

# In-year application form for Farlingaye High School



FORM GN1

We strongly recommend that you read the booklet Admissions to Schools in Suffolk for the current academic year, the relevant Directory of Schools in Suffolk and the guidance notes before completing this form.

The booklet and directories are available online at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## 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).

### 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 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, you **must** attach written evidence that you are legally committed to this move. This could be proof of exchange of contracts, a signed letting/tenancy agreement confirming your new address, an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for returning UK service/crown servant families, proof of the posting.

### 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](mailto:customer.first@suffolk.gov.uk).

### Note 4 – Home to School Travel

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 at least two miles from the school; or b) aged 8 or older and live at least three miles from the school. This would be whether or not an application was made for a place at that school. **The nearest school might not be your catchment area school.** The Checker can be found at [www.nearestschool.suffolk.gov.uk](http://www.nearestschool.suffolk.gov.uk). This is updated this each year to include new roads and developments.

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](http://www.suffolkonboard.com/schooltravel).

### **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. Please name the sibling who is nearest in age at or about to start at Farlingaye.

### **Note 6 \_ Supplementary Information Form (SIF)**

Children of staff employed by the school in the following circumstances:

- a) where the member of staff has been employed for two or more years at the time the application for admission to the school is made or
  - b) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.
- Staff using this criteria to apply for a school place for their child must complete the appropriate Supplementary Information Form which is available on the school's website.

### **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.

### **What to do next if your child is refused a place at Farlingaye**

If Farlingaye 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: **01394 38720** (please see our notes on "Appeal" sent with the rejection letter). Alternatively, more information is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

# In-year application form for Farlingaye High School



FORM ADM1

We strongly recommend that you read the latest Admissions to Schools in Suffolk guide, the relevant Directory of Secondary 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/admissions).

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: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have an Education, Health and Care (EHC) plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child in care (looked after child): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Was your child previously in care? (see <b>Note 1</b> ): 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 <b>Note 2</b> )		Postcode:
Name of current /last school attended (if applicable) and address:		
Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:	First name:	Relationship to child:
Home telephone number: Mobile telephone number:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see <b>Note 3</b> ) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Other details		
If you are moving house, please fill in these boxes (see <b>Note 2</b> )		
Child's future address, including postcode:	Date of move:	
Are you a returning UK Service/ Crown Servant Family? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

**Please note: Your child cannot be guaranteed a place at your catchment area school**

**School preference** (see **Note 4**)

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)

**Please complete this section where relevant**

Tick this box to confirm you have attached a Supplementary Information Form (SIF) to the school (see **Note 6**):

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

**Data Protection**

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. Further information is available from the school or the school's website:

<http://www.farlingaye.suffolk.sch.uk/Parents/PrivacyNotice-1/>

Suffolk County Council's Privacy Notice is available at [www.suffolk.gov.uk/CYPprivacynotice](http://www.suffolk.gov.uk/CYPprivacynotice). This privacy notice tells you what information Suffolk County Council's Children's Services collects and uses, and your rights regarding your information.

**Parental declaration (MUST be completed)**

I confirm that I have read the In-Year Admissions to Schools in Suffolk 2018/2019 guide, the admissions policy for the school applied for, the relevant Directory of Schools and the guidance notes attached to this application form. 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 (we strongly suggest you get proof of posting)**

Please send this form directly to:

**In Year Admissions,  
Farlingaye High School,  
Ransom Road,  
Woodbridge  
IP12 4JX.**