

Application Form Guidance –Entry into Primary school 2020/21 For children born between 01/09/2015 - 31/08/2016



Closing Date 15th January 2020

Before you complete this paper application form, or apply on-line, we strongly recommend that you read the booklet 'A Guide for Parents - Entry into Primary school 2020/21'. This booklet is available to download from our website: <http://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

This application form allows you to express preferences for up to three schools, and to rank your preferences in order.

- It is important that you include **all** the reasons for each school preference. Use additional paper if necessary, securely attaching to the form, with your child's name and date of birth clearly printed on each additional page.
- If your child is a Child in Care or a Previous Child in Care it is important that you tell us this, and provide full details in the reasons section, so that the child's application is correctly categorised.
- If there is another person you do not live with, but who shares parental responsibility for the child, that person's details must be included on the application form within the 'Parent Details' section. You must also confirm that you have discussed and agreed the school preferences with them.
- You may feel that your child has an exceptional medical, social or special educational need reason for applying for a particular school, which you would like to be taken into consideration. The Admissions Committee has the discretion to prioritise applications within an admission category, providing that the reasons are supported and evidenced by a professional (e.g. hospital/doctor's correspondence). The evidence must clarify that the child needs to go to that particular school. **It is the responsibility of the parent to provide this supporting evidence.** If you would like evidence to be considered by the Admissions Committee, please either post or email it, (addresses below), to the Admissions Team, to be received no later than **31st January 2020**. Please put the child's name and date of birth on any correspondence.

Please note: make sure you give the full reasons for your preference on your application. If a preference is later refused, and you appeal, an appeal panel can only consider the reasons you gave on your original application (for Key Stage 1 appeals).

If one (or more) of your preferences is for a Catholic or Church of England Voluntary Aided (VA) school, you will need to complete the relevant Additional Information Form (AIF) for each VA school you are applying for. The VA school will then use this information to ensure that your child is placed within the relevant admission category. You can download forms from our website, request them from either the VA school themselves, or from the Admissions Team. You **must** send the form(s) (and any supporting documents), to each Aided school you are applying for, no later than **15th January 2020**- you still need to return the completed application form to the Admissions Team by **15th January 2020**.

You can apply for schools in another local Authority on this application form. However, we would also recommend that you contact that Authority to find out if there is any additional information you may be required to provide in support of your application, especially if you are applying for VA schools in that Authority.

If your child currently attends a Sheffield nursery, you must still apply for a school place, even if the nursery is linked to your preferred school. Attendance at the nursery does not entitle or give your child priority for a place at the school.

Places are allocated based on your home address as at **31st January 2020**. Therefore, you must notify the Admissions Team, in writing, if you change address before this date. You must also provide proof of this move. Acceptable proof is two household bills (e.g. gas/electric/council tax), or a copy of a signed tenancy agreement or a solicitor's letter confirming that contracts have been exchanged. This information must be received by **31st January 2020** for it to be taken into consideration when places are allocated. If you plan to move after 31st January 2020, you should tell us, as it may affect positioning on any waiting list your child may be on (you must also provide proof).

You must return your completed application form, no later than 15th January 2020, to: The Admissions Team, Peoples Services, Level 5: West Wing, Moorfoot, Sheffield S1 4PL. If you require any advice before making your application, please contact:

The Admissions Team on 0114 2735766, or email ed-admissions@sheffield.gov.uk

It is really important that your child is up to date with their vaccinations before they start school to prevent them from getting serious avoidable illnesses. Please contact your GP to arrange the vaccination(s) if you think your child's vaccinations are not up to date.