

## IN YEAR APPLICATION TO SCHOOL – (CMA)

If applying for the following schools, parents must only use the attached application form. You may name up to 3 of these schools on the form. The form must be returned to:  
**Admissions Team, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ.**

### PRIMARY SCHOOLS

Borough	School	DFE No
Waverley	All Saints CofE (Aided) Infant	3407
Guildford	Ash Grange Primary	2940
Spelthorne	Ashford Park Primary	2937
Elmbridge	Ashley CofE (Aided) Primary	3930
Tandridge	Audley Primary	2435
Epsom & Ewell	Auriol Junior	2090
Waverley	Badshot Lea Village Infant	2415
Surrey Heath	Bagshot Infant	2268
Reigate & Banstead	Banstead Community Junior	2343
Reigate & Banstead	Banstead Infant	2005
Mole Valley	Barnett Wood Infant	2149
Waverley	Beacon Hill Primary	2136
Spelthorne	Beauclerc Infant	2912
Elmbridge	Bell Farm Primary	2430
Tandridge	Bletchingley Village Primary	2026
Guildford	Boxgrove Primary	2374
Woking	Broadmere Community Primary	2926
Woking	Brookwood Primary	2270
Spelthorne	Buckland Primary	3941
Elmbridge	Burhill Community Primary	2427
Guildford	Burpham Foundation Primary	5217
Tandridge	Burstow Primary	5210
Waverley	Busbridge CofE (Aided) Junior	3350
Waverley	Busbridge Infant	2917
Guildford	Bushy Hill Junior	5220
Woking	Byfleet Primary	2271
Elmbridge	Cardinal Newman Catholic Primary	3919
Waverley	Chandler CofE (Aided) Junior, The	3415
Elmbridge	Chandlers Field Primary	2949
Mole Valley	Charlwood Primary	2056
Spelthorne	Chennestone Primary Community	2907
Guildford	Chilworth CofE (Aided) Infant	3317
Runnymede	Christ Church CofE (Aided) Infant	3334
Guildford	Clandon CofE (Aided) Primary	3408

Borough	School	DFE No
Spelthorne	Clarendon Primary	2873
Elmbridge	Claygate Primary	2929
Elmbridge	Cleves	5221
Surrey Heath	Cordwalles Junior	2027
Waverley	Cranleigh CofE Primary	3944
Elmbridge	Cranmere Primary	2960
Surrey Heath	Crawley Ridge Infant	2419
Surrey Heath	Crawley Ridge Junior	2476
Surrey Heath	Cross Farm Infant	2501
Epsom & Ewell	Cuddington Community Primary	2095
Epsom & Ewell	Cuddington Croft Primary	2355
Epsom & Ewell	Danetree Primary	2092
Runnymede	Darley Dene Primary	2375
Mole Valley	Dawnay, The	2959
Tandridge	Dormansland Primary	2156
Reigate & Banstead	Dovers Green	2316
Tandridge	Downs Way	2399
Reigate & Banstead	Earlswood Infant and Nursery	2209
Reigate & Banstead	Earlswood Junior	2453
Mole Valley	Eastwick Infant	2401
Mole Valley	Eastwick Junior	2313
Spelthorne	Echelford Primary, The	2022
Runnymede	Englefield Green Infant and Nursery	2921
Reigate & Banstead	Epsom Downs Primary & Children's Centre	2951
Epsom & Ewell	Epsom Primary	2085
Epsom & Ewell	Ewell Grove Infant & Nursery	2083
Waverley	Farncombe CofE Infant and Nursery	3026
Tandridge	Felbridge Primary	2124
Mole Valley	Fetcham Village Infant	2150
Waverley	Folly Hill Infant	2408
Surrey Heath	Frimley CofE	3049
Reigate & Banstead	Furzeffield Primary & Nursery	2954
Waverley	Godalming Junior	2400

Borough	School	DFE No
Tandridge	Godstone Village	5218
Woking	Goldsworth Primary	2943
Runnymede	Grange Community Infant, The	2384
Waverley	Grayswood CofE (A) Primary	3927
Waverley	Green Oak CofE Primary & Nursery	3349
Mole Valley	Greville Primary, The	2297
Surrey Heath	Grove Primary, The	2955
Elmbridge	Grovelands Infant & Nursery	2428
Guildford	Guildford Grove Primary	2963
Waverley	Hale Primary	2957
Surrey Heath	Hammond Junior	2918
Tandridge	Hamsey Green Primary	2050
Spelthorne	Hawkedale Infant	5202
Surrey Heath	Heather Ridge Infant	2329
Tandridge	Hillcroft Primary	2947
Elmbridge	Hinchley Wood Primary	2100
Tandridge	Holland Junior	2454
Guildford	Holly Lodge Primary	2403
Reigate & Banstead	Holmesdale Community Infant	2210
Runnymede	Holy Family Catholic Primary	3441
Surrey Heath	Holy Trinity CofE	3014
Guildford	Holy Trinity CofE (A) Junior	5206
Reigate & Banstead	Horley Infant	2140
Woking	Horsell CofE (Aided) Junior	3416
Woking	Horsell Village, The	2489
Tandridge	Hurst Green Infant	2302
Elmbridge	Hurst Park Primary	2385
Runnymede	Hythe Community Primary, The	2928
Spelthorne	Kenyngton Manor Primary	2024
Woking	Kingfield Primary	2933
Reigate & Banstead	Kingswood Primary	2008
Woking	Knaphill	2274
Woking	Knaphill Lower	2406
Surrey Heath	Lakeside Primary	2956
Spelthorne	Laleham CofE (Voluntary Aided) Primary	3581
Reigate & Banstead	Langshott Primary	2925
Mole Valley	Leatherhead Trinity & Children's Centre	3940
Surrey Heath	Lightwater Village	2269
Reigate & Banstead	Lime Tree Primary	2014

Borough	School	DFE No
Tandridge	Limpsfield CofE Infant	3370
Tandridge	Lingfield Primary	2948
Spelthorne	Littleton CofE Infant (VA)	3585
Elmbridge	Long Ditton Infant & Nursery	2101
Surrey Heath	Lorraine	2292
Waverley	Loseley Fields Primary	3939
Elmbridge	Manby Lodge Infant	2472
Runnymede	Manorcroft Primary	2079
Reigate & Banstead	Manorfield Primary & Nursery	3937
Tandridge	Marden Lodge Primary	2017
Woking	Maybury Primary	2275
Epsom & Ewell	Mead Infant, The	2091
Epsom & Ewell	Meadow Primary	3943
Runnymede	Meadowcroft Community Infant	2445
Reigate & Banstead	Meath Green Infant	2493
Reigate & Banstead	Meath Green Junior	2311
Guildford	Merrow CofE (Controlled) Infant	3061
Reigate & Banstead	Merstham Primary	2211
Waverley	Milford	2315
Waverley	Moss Lane	2409
Surrey Heath	Mytchett Primary	2376
Runnymede	New Haw Community Junior	2058
Woking	New Monument Primary	2492
Mole Valley	Newdigate CofE Endowed (Aided) Infant	3375
Mole Valley	North Downs Primary	2072
Tandridge	Nutfield Church (CofE) Primary	3376
Mole Valley	Oakfield Junior	2335
Woking	Oaktree, The	2373
Elmbridge	Oatlands	2257
Runnymede	Ongar Place Primary	2394
Guildford	Onslow Infant	2448
Elmbridge	Orchard, The	2099
Runnymede	Ottershaw CofE Infant	3052
Runnymede	Ottershaw CofE Junior	3012
Waverley	Park Mead Primary	5211
Guildford	Peaslake Free	6572
Guildford	Pewley Down Infant	2001
Surrey Heath	Pine Ridge Infant & Nursery	2444
Guildford	Pirbright Village Primary	2391

Borough	School	DFE No
Mole Valley	Polesden Lacey Infant	2417
Waverley	Potters Gate CofE Primary	3062
Mole Valley	Powell Corderoy Primary	3044
Surrey Heath	Prior Heath Infant	2359
Surrey Heath	Ravenscote Junior	2436
Reigate & Banstead	Reigate Parish Church Primary	3387
Reigate & Banstead	Reigate Priory	2457
Guildford	Ripley CofE Primary	3031
Spelthorne	Riverbridge Primary	2880
Epsom & Ewell	Riverview CofE Primary & Nursery	3065
Reigate & Banstead	Royal Alexandra and Albert (7-16)	4623
Elmbridge	Royal Kent CofE Primary, The	3022
Reigate & Banstead	Salfords Primary	2034
Reigate & Banstead	Sandcross Primary and Nursery	2931
Guildford	Sandfield Primary	2031
Surrey Heath	Sandringham	2913
Spelthorne	Saxon Primary	2932
Mole Valley	Scott-Broadwood CofE (Aided) Infant	3923
Guildford	Shalford Infant	2229
Guildford	Shawfield Primary	2361
Reigate & Banstead	Shawley Community Primary	2288
Guildford	Shere Church of England (A) Infant	3928
Waverley	Shottermill Infant	2138
Waverley	Shottermill Junior	2137
Surrey Heath	South Camberley Primary and Nursery	2336
Epsom & Ewell	Southfield Park Primary	2964
Spelthorne	Spelthorne	2908
Spelthorne	Springfield Primary	2028
Waverley	St Andrew's CofE (Controlled) Infant	3024
Elmbridge	St Andrew's CofE Primary (Cobham)	3059
Reigate & Banstead	St Anne's Catholic Primary	3469
Runnymede	St Ann's Heath Junior	2468
Surrey Heath	St Augustine's Catholic Primary	3933
Waverley	St Bartholomew's CofE (Aided) Primary	3924
Epsom & Ewell	St Clement's Catholic Primary	3470
Waverley	St Edmund's Catholic Primary	3462
Tandridge	St Francis Catholic Primary	3421
Elmbridge	St James CofE Primary (Weybridge)	3064
Tandridge	St John's CofE (Aided) Primary (Caterham)	3313

Borough	School	DFE No
Woking	St John's Primary (Knaphill)	2023
Reigate & Banstead	St John's Primary (Redhill)	2214
Mole Valley	St Joseph's Catholic Primary (Dorking)	3422
Guildford	St Joseph's Catholic Primary (Guildford)	3932
Reigate & Banstead	St Joseph's Catholic Primary (Redhill)	3916
Runnymede	St Jude's CofE Junior	3331
Elmbridge	St Lawrence CofE (A) Junior (E Molesey)	3341
Surrey Heath	St Lawrence CofE (A) Prim (Chobham)	3318
Guildford	St Lawrence Primary (Effingham)	2032
Mole Valley	St Martin's CofE (C) Primary (Dorking)	3016
Waverley	St Mary's CofE (Aided) Infant (Frensham)	3346
Waverley	St Mary's CofE (A) Primary (Chiddingfold)	2020
Guildford	St Mary's CofE (Voluntary Controlled) Infant (Godalming)	3035
Woking	St Mary's CofE (C) Primary (Byfleet)	3042
Tandridge	St Mary's CofE Junior (Oxted)	3380
Elmbridge	St Matthew's CofE (A) Infant (Cobham)	3340
Spelthorne	St Michael's Catholic Primary	3915
Mole Valley	St Michael's CofE (Aided) Infant	3324
Guildford	St Nicolas CofE (Aided) Infant (Guildford)	3357
Guildford	St Paul's Church Of England Infant & Children's Centre (Tongham)	3033
Elmbridge	St Paul's Catholic Prim (Thames Ditton)	3446
Mole Valley	St Paul's CofE (Aided) Primary (Dorking)	3327
Tandridge	St Peter's CofE Infant (Oxted)	3405
Tandridge	St Peter & St Paul CofE Infant	3314
Waverley	St Polycarp's Catholic Primary	3424
Tandridge	St Stephen's CofE Primary	3351
Epsom & Ewell	Stamford Green Primary	2446
Spelthorne	Stanwell Fields CofE Primary	3936
Runnymede	Stepgates Community	2946
Guildford	Stoughton Infant	2133
Mole Valley	Surrey Hills CofE Primary	5222
Woking	Sythwood Primary	2496
Reigate & Banstead	Tadworth Primary	5214
Tandridge	Tatsfield Primary	2253
Elmbridge	Thames Ditton Infant	2103
Elmbridge	Thames Ditton Junior	2102

<b>Borough</b>	<b>School</b>	<b>DFE No</b>
Runnymede	Thorpe CofE (Aided) Primary	3333
Runnymede	Thorpe Lea Primary	2467
Guildford	Tillingbourne Junior	2484
Spelthorne	Town Farm Primary	2950
Reigate & Banstead	Trinity Oaks CofE Primary	2030
Runnymede	Trumps Green Infant	2078
Epsom & Ewell	Vale Primary, The	2961
Surrey Heath	Valley End Church of England Infant	3015
Epsom & Ewell	Wallace Fields Infant	2381
Epsom & Ewell	Wallace Fields Junior	5216
Guildford	Walsh CofE Junior	3054
Guildford	Walsh Memorial CofE (Controlled) Infant	3002
Elmbridge	Walton Oak	3935
Reigate & Banstead	Walton on the Hill Primary	2012
Reigate & Banstead	Warren Mead Infant	2362
Reigate & Banstead	Warren Mead Junior	2010
Waverley	Waverley Abbey CofE (Aided)	3587
Mole Valley	Weald CofE Primary, The	2035
Mole Valley	West Ashtead Primary	2350
Woking	West Byfleet Infant	2279
Woking	West Byfleet Junior	2491
Epsom & Ewell	West Ewell Infant & Nursery	2093
Woking	Westfield Primary	2941
Guildford	Weyfield Primary	2011
Tandridge	Whyteleafe	5215
Waverley	William Cobbett Junior	2478
Surrey Heath	Windlesham Village Infant	2267
Waverley	Witley CofE (Controlled) Infant	3060
Guildford	Wood Street Infant	2286
Reigate & Banstead	Woodmansterne Primary	2013
Guildford	Worplesdon Primary	2349
Reigate & Banstead	Wray Common Primary	2953
Guildford	Wyke Primary	2004
Reigate & Banstead	Yattendon	5207

## SECONDARY SCHOOLS

Guildford	Ash Manor	4463
Mole Valley	Ashcombe, The	4454
Woking	Bishop David Brown	4457
Waverley	Broadwater	4058
Runnymede	Chertsey High	4007
Surrey Heath	Collingwood College	5401
Epsom & Ewell	Epsom & Ewell High	5405
Elmbridge	Esher CofE High	4508
Runnymede	Fullbrook	5413
Waverley	Glebelands	4162
Epsom & Ewell	Glyn (Boys only) & Mixed Sixth Form	5404
Guildford	Guildford County	5400
Woking	Hoe Valley	4002
Guildford	Howard of Effingham	4036
Runnymede	Jubilee High	4000
Guildford	Kings College Guildford	4001
Surrey Heath	Kings International College for Bus & the Arts	4468
Spelthorne	Matthew Arnold, The	4202
Reigate & Banstead	Oakwood	4465
Tandridge	Oxted School	4098
Mole Valley	Priory CofE Voluntary Aided, The	4765
Reigate & Banstead	Reigate	4157
Waverley	Rodborough	4165
Epsom & Ewell	Rosebery (Girls only)	5407
Reigate & Banstead	Royal Alexandra and Albert (7-16)	4623
Elmbridge	Rydens Enterprise School and Sixth Form College	4193
Spelthorne	St Paul's Catholic College	5411
Guildford	St Peter's Catholic	4619
Mole Valley	Therfield	4073
Spelthorne	Thomas Knyvett College	4464
Tandridge	Warlingham	4153
Reigate & Banstead	Warwick, The	4460
Waverley	Weydon	4151
Woking	Winston Churchill, The	5414
Waverley	Woolmer Hill	4067

Please use these notes to help you complete the centrally managed in year application form CMA. You should also read the information on in year transfers which is available on Surrey's website at [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) before completing the form.

## Which schools can you apply for using the CMA application form?

You can use Surrey's centrally managed application form CMA to apply for Surrey's community and voluntary controlled schools and some academies and foundation, trust and voluntary aided schools. A list of the academies and foundation, trust and voluntary aided schools which use Surrey's CMA form is available at [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions). You can express a preference for up to three schools on Surrey's CMA form.

Other academies and foundation, trust and voluntary aided schools use a school managed application form SMA on which you can only express a preference for that one school. However you can submit an application for as many of these schools as you wish.

You can check how to apply for in year admission to a particular school and access the appropriate application form by looking at the schools directory on Surrey's website at [surreycc.gov.uk/schools](http://surreycc.gov.uk/schools).

If you wish to apply for schools outside Surrey, you should contact either the school or the local authority where the school is situated to find out how to apply.

## How long will it take to process your application?

We aim to process applications within 10 working days of receiving a fully completed application form, although processing is likely to take longer during the school summer holiday. **Failure to complete the application fully or to attach evidence is likely to result in a delay in processing your application.**

## When is it appropriate to apply for in year admission to a new school?

If you need a school place for a child who is moving into Surrey or because of a house move within Surrey where your child cannot continue at their existing school, it is reasonable to submit an application for a new school place.

However if your child is already at a local school, we encourage you to think carefully before applying, bearing in mind that other schools may be full and the upheaval may damage your child's progress. Before applying for a new school you must discuss the reasons with your child's current school and try to resolve any issues with them. We discourage unnecessary transfers because this can be disruptive to the child's education and to the education of other children within a school.

If you do want to pursue an application for a change of school, you will need to provide your reasons. You will also be required to ask the headteacher at your child's current school to complete a section of the application form; your form will not be processed without this.

In considering your application, we may need to discuss with you and the school whether it might be better for you to resolve any difficulties your child is having with your child's current school. We may also seek views from any other services within Surrey, including any which have been involved with your child.

You should not withdraw your child from their current school until you have secured an alternative school place. A school cannot ask you to withdraw your child from school or withdraw your child from the school roll without your permission or without first knowing that your child has a new school place. However, where a school believes a change of school may be in your child's best interests, the headteacher can discuss arranging a managed move to another school or a referral to alternative education provision, with you.

## Guidance on completing the CMA application form

Please make sure that you complete all sections of the form fully and sign the declaration. Once you have signed the declaration you must ask the headteacher at the child's current/previous school to complete the final section of the form before returning it to us with any supporting evidence. If you leave any of the questions unanswered or if you fail to provide a headteacher statement or supporting information, it is likely to cause a delay in your application.

These notes should help you with some of the questions on the form. If you are unsure of the answer to any of the questions, please contact Surrey's Admissions team on 0300 200 1004 or visit [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions).

- 1a) Does the child have a statement of special educational needs and disability or an education, health and care plan (EHCP)?
- If the child has a current statement of special educational needs and disability or education, health and care plan you should not complete the CMA form. Instead, you should contact the Special Educational Needs team for the local authority in which the child lives for details on changing school.
  - If the child has special educational needs and disability but does not have a current statement of special educational needs or education, health and care plan you should answer 'No' to this question and continue completing the form.
- 1b) Is the child currently in the care of a local authority?  
If the child is in local authority care (eg foster care) you should not complete this form. Instead the child's social worker should complete Surrey's separate form, 'Child in care application for in year admission to school'. By law, children in care receive top priority for admission to school. It is therefore important that the social worker completes the correct application form.
- 1c) Has the child previously been in care and did they leave care through adoption, a special guardianship order or a child arrangements order?  
If the child was previously looked after but left care through adoption, a special guardianship order or a child arrangements order you must indicate this on the application form and provide supporting evidence from their social worker. By law, children who were previously looked after receive top priority for admission to school and it is therefore important that this is declared on the application form.
- 1d) Do you need a school place within the next four school weeks?  
Applications can only be considered up to four school weeks in advance of a place being required (although see exceptions below). If you apply more than four school weeks in advance, your application will not be processed until the four week timeframe has been reached. This is because school places cannot be reserved. If the child does not need a school place within the next four school weeks please state the date that a school place is required.
- Exceptions apply for:
- Members of the Armed Services and Crown Servants who are being relocated to the area, for whom applications may be processed up to four months in advance of a move (see question 7i).
  - Applicants who are seeking a school place for a child from the beginning of the Autumn term, for whom applications may be processed from the beginning of June.
- 2 Child's details  
Please complete the child's details fully in sections 2a) to e).
- 2f) Child's home address
- Please write the child's full address including the postcode.
  - The address given must be the child's normal place of residence. You should not use a business, relative or carer/childminder's address and you cannot use a temporarily rented address to secure a school place for a child. If there is a formal equal share custody arrangement between the two parents, it will be left to the parents to decide which address to use.
  - In order to ensure fairness to all children applying for a school place, we reserve the right to check details submitted by parents/guardians against council and school records.
  - Documentary evidence confirming address details must be provided with the form. This should be a copy of your current council tax bill or a signed tenancy agreement along with one other form of evidence, such as a recent utility bill.
  - Any offer based on where the child lives is conditional on the child being resident at the declared address on the date an offer is made.
  - You must tell us if the child moves address after you have made your application.
  - Any offer of a school place made on the basis of false information may be withdrawn, even if the child has already started at the school.
- 2g) Date the child moved to this address  
Please include the date the child moved to this address and if it was less than two years ago include the child's previous address in section 1i).
- 3a) Is the child a British citizen, EEA or Swiss national?  
If the answer is 'No' you should provide evidence of the child's status within the United Kingdom, including their passport, visa and any relevant Home Office documentation. Please refer to Surrey's website for more information on the admission of children from abroad [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions).

3b) Is the child currently in the United Kingdom?

Applications for a school place for children who are not yet in the United Kingdom can only be considered if the child is a British citizen, EEA or Swiss national or if their passport has been endorsed to show that they have the right of abode in the United Kingdom. However for these children you must also provide evidence of the date of their arrival/return to the United Kingdom.

If the child is not yet in the United Kingdom and is not a British citizen, EEA or Swiss national or does not have the right of abode in the United Kingdom, we will be unable to process the application until they arrive.

3c) Is the child in the United Kingdom on a temporary visit?

Children in the United Kingdom on a temporary visit are not generally entitled to receive state education. Exceptions may apply to children if they are a British citizen, EEA or Swiss national and those whose passport is endorsed to show that they have the right of abode in the United Kingdom, but only if they are expected to remain in the United Kingdom for more than three months.

4a) Name and address of current school

Please confirm the name and address of the child's current school. If the child is not currently on roll at any school you should put not applicable (N/A) in this section but you must include details of previous schools in section 4c).

4b) Date started at current school

Please enter the date that the child first started at the school named in section 4a).

4c) Other schools attended

Please include details of all other schools attended before the child started at their current school. You must include dates of attendance. Please continue on a separate sheet of paper if necessary.

4d) Reason for applying for a change of school (or reason for leaving previous school)

Please give the reasons why you wish the child to change school. If it is to do with difficulties in their current school, you should include details of what you have done to try and resolve those difficulties. If the child is not currently in school, you should provide the reasons for leaving their previous school. Please continue on a separate sheet of paper if necessary.

5. School preferences

- You can name up to three schools that you want to apply for.
- If you wish to name more than one school, you must make sure that you put the schools down in the order that you prefer them, with your most preferred school named first.
- You must include the postcode of each school that you want to apply for.
- If you wish to apply under a school's exceptional social or medical criterion where it applies, you must tick the medical/social box on the application form and provide additional information and professional written evidence to support your case.
- In order to be considered for sibling priority where it applies, you must provide details of any siblings for whom you wish to claim sibling priority.
- You can include reasons for naming a preference, but you are not required to do so.

6. Fair access admissions

Fair access questions are asked on the application form in order to help identify applicants who may be eligible to be placed through Surrey's fair access protocol. This ensures that, outside the normal admissions round, unplaced children are offered a place at a suitable school as quickly as possible and that all schools in Surrey admit their fair share of children with challenging behaviour, whether or not the school is oversubscribed. You are asked to answer these questions accurately and honestly to ensure that vulnerable students are placed quickly and appropriately in school and that support is identified at the earliest stage.

7. Parent/guardian/carer details

Please complete your contact details in sections 7a) to f).

7g) Relationship to child

Please confirm your relationship to the child, eg mother, father, aunt, uncle, grandparent, family friend. If you are not the child's parent and the child is not under the care of a local authority, please supply a letter from the parent to explain the circumstances and why the child lives with you or a copy of the official documentation that indicates that you have parental responsibility for the child.

7h) Do you have parental responsibility for this child?

Please confirm if you have parental responsibility for the child. Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002.



- For children born prior to 1 December 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently.
- For children born since 1 December 2003, a child's natural father will also have parental responsibility if he jointly registered as the child's natural father following the child's birth.
- Other people who do not have automatic parental responsibility, including step-parents, grandparents and other close relatives, can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.
- If you are a distant relative or not related at all to the child it is likely that you are a private foster parent. In law this means you **must** tell your local authority you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a school place and obtain their permission.
- Further information regarding parental rights and responsibilities is available at [gov.uk/parental-rights-responsibilities](http://gov.uk/parental-rights-responsibilities).

7i) Are you working as a Crown Servant or in Her Majesty's Armed Forces and in need of a school place as a result of a return to the area?

If you are working as a Crown Servant or in Her Majesty's Armed Forces and have been given notice of a relocation, we may be able to accept an application for admission up to four months ahead of a move. If this applies you should include evidence of your relocation and provide details of a posting or unit address as soon as these are available.

7j) Are you making an application for any other children who are part of the same family?

In order to best support families who are making an application for more than one child, please indicate here if you are making an application for any other children who are part of the same family.

8. Additional contact

If you wish to authorise us to discuss your application for a school place with someone else, please complete their details under the 'Additional contact'. However you must remember to tell us if, at any time, you no longer wish us to discuss your application with this person.

9. Declaration of parent/guardian/carer

Please read the declaration before completing your name and signing and dating the form.

10. The next steps

a) Headteacher statement from current/previous school

Once you have completed sections 1 to 8 of the form, you must pass the form to the headteacher of the child's current or previous school (if that school is in the United Kingdom). They should complete the headteacher statement and return the form to you. If you send the form to us without the headteacher statement, we will return the form to you and this is likely to lead to a delay in processing your application. Please note that we may contact the previous headteacher to gather information if you do not ask them to fill in the headteacher statement, as per the Personal Information Policy at the bottom of the application form.

b) Returning your CMA application form

Before returning your form, please check that you have provided the following evidence, as appropriate:

- If the child has previously been in care, confirmation that they left care through adoption, a special guardianship order or a child arrangements order.
- Confirmation of the child's home address.
- If the child is not a British Citizen or an EEA or Swiss national, a copy of the child's passport, visa and any relevant home office documentation.
- If the child is not yet in the United Kingdom, confirmation of the date of their arrival, such as a copy of the child's flight ticket.
- If you are applying for exceptional social/medical priority, appropriate professional evidence to support your case.
- If you do not have parental responsibility for the child, a letter from the child's parent explaining the circumstances and authorising you to act on their behalf.
- A copy of the headteacher's statement completed by the child's current/previous school.

You must then send the completed form and supporting information to: **Admissions Team, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ. Alternatively you can scan your form and supporting information and email it to [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk).**

# Centrally managed application for in year admission to school (CMA) - 2017/18



- This form **must only be completed** if you are applying for admission to a **community or voluntary controlled school or an academy, foundation, trust or voluntary aided school which uses this centrally managed form.** To apply for any other school you should complete form SMA or the school's own application form.
- Please see [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) for a list of which schools use which form and to access copies of the forms or alternatively check how to apply for each school in Surrey's school directory at [surreycc.gov.uk/schools](http://surreycc.gov.uk/schools).
- To apply for a school which is outside Surrey you should contact either the school or the local authority where the school is situated to find out how to apply.
- Please read the accompanying guidance notes and the information on in year transfers which is available on Surrey's website at [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) before completing this form.

**Please complete every section of this form - your application will not be processed until ALL information and documentation has been provided**

## 1. Checklist

<b>a) Does the child have a statement of special educational needs and disability or an education, health and care plan (EHCP)?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, you should <b>not</b> complete this form. Instead, you should contact the Special Educational Needs team for the local authority in which the child lives for details on applying for a school place.</i>		
<b>b) Is the child currently in the care of a local authority?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, you should <b>not</b> complete this form. The child's social worker must complete Surrey County Council's separate form, 'Child in care application for in year admission to school'.</i>		
<b>c) Has the child previously been in care and did they leave care through adoption, a special guardianship order or a child arrangements order?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please state the name of the local authority and tick the box to confirm that you have provided evidence.</i>	Local authority.....	<input type="checkbox"/>
<b>d) Do you need a school place within the next four school weeks?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If no, from what date is a school place required?</i>	DD / MM / YYYY	
<b><i>We are unable to process applications more than four school weeks before a place is required (however please see the guidance notes for exceptions that apply for members of the Armed Forces and Crown Servants who are being relocated to the area and for children who need a school place at the start of the next academic year).</i></b>		

## 2. Child's details

<b>a) Child's surname</b>	
<b>b) Child's first name</b>	
<b>c) Child's middle name(s)</b>	
<b>d) Child's date of birth</b>	DD / MM / YYYY
<b>e) Gender</b>	Male / Female
<b>f) Child's home address</b> - this must be the child's normal place of residence and not a relative's or carer's address	Postcode:
<b>g) Date the child moved to this address</b>	DD / MM / YYYY
<b>h) Proof of address</b> You must include at least <b>two</b> documents with your application form, one from each of the sections below, as proof of address. Please tick the relevant box to indicate which documents you have included.	
<b>Section A</b>	<input type="checkbox"/> Council tax statement <input type="checkbox"/> Signed tenancy agreement <input type="checkbox"/> Solicitor's letter on completion of sale
<b>Section B</b>	<input type="checkbox"/> Recent utility bill <input type="checkbox"/> Benefits statement <input type="checkbox"/> Prescription Form <input type="checkbox"/> Bank statement <input type="checkbox"/> Other – please specify:
<b>i) Previous address – if child has moved within 2 years</b>	Postcode:

### 3. Residential status

<b>a) Is the child a British citizen, EEA or Swiss national?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If no, please tick the box to confirm that you have included a copy of the child's passport, visa and any relevant home office documentation regarding their status in the United Kingdom.</i>		<input type="checkbox"/>
<b>b) Is the child currently in the United Kingdom?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If no, on what date is the child expected to arrive in the United Kingdom? Please also tick the box to confirm that you have provided evidence of the date of arrival.</i>		DD / MM / YYYY <input type="checkbox"/>
<i>If yes, has the child always lived in the United Kingdom?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If the child has not always lived in the United Kingdom, what is the date that they last entered/returned to the United Kingdom?</i>	DD / MM / YYYY	
<b>c) Is the child in the United Kingdom on a temporary visit?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, on what date is the child expected to leave the United Kingdom?</i>	DD / MM / YYYY	

### 4. Current/previous schools

<b>a) Name and address of current school</b> If not currently in school, please put 'not applicable' (N/A) and tell us about previous schools in 4c) below	Postcode:		
<b>b) Date started at current school</b>	DD / MM / YYYY		
<b>c) Other schools attended</b> Please name all schools previously attended before the current school.			
<b>Name of school</b>	<b>Address</b>	<b>From</b>	<b>To</b>
		MM / YYYY	MM / YYYY
		MM / YYYY	MM / YYYY
		MM / YYYY	MM / YYYY
		MM / YYYY	MM / YYYY
<b>d) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school</b>			

### 5. School preferences

Preference	Name, postcode and DfE number of the schools you wish to apply for (you must list schools in the order you prefer them)	Exceptional medical or social reasons	Name and date of birth of any siblings for whom you wish to claim sibling priority	Optional – reasons for preference (please continue on a separate sheet of paper if necessary)
1	School name:  Postcode: DfE no:	YES <input type="checkbox"/>  NO <input type="checkbox"/>	Sibling name:  DoB: DD / MM / YYYY Gender:	
2	School name:  Postcode: DfE no:	YES <input type="checkbox"/>  NO <input type="checkbox"/>	Sibling name:  DoB: DD / MM / YYYY Gender:	
3	School name:  Postcode: DfE no:	YES <input type="checkbox"/>  NO <input type="checkbox"/>	Sibling name:  DoB: DD / MM / YYYY Gender:	
<i>If you are applying for exceptional medical or social reasons, please tick to confirm that you have included appropriate professional evidence to support your case.</i>				<input type="checkbox"/>

## 6. Fair Access Admissions

The local authority must ensure that children without a school place and vulnerable and challenging pupils are found a suitable school quickly. In order to establish the most appropriate placement for each child we need to ask additional questions of all applicants.

<b>a) Has the child ever been permanently excluded from school?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>b) Has the child ever had any fixed term exclusions?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you answered <b>yes</b> to either a) or b), please tick to confirm you have attached a separate sheet giving dates and reasons for exclusion(s).</i>		<input type="checkbox"/>
<b>c) Does the child have any special educational needs (but without a statement or Education Health and Care Plan)?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>d) Does the child have a disability or medical condition which has impacted their attendance or participation at school?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please tick to confirm you have provided additional information and evidence detailing how the child's condition has impacted on their attendance or participation at school.</i>		<input type="checkbox"/>
<b>e) Does the child have a child protection plan or a child in need plan?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please tick the box to confirm that you have provided evidence of the plan.</i>		<input type="checkbox"/>
<b>f) Is the child a carer?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please tick to confirm you have provided evidence of the child's caring role.</i>		<input type="checkbox"/>
<b>g) Is the child a refugee or asylum seeker?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide the following details: Date of entry to the UK: DD / MM / YYYY I confirm I have attached evidence of refugee status <input type="checkbox"/></i>		
<b>h) Is the child a registered Gypsy, Roma or Traveller?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide contact details for the caseworker within the traveller service (if applicable): Name: ..... Phone Number: ..... Email Address: .....</i>		
<b>i) Is the child returning from the criminal justice system?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide contact details for the caseworker within the local authority who is supporting the child: Name: ..... Phone Number: ..... Email Address: .....</i>		
<b>j) Is the child working with or being supported by any other individuals or groups (eg social worker, community incident action group, education welfare officer, education psychologist)?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please confirm the reason for the support and provide contact details below</i>	Reason:	
Name: .....	Name: .....	
Role: .....	Role: .....	
Phone No / Email: .....	Phone No / Email: .....	

## 7. Parent/guardian/carer's details

<b>a) Title</b>		<b>b) First name</b>		<b>c) Surname</b>	
<b>d) Address</b> (if different from child's address)				<b>Postcode:</b>	
<b>e) Telephone numbers</b>					
<b>Day:</b>		<b>Evening:</b>		<b>Mobile:</b>	
<b>f) Email address</b>					

<b>g) Relationship to child:</b>		
<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Step parent
<input type="checkbox"/> Carer	<input type="checkbox"/> Social worker	<input type="checkbox"/> *Other relative .....
<input type="checkbox"/> *Other contact .....	*Please add more details	
<b>h) Do you have parental responsibility for the child? (see guidance notes)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If no, are you applying on behalf of the child's parent?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please tick the box to confirm that you have enclosed a letter from the child's parent explaining the circumstances and authorising you to act on their behalf.</i>	<input type="checkbox"/>	
<b>i) Are you working as a Crown Servant or in Her Majesty's Armed Forces and need a school place as a result of a return to the area?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you answered Yes, please tick to confirm that you have included evidence.</i>	<input type="checkbox"/>	
<b>j) Are you also making an application for any other children who are part of the same family?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If Yes, please confirm their names / dates of birth so that, if appropriate, their applications might be considered together:</i>	1. Name ..... DOB DD / MM / YYYY	
	2. Name ..... DOB DD / MM / YYYY	
	3. Name ..... DOB DD / MM / YYYY	

## 8. Additional contact

We will only discuss this application with the applicant named above. If you wish to authorise us to discuss this application with someone else, please provide their details below.

<b>a) Title</b>	<b>b) First name</b>	<b>c) Surname</b>
<b>Relationship to child:</b>		

## 9. Declaration of parent/guardian/carer

I wish to apply for a place at each of the schools named in section 5 and I have listed these schools in the order that I prefer them. I certify that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child. I understand that it is my responsibility to provide full information to Surrey County Council and that I will notify the Admissions team of Surrey County Council of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address.

Name .....  
(Please print name of parent/guardian/carer)

Signature ..... Date DD / MM / YYYY

## 10. Important - Next steps

### a) Headteacher statement from current/previous school

- You must now pass this form to the headteacher of the child's current/previous school (if this was in the United Kingdom) to complete the headteacher statement overleaf
- If the headteacher statement is not completed, we will return the form to you and this will lead to a delay in processing your application
- If it is not possible to get the headteacher statement completed, please contact the Admissions team for advice

### b) Returning your CMA application form

- Once the headteacher statement has been completed, please return your completed form and supporting evidence to **Admissions Team, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ**
- Alternatively you can scan your form and supporting information and email it to **schooladmissions@surreycc.gov.uk**

**YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED**

**Personal Information Policy** - Surrey County Council ('The council') respects your rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the council ('your information'). In accordance with the Data Protection Act 1998, the council will use your information, for the purpose of processing your application for a school place, to: (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) within the council and other agencies (including schools, other councils, central government departments, contractors that process data on its behalf and medical advisors). In addition, the council may contact the headteacher of your child's previous school for information (if the previous school was in the United Kingdom), if you have not supplied to the council the completed section 4 of this form. The council may also use and disclose information that does not identify individuals for research and strategic development purposes. More information on data protection is available on our website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

# Headteacher statement from current/previous school – 2017/18

Headteachers or their representatives are asked to complete this form as part of a parent's application for applying for a school place in year. Where a child has not yet left the school, it provides schools with a useful opportunity to:

- discuss the reasons for the child leaving the school
- explore with the parent whether it might be in the child's best interests to remain at the school

Schools are asked to continue on a separate sheet if necessary.

<b>a) Name of school completing this form</b>			
<b>b) Child's name</b>		<b>DOB</b>	DD / MM / YYYY
<b>c) Child's chronological year group during 2017/18</b>			
<b>d) Was this child being taught out of year group?</b>	Yes / No		
<b>e) On what date was this child put on roll at your school?</b>	DD / MM / YYYY		
<b>f) On what date did this child last attend your school?</b>	DD / MM / YYYY		
<b>g) Is this child still on roll at your school?</b>	Yes / No		
<i>If No, on what date was the child taken off roll?</i>	DD / MM / YYYY		
<i>What were the reasons given for leaving?</i>			
<b>h) If this child has not yet left your school, have you discussed with the parent their reasons for wishing to change school?</b>	Yes / No		
<i>If Yes, please give details of those reasons:</i>			
<b>i) Do you believe that a change of school is in the child's best interests?</b>	Yes / No		
<i>Please provide the reasons for your answer:</i>			
<b>j) In your view, is there any action that the school might take to prevent a change of school?</b>	Yes / No		
<i>If Yes, please give details:</i>			

<b>k) Child's Attendance rate</b>	2017/18 academic year: %	2016/17 academic year: %
<p><i>If beneath 85%:</i></p> <ul style="list-style-type: none"> <li><i>What may have affected attendance?</i></li> </ul> <ul style="list-style-type: none"> <li><i>Did you make a referral/seek support from the Education Welfare service?</i> <span style="float: right;">Yes / No</span></li> </ul> <p><i>If Yes, please provide details:</i></p>		
<b>l) Does the child have any special educational needs or disability but without an EHCP?</b>		Yes / No
<i>If Yes, what category:</i>		
<b>m) Has this child had any exclusions whilst attending your school?</b>		Yes / No
<i>If Yes, please provide dates and reasons below:</i>		
<i>Dates</i>	<i>Length (days)</i>	<i>Reason</i>
DD/MM/YY to DD/MM/YY		
DD/MM/YY to DD/MM/YY		
DD/MM/YY to DD/MM/YY		
<b>n) If the parent has given 'bullying' as a reason for leaving or transferring, please give details below, including actions taken by the school in association with the family to help resolve this</b>		
<b>o) Have you had cause to liaise with any professionals/educational specialists regarding this child?</b>		Yes / No
<i>If YES, please indicate the services involved and the reasons:</i>		
<b>p) In considering this application for a school place, please provide any other comments that might be relevant to this child's school placement/level of support required</b>		
<b>Headteacher declaration</b>		
I declare that this form has been completed to the best of my knowledge and belief and includes all information that is relevant to the child's application for a new school place.		
Name		School stamp
Position within school		
Name of school		
Telephone number		
Email Address		
Date	DD / MM / YYYY	

**YOU SHOULD NOW PASS OR SEND THIS FORM BACK TO THE PARENT**