

Our Ref: Translet/UH
Date: September 2020
Enquiries to: Admissions Team
Tel: 0345 600 0981 (local rate)
Email: admissions@suffolk.gov.uk



You **MUST** apply by the closing date of: **Saturday 31 October 2020**

Dear Parent or Carer

It's time to apply for your child to move to their next school

As your child is in the last year of their current school, it is now time to decide which school you would like them to attend in September 2021.

Where can I find the information that will help me decide which school(s) to apply for?

All of the information you need to help you make your decision is available on our website at www.suffolk.gov.uk/admissions from 12 September 2020.

What do I need to think about before making my application?

You **must** consider how your child will travel to and from school before you apply for a school place.

We will provide SCC funded school travel 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.

We strongly recommend that you check which school is your nearest suitable school on our Nearest School Checker because this might not be your catchment area school. You can find out which are your three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your postcode into our Nearest School Checker. The Checker can be found at nearestschool.suffolk.gov.uk. We update this each year to include new roads and developments.

We would only provide SCC funded school travel to your catchment area school if it is the nearest school to your home that would have had a place available for your child.

Your school preferences and the order 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 'Apply for a secondary school place' page online at www.suffolk.gov.uk/admissions.

Do I have to apply for my nearest school?

No, you can decide which schools to apply for. However, this could mean that your child would not be eligible for SCC funded school travel to any school, including your catchment area school.

Do I have to apply by a closing date?

Yes, you must apply for a secondary school place **before midnight on the closing date of Saturday 31 October 2020.**

Can I apply online?

Yes, you can apply online at www.suffolk.gov.uk/admissions. Your application must be completed and submitted before midnight on the closing date.

What are the benefits of applying online?

- You will receive confirmation of your application by email
- You can check or change your application right up to the closing date;
- You can view the outcome of your application online on the offer day of Monday 1 March 2021;
- You will receive an email with details of your school offer on the offer day. Your email will also include details of your next steps, including how to appeal if your child is refused a place at your preferred school(s).

I don't have internet access; how can I apply?

If you do not have internet access, you can apply online from any Suffolk library or you can apply on a paper application form (CAF1) which is available to download at www.suffolk.gov.uk/admissions or by contacting us on 0345 600 0981. If you apply on a paper application form this must reach us by the closing date. We do not acknowledge receipt of paper applications, so we strongly suggest you get proof of postage as we cannot be held responsible for information lost in the post.

A letter with details of the school place offered will be sent out to you on the offer day by second class post. You will not be able to find out the offer before you receive that letter. We cannot confirm the outcome of your application over the telephone.

What happens if I don't make an application by the closing date?

If we receive your application after the closing date it will not be considered until we have made decisions on all of the applications we received on time. This could mean that your child is refused a place at your preferred school(s).

Where can I find further information?

To keep up-to-date on school admissions:

Like us on Facebook: www.facebook.com/SuffolkCountyCouncil/

Follow us on Twitter: twitter.com/suffolkcc

FAQs are also available on our website at www.suffolk.gov.uk/admissions

Please remember, you must make an application for a secondary school place before midnight on the closing date of Saturday 31 October 2020.

If you have any questions, please contact us.

Yours faithfully



Angela Davey

Admissions Team Manager