

IN YEAR APPLICATION TO SCHOOL – (IYA-SMA)

If applying for the following schools, parents must only use the attached application form. You must use one form for each of these schools you wish to apply for. Each form must be sent direct to the school.

PRIMARY SCHOOLS

Borough	School	DFE No
Spelthorne	Ashford CofE (VA) Primary	3580
Woking	Barnsbury Primary School	3942
Woking	Beaufort Primary School	2942
Surrey Heath	Bisley CofE (VA) Primary	3050
Waverley	Bramley CofE (Aided) Infant	3925
Elmbridge	Cardinal Newman Catholic Primary	3919
Elmbridge	Cobham Free	2006
Surrey Heath	Connaught Junior	2440
Elmbridge	Esher Church	3337
Waverley	Ewhurst CofE (Aided) Infant	3344
Woking	Hermitage, The	2341
Waverley	Highfield South Farnham	2033
Spelthorne	Kenyngton Manor Primary	2024
Spelthorne	Littleton CofE Infant (VA)	3585
Elmbridge	Long Ditton St Mary's CofE (Aided) Junior	3343
Runnymede	Lyne & Longcross CofE (Aided) Primary	3931
Tandridge	Marden Lodge Primary	2017
Woking	Marist Catholic Primary, The	3458
Guildford	Northmead Junior	5212
Woking	Oaktree, The	2373
Spelthorne	Our Lady of the Rosary Roman Catholic Primary	3461
Guildford	Puttenham CofE	3381
Woking	Pyrford CofE Primary	3934
Guildford	Queen Eleanor's CofE Junior	3353
Guildford	Raleigh, The	2309
Spelthorne	Saint Ignatius Catholic Primary	3459
Spelthorne	Saint Michael's Catholic Primary	3915
Runnymede	Sayes Court	2029
Guildford	Send CofE Primary	5203
Guildford	Shere Church of England (A) Infant	3928
Waverley	South Farnham Primary	2479
Elmbridge	St Alban's Catholic Primary	3921
Reigate & Banstead	St Anne's Catholic Primary	3469

Borough	School	DFE No
Runnymede	St Anne's Catholic Primary (Chertsey)	3922
Elmbridge	St Charles Borromeo Catholic Primary	3918
Epsom & Ewell	St Clement's Catholic Primary	3470
Waverley	St Cuthbert Mayne Catholic Primary	3475
Runnymede	St Cuthbert's Catholic Primary	3439
Woking	St Dunstan's Catholic Primary	3920
Mole Valley	St Giles' CofE (Aided) Infant	3369
Woking	St Hugh of Lincoln Catholic Primary	3488
Waverley	St James CofE (Aided) Primary (Elstead)	3335
Waverley	St John's CofE (Aided) Infant (Churt)	3347
Mole Valley	St John's CE Primary (Dorking)	2016
Mole Valley	St Joseph's Catholic Primary (Dorking)	3422
Epsom & Ewell	St Joseph's Catholic Primary (Epsom)	3423
Reigate & Banstead	St Joseph's Catholic Primary (Redhill)	3916
Guildford	St Lawrence Primary (Effingham)	2032
Epsom & Ewell	St Martin's CofE (Aided) Infant (Epsom)	3055
Epsom & Ewell	St Martin's CofE (Aided) Junior (Epsom)	3019
Reigate & Banstead	St Matthew's CofE Primary (Redhill)	3917
Spelthorne	St Nicholas CofE Primary (Shepperton)	3583
Runnymede	St Paul's CofE Primary (Addlestone)	2021
Mole Valley	St Peter's Catholic Primary (Leatherhead)	3443
Waverley	St Peter's CofE Primary (Wrecclesham)	3345
Guildford	St Thomas of Canterbury Catholic Primary	5209
Tandridge	Tatsfield Primary	2253
Tandridge	Warlingham Village Primary	2018
Waverley	Wonersh & Shamley Green CofE (A) Primary	3417
Tandridge	Woodlea	5219

SECONDARY SCHOOLS

Borough	School	DFE No
Waverley	All Hallows Catholic	5415
Reigate & Banstead	Beacon, The	5406
Spelthorne	Bishop Wand CofE, The	4763
Epsom & Ewell	Blenheim High	5417
Guildford	Christ's College	4028
Elmbridge	Cobham Free	2006
Tandridge	de Stafford	5408
Waverley	Farnham Heath End	4052
Guildford	George Abbot	4456
Surrey Heath	Gordon's	5403
Elmbridge	Heathside	5409
Elmbridge	Hinchley Wood	5416
Guildford	Howard of Effingham	4036
Runnymede	Jubilee High	4000
Runnymede	Magna Carta, The	4160
Tandridge	Oxted School	4098
Mole Valley	Priory CofE Voluntary Aided, The	4765
Waverley	Rodborough	4165
Elmbridge	Rydens Enterprise School and Sixth Form College	4193
Runnymede	Salesian	5412
Mole Valley	St Andrew's Catholic Secondary	4611
Reigate & Banstead	St Bede's	4622
Woking	St John the Baptist Catholic Comprehensive	5402
Spelthorne	Sunbury Manor	4459
Spelthorne	Thamesmead	5410
Spelthorne	Thomas Knyvett College	4464
Surrey Heath	Tomlinscote School & Sixth Form College	4190
Tandridge	Warlingham	4153
Woking	Woking High	4462

School managed application for in year admission to school (IYA-SMA): Guidance notes



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

Which schools can you apply for on the school managed application form (IYA-SMA)?

Some academies and foundation, trust and voluntary aided schools manage their own applications for in year admission. A list of the academies and foundation, trust and voluntary aided schools which manage their own in year applications is available at surreycc.gov.uk/admissions. To apply for one of these schools you should complete the school managed application form **IYA-SMA** on which you can only express a preference for that one school. However you can submit applications for as many of these schools as you wish.

The admissions team at Surrey County Council manages in year applications for community and voluntary controlled schools and for some academies and foundation, trust and voluntary aided schools. A list of the academies and foundation, trust and voluntary aided schools for which the admissions team manages in year applications is available at surreycc.gov.uk/admissions. To apply for one of these schools you should complete Surrey's centrally managed application form **IYA-SCCCMA** on which you can express a preference for up to three schools.

You can check how you 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.

If you wish to apply for schools outside Surrey, you should contact the local authority where the school is situated for details on how to apply.

Guidance on completing the application form

Please make sure that you complete all sections of the form fully and sign the declaration. If you leave any of the questions unanswered or if you fail to provide supporting information it is likely to cause a delay in your application.

The notes below 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 us for advice on 0300 200 1004.

1. Child's details

Please complete the child's details fully in sections 1a) to e).

1f) Date school place is required

If your child does not need a school place immediately please state the date that a school place is required. However, please note that applications can only be considered up to four school weeks in advance (although exceptions apply for Members of the Armed Services and Crown Servants). If you apply further in advance of a place being required, your application will not be processed until the four week timeframe has been reached. This is because school places cannot be reserved.

1g) 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 your 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 and a recent utility bill.
- There are restrictions on who can apply for a school place from abroad. More information is available at surreycc.gov.uk/admissions.
- Any offer based on where your child lives is conditional on your child being resident at that address on the date the offer is made
- 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.

1h) 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).

1j) Name and address of current school

It is very important that you include details of the child's current school and the date they started in section 1k). If your child is not currently on roll at a school you should put not applicable (N/A) in this section but you must include details of previous schools in section 1l).

1l) 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.

1m) Reason for 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.

1n) Is the child in the care of a local authority?

If the child is in 'public 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, looked after children receive top priority for admission to school. It is therefore important that the social worker completes the correct application form.

1o) Has the child previously been in care and did they leave care through adoption, a special guardianship order or a residence order?

If the child was previously looked after but left care through adoption, a special guardianship order or residence order you must indicate this on the application form and provide supporting evidence from their social worker.

1p) Does the child have a statement of special educational needs and disability or education, health and care plan?

- If the child has a current statement of special educational needs and disability (SEND) or education, health and care plan you should not complete the in year application form. Instead, you should contact the SEND team for the local authority in which the child lives for details on changing school.
- If the child has special educational needs but does not have a current statement of special educational needs and disability or an education, health and care plan you should answer 'No' to this question and continue completing the form.

- 1q) Does the child have any restrictions on their residency in the United Kingdom?
If the child has any restrictions on their residency in the United Kingdom you should answer 'Yes' to this question and 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 County Council's website surreycc.gov.uk/admissions.
2. School preference
- You can only name one school on this application form.
 - 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.
3. 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.
4. Headteacher statement from current/previous school
Once you have completed sections 1, 2 and 3 of the form, you must pass the form to the headteacher of your child's current or previous school (if that school is in the United Kingdom). They should complete section 4 and return the form to you. If you send the form to us without this section completed, 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 section 4, as per the Personal Information Policy on the bottom of the application form.
5. Parent/guardian/carer details
Please complete your contact details in sections 5a) to f).
- 5g) 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.

- 5h) 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.
- 5i) Are you working as a Crown Servant or in Her Majesty's Armed Forces?
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 ahead of a move, even if the move is not due to occur for some time. 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.
- 5j) 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.
- 6) Declaration of parent/guardian/carer
Please read the declaration and undertaking carefully before completing your name and signing and dating the form.

The Next Steps

Before returning your application form, please check the following:

- That you have attached confirmation of the child's home address. This should normally be a copy of the current council tax bill or tenancy agreement and a copy of a recent utility bill
- That if applying for exceptional social/medical priority, you have attached appropriate professional evidence to support your case
- If the child's current or previous school is in the United Kingdom, that the **headteacher of the school** has completed section 4 of the application form
- That you have attached a copy of the child's latest school report, if in English
- A copy of your child's passport and flight ticket if you have moved/are moving to the UK from abroad. If the child is not a British Citizen or EEA national, you must provide a copy of the child's visa and any relevant home office documentation. **NB:** Places will only be offered in advance of a return/arrival to the UK if the child is a British citizen or EEA national but in such cases a place will not be offered more than 4 weeks prior to their arrival
- If you are not the child's parent, and if the child is not in the care of a local authority, that you have attached a letter from the parent to explain the circumstances, or a copy of the official documentation to show **you have parental responsibility** for the child
- That the child's full name and date of birth is listed clearly on each additional sheet that you have enclosed.

Failure to complete the application fully or to attach evidence is likely to result in a delay in processing your application.

You must then send the completed form and copies of the requested information **directly to the school named in section 2.**

What to do if you have any questions

If you have any questions about completing the in year application form, please contact Surrey County Council's admissions team on 0300 200 1004 or the school directly. More information on school admissions is also available at surreycc.gov.uk/admissions.

School managed application for in year admission to school during 2016/17 – (IYA-SMA)



This form must only be completed if you are applying for admission to a school which manages its own in year applications. Please see surreycc.gov.uk/admissions for a list of schools which manage their own in year applications or alternatively check how to apply for a place at each Surrey school in Surrey's school directory at surreycc.gov.uk/schools.

To apply for a school for which Surrey manages in year applications (all community and voluntary controlled schools and some academies and foundation, trust and voluntary aided schools) you should complete form IYA-SCCCMA.

If you wish 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 before completing the form.

1. Child's details

a) Child's surname			
b) Child's first name			
c) Child's middle name(s)			
d) Child's date of birth	DD / MM / YYYY		
e) Gender	Male / Female		
f) Date school place is required	DD / MM / YYYY		
g) Child's home address - this must be the child's normal place of residence and not a relative's or carer's address			Postcode:
h) Date the child moved to this address	DD / MM / YYYY		
i) Previous Address – if child has moved within 2 years			Postcode:
j) Name and address of current school - If not currently in school, please put N/A and tell us about previous schools in i) below			Postcode:
k) Date started at current school	DD / MM / YYYY		
l) Other schools attended Please name all schools previously attended before the current school			
Name of School	Address	From	To
m) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school			
n) Is the child in the care of a local authority?	Yes / No		
If Yes, you should not complete this form but should refer to the child's social worker to complete Surrey's separate form 'Child in care application for in year admission to school'.			
o) If No, has the child previously been in care and did they leave care through adoption, a special guardianship order or a residence order?	Yes / No Local authority (please state the name of the local authority and provide evidence)		
p) Does the child have a statement of special educational needs and disability or education, health and care plan?	Yes / No		
If Yes, you should not complete this form but should refer to the child's special educational needs case officer for details on how to apply for a school place.			
q) Does the child have any restrictions on their residency in the United Kingdom? If Yes, please see guidance notes	Yes / No		

2. School preference

You can only name one school on this form and you must return your form to this school.

	Name of the school you wish to apply for	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)
	School name:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Sibling name: DoB: DD / MM / YYYY Gender:	

3. 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.

a) Has the child ever been permanently excluded from school?	Yes / No
b) Has the child had any fixed term exclusions?	Yes / No
If Yes to a) or b) please attach a separate sheet giving dates and reasons for the exclusion(s)	
c) Does the child have any special educational needs (but without a Statement of SEND or education, health and care plan)? If Yes, please provide evidence	Yes / No
d) Does the child have a disability or medical condition which has impacted on their attendance or participation at school? If Yes, please provide evidence and confirm how it has impacted on attendance or participation at school	Yes / No
e) Is the child subject to a child protection plan or a child in need plan? If Yes, please provide evidence	Yes / No
f) Is the child a carer? If Yes, please provide details	Yes / No
g) Is the child a refugee or an asylum seeker? If Yes, please confirm the date of entry to the UK and provide evidence of status	Yes / No DD / MM / YYYY
h) Is the child a registered Gypsy, Roma or Traveller? If Yes, please confirm the contact details of the caseworker within the traveller service	Yes / No
i) Is the child returning from the criminal justice system? If Yes, please confirm the contact details of the caseworker within youth offending team	Yes / No
j) Please give details of other individuals or groups who have worked / are currently working with the child (e.g. social worker, youth offending team, community incident action group (CIAG) etc. Please give contact details if possible)	

You must now pass this form to the Headteacher of the child's current/previous school (if this was in the United Kingdom) so they can complete section 4. If you have moved and it is not possible to send the form to the previous school, please contact the admissions team for advice.

4. Headteacher statement from current/previous school

Please continue any section on a separate sheet if necessary

a) Child's name			DOB	DD / MM / YYYY
b) What date was the child put on roll at your school?			DD / MM / YYYY	
c) Is the child still on roll at your school?	Yes / No			
d) If the child has already left your school, please give the date the child last attended, the date the child was taken off roll and their reasons for leaving:				
Date last attended:	DD / MM / YYYY			
Date child was taken off roll:	DD / MM / YYYY			
Reasons for leaving:				
e) If the child has not yet left your school, have you discussed with the parent their reasons for wishing to change school? Yes / No				
If YES, please give details of those reasons, what support you have provided and indicate whether or not you believe a change of school is appropriate:				
f) Attendance rate	Current academic year:	%	Previous academic year:	%
If unsatisfactory, what may have affected attendance?				
g) Is the child on the SEND Code of Practice? Yes / No				
If Yes:	What stage?:			
	What category?:			
h) Please give details of any exclusions relating to this child, including dates and reasons				
Dates	Length	Reason		
DD/MM/YY to DD/MM/YY				
DD/MM/YY to DD/MM/YY				
DD/MM/YY to DD/MM/YY				
DD/MM/YY to DD/MM/YY				
i) 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:				
j) Have you liaised with any professionals/educational specialists regarding this child? Yes / No				
If YES, please indicate the services involved and the reasons:				
k) 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:				
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

5. Parent/guardian/carer's details

a) Title	b) First name	c) Surname
d) Address (if different from child's address)		Postcode:
e) Telephone numbers		
Day:	Evening:	Mobile:
f) Email address		
g) Do you have parental responsibility for this child? (please see guidance notes)		Yes / No
h) Relationship to child:		
<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	
i) Are you working as a Crown Servant or in Her Majesty's Armed Forces? If Yes, you must provide evidence to support this		Yes / No
j) Are you also making an application for any other children who are part of the same family? If Yes, please confirm their names and dates of birth so that, if appropriate, their applications might be considered together		Yes / No
		1. Name DOB DD / MM / YYYY
		2. Name DOB DD / MM / YYYY
		3. Name DOB DD / MM / YYYY

6. Declaration of parent/guardian/carer

I wish to apply for a place at the school named in section 2. 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 the school and that I will notify the school of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address. I understand that the school will share details of my application with Surrey County Council.

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

Signature Date DD / MM / YYYY

The next steps - you should now ensure that you have enclosed the following information:

- A copy of your current council tax bill/tenancy agreement and a recent utility bill to confirm residence
- Professional evidence to support a social or medical priority application
- A copy of your child's passport and flight ticket if you have moved/are moving to the UK from abroad. If the child is not a British Citizen or EEA national, you must provide a copy of the child's visa and any relevant home office documentation. **NB:** Places will only be offered in advance of a return/arrival to the UK if the child is a British citizen or EEA national but in such cases a place will not be offered more than 4 weeks prior to their arrival
- If you are not the child's parent and the child is not in the care of a local authority, a letter from the parent to explain the circumstances, or a copy of the official documentation to show you have parental responsibility for the child
- A copy of the child's latest school report, if in English
- A copy of the school's supplementary information form (if applicable)

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED

Please return the completed form and supporting evidence to the school that you have named in section 2.

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.