

## **Application Form Guidance –Entry into Primary school 2021/22** **For children born between 01/09/2016 - 31/08/2017 who live in Sheffield**



The information below will help you when you are making your application.

Before you complete your application we strongly recommend that you read the booklet 'A Guide for Parents - Entry into Primary school 2021/22'. This booklet is available to download from our website:

<http://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

**It is important that you tell us the full reason for applying for each school on your application:** 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 an application, within its admission category; reasons will only be considered if they are supported and confirmed by a professional (e.g. hospital/doctor's correspondence). The evidence must outline why the school you are applying for would be more able to meet your child's needs than any other mainstream school. Providing 3<sup>rd</sup> party evidence does not in itself guarantee that your application will be prioritised. **It is the responsibility of the parent to provide this supporting evidence**, and we will not contact you to ask for evidence to support your reasons. **Please note: for appeals on Infant Class Size legislation grounds - if a preference is later refused, and you lodge an appeal, an appeal panel can only consider the reasons (and any supplementary information), which you gave on your original application, and which was received by 31<sup>st</sup> January 2021.**

**Change of Address:** Places are allocated based on your home address as at **31st January 2021**. Therefore, you **must** notify the Admissions Team, in writing, if you change address before this date. You must also provide proof of this move. A move may change your catchment area school and affect the status of your application. Acceptable proof will be; 2 household bills (e.g. gas, broadband), in your name at the new address; or, for a house purchase, correspondence from the solicitor confirming the purchase has completed, in order for the new address to be considered as the child's normal place of residence. (completion must take place on or before the latest date for receiving applications, which is 31<sup>st</sup> January 2021; or, for a rented property, a copy of your signed tenancy agreement which must start on or before the latest date for applications, which is 31<sup>st</sup> January 2021.

**Child in Care/Previous Child in Care:** It is important that you tell us if the child is a Child in Care or a Previous Child in Care, giving full details in the reasons section of the application, so that we can ensure that we correctly categorise the application. We may ask you to provide proof of the circumstances. N.B. *Previous Children in Care are children who were in care, but ceased to be so because they were adopted or became the subject of a Residence Order or a Child Arrangement Order or Special Guardianship Order immediately following being in care. If you are unsure if your child is a Child in Care or a Previous Child in Care, please contact the Admissions Team.*

**Shared Parental Responsibility (PR):** If there is another person you do not live with, but who shares PR with you for the child, that person's details must be included on the application. By submitting your application on line, you are confirming that you have discussed and agreed the school preferences with the other person you share PR with. If you apply on an application form, you will need to sign the application form to confirm that you both agree on the school preferences made. We cannot process any application where there is a disagreement between parents about the schools applied for.

**Applying for a Catholic or Church of England Voluntary Aided (VA) school:** 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 request the forms from either the VA school themselves, download from our website, or from the Admissions Team. **You** must make sure that the form(s) (and any supporting documents), are received by each VA school you are applying for no later than **31st January 2021**-please do not send the AIF to the Admissions Team.

**Attendance at a Nursery:** 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.

**Applying for schools in Another Authority:** You can apply for schools in another local Authority on this application form. However, we would 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. Other Authorities may also have different closing dates. It is your responsibility to ensure you submit an on-time application for a school(s) in another Authority.

The Admissions Team, Sheffield