

## IN YEAR APPLICATION TO SCHOOL – (IYA-SCCCMA)

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
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
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
Tandridge	Limpsfield CofE Infant	3370

Borough	School	DFE No
Tandridge	Lingfield Primary	2948
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
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
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
Mole Valley	Polesden Lacey Infant	2417
Waverley	Potters Gate CofE Primary	3062
Mole Valley	Powell Corderoy Primary	3044
Surrey Heath	Prior Heath Infant	2359

Borough	School	DFE No
Runnymede	Pyrcroft Grange Primary	2019
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
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
Runnymede	St Ann's Heath Junior	2468
Surrey Heath	St Augustine's Catholic Primary	3933
Waverley	St Bartholomew's CofE (Aided) Primary	3924
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
Woking	St John's Primary (Knaphill)	2023
Reigate & Banstead	St John's Primary (Redhill)	2214
Guildford	St Joseph's Catholic Primary (Guildford)	3932
Runnymede	St Jude's CofE Junior	3331
Elmbridge	St Lawrence CofE (A) Junior (E Molesey)	3341

Borough	School	DFE No
Surrey Heath	St Lawrence CofE (A) Prim (Chobham)	3318
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
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
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

<b>Borough</b>	<b>School</b>	<b>DFE No</b>
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

Woking	Hoe Valley	4002
Guildford	Kings College Guildford	4001
Surrey Heath	Kings International College for Bus & the Arts	4468
Spelthorne	Matthew Arnold, The	4202
Reigate & Banstead	Oakwood	4465
Reigate & Banstead	Reigate	4157
Epsom & Ewell	Rosebery (Girls only)	5407
Reigate & Banstead	Royal Alexandra and Albert (7-16)	4623
Spelthorne	St Paul's Catholic College	5411
Guildford	St Peter's Catholic	4619
Mole Valley	Therfield	4073
Reigate & Banstead	Warwick, The	4460
Waverley	Weydon	4151
Woking	Winston Churchill, The	5414
Waverley	Woolmer Hill	4067

## SECONDARY SCHOOLS

<b>Borough</b>	<b>School</b>	<b>DFE No</b>
Guildford	Ash Manor	4463
Mole Valley	Ashcombe, The	4454
Woking	Bishop David Brown	4457
Waverley	Broadwater	4058
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

# Centrally managed application for in year admission to school during 2016/17 – (IYA-SCCMA)



This form must only be completed if you are applying for admission to a school for which Surrey County Council is managing in year applications (all community and voluntary controlled schools and some academies and foundation, trust and voluntary aided schools)

To apply for a school which manages its own admissions you should complete form IYA-SMA or the school's own application form. Please see [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) for a list of schools which manage their own applications or alternatively check how to apply for each school in Surrey's school directory at [surreycc.gov.uk/schools](http://surreycc.gov.uk/schools).  
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](http://surreycc.gov.uk/admissions) before completing the form.

## 1. 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) Date school place is required</b>		DD / MM / YYYY	
<b>g) 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>h) Date the child moved to this address</b>		DD / MM / YYYY	
<b>i) Previous Address – if child has moved within 2 years</b>			Postcode:
<b>j) Name and address of current school</b> - If not currently in school, please put N/A and tell us about previous schools in l) below			Postcode:
<b>k) Date started at current school</b>		DD / MM / YYYY	
<b>l) 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>
<b>m) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school</b>			
<b>n) Is the child in the care of a local authority?</b>		Yes / No	
If Yes, you should <b>not</b> 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'.			
<b>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?</b>		Yes / No      Local authority ..... (please state the name of the local authority and provide evidence)	
<b>p) Does the child have a statement of special educational needs and disability or education, health and care plan?</b>		Yes / No	
If Yes, you should <b>not</b> 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.			
<b>q) Does the child have any restrictions on their residency in the United Kingdom?</b>		Yes / No	
If Yes, please see guidance notes			

## 2. 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:	

## 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

<b>a) Child's name</b>		<b>DOB</b>	DD / MM / YYYY
<b>b) What date was the child put on roll at your school?</b>		DD / MM / YYYY	
<b>c) Is the child still on roll at your school?</b>		Yes / No	
<b>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:</b>			
Date last attended:		DD / MM / YYYY	
Date child was taken off roll:		DD / MM / YYYY	
Reasons for leaving:			
<b>e) If the child has not yet left your school, have you discussed with the parent their reasons for wishing to change school?</b>			
		Yes / No	
If <b>YES</b> , please give details of those reasons, what support you have provided and indicate whether or not you believe a change of school is appropriate:			
<b>f) Attendance rate</b>		Current academic year: %	Previous academic year: %
If unsatisfactory, what may have affected attendance?			
<b>g) Is the child on the SEND Code of Practice?</b>		Yes / No	
		<b>If Yes:</b>	What stage?:
			What category?:
<b>h) Please give details of any exclusions relating to this child, including dates and reasons</b>			
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			
<b>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:</b>			
<b>j) Have you liaised with any professionals/educational specialists regarding this child?</b> Yes / No			
If <b>YES</b> , please indicate the services involved and the reasons:			
<b>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:</b>			
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 each of the schools named in section 2 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

### 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

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

Please return the 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](mailto:schooladmissions@surreycc.gov.uk).

**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).



# Centrally managed application for in year admission to school (IYA-SCCCMA): Guidance notes



Please use these notes to help you complete the centrally 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](http://surreycc.gov.uk/admissions) before completing the form.

## Which schools can you apply for on the centrally managed application form (IYA-SCCCMA)?

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 [www.surreycc.gov.uk/admissions](http://www.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.

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 [www.surreycc.gov.uk/admissions](http://www.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.

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](http://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](http://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 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 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.

- 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](http://surreycc.gov.uk/admissions).
2. 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.
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](http://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 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).**

## 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. More information on school admissions is also available at: [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions).