved house? If yes, go to Step 2.</p> <p>If no, we would strongly recommend that you discuss any issues or concerns that you have with your child's current school before you move onto Step 2.</p>
Step 2	Find out more about the school you wish to apply for
	<p>Visit the school.</p> <p>Look at their prospectus or website.</p> <p>Look at their admissions oversubscription policy which is available on their website.</p>
Step 3	Think about how you will get your child to school
	<p>Suffolk County Council (SCC) introduced a new school Travel Policy in September 2019.</p> <p>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 the 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/schooltravel.</p>
Step 4	Check the availability of school places
	<p>Ask the relevant school for information on the availability of places in your child's year group.</p> <p>Please note that you can still apply for a place at the school even if they let you know the year group is full or oversubscribed. If the school is unable to offer your child a place you have the legal right to appeal.</p>
Step 5	Complete the paper application form
	<p>Complete and return the John Milton Academy Trust ADM1 application form directly to the school.</p> <p>Attach any supporting evidence with your application form.</p>

Further information is available online at www.suffolk.gov.uk/admissions for the 2020/2021 school year or contact the Admissions Team on 0345 600 0981.

Guidance notes for In-Year Application Form for 2020/2021

Please use the John Milton Academy Trust ADM1 Form to apply for a school place when you wish to change school outside the normal year of entry for a school within the Trust.

Please note: You can still apply for a place even if you have been told that a particular year group is already full or oversubscribed.

If you wish to apply for a place in the normal year of entry you should complete a CAF1 application form available at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

It is important that you read the following notes and the Trust Admissions Policy (available on the school and Trust websites) before completing your application form as well as the information online at www.suffolk.gov.uk/admissions for the 2020/2021 school year.

Before 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 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 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, 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 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’s School Travel Policy is available at www.suffolkonboard.com/schooltravel . 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 the 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 .

	<p>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) aged 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.</p> <p>If one of your preference is for an out-catchment school, you will normally be responsible for travel costs and arrangements to that school.</p>
<p>Note 6 – Siblings</p>	<p>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, Trust or online at www.suffolk.gov.uk/admissions.</p>
<p>Note 7 – Reasons for preference</p>	<p>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.</p>
<p>Note 8 – Definition of parent</p>	<p>For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
<p>What to do next if your child is refused a place at your preferred school.</p> <p>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.</p>	

ADM1 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 plan (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 and any future address if moving house.
	Attached evidence of any future address, if you are moving house, that you would like to be used to allocate a school place (please refer to the individual schools policy for information on what, if any, evidence is required).
	Attached evidence of your child's living arrangements if they live at two addresses (please refer to the individual schools policy for information on what, if any, evidence is required).
	Named your preferred school and given reasons for your preference if you want to. However, the school is only able to take these reasons into account if they have a direct bearing on how your application is ranked against their relevant published oversubscription criteria.
	Written the names and dates of birth of any siblings at your preferred school (please check the individual school's definition of siblings). If you do not provide this information on your application it may affect the offer of a school place.
	Clearly written the date that you wish your child to start at your preferred school. Please note that if your child already has a local school place, and you have not moved house, they would not normally be able to start at a new school until the beginning of the next half term.
	Signed and dated the application form.
	Requested proof of postage when sending your application to the school applied for.



Bacton
Primary School



Cedars Park
Primary School



Mendlesham
Primary School



Stowupland
High School

Registered Address: JMAT Centre | Church Road | Stowupland | Stowmarket | IP14 4BQ
Company Number: 10298832