

Our Ref: Translet/UH
Date: September 2019
Enquiries to: Admissions Team
Tel: 0345 600 0981 (local rate)
Email: admissions@suffolk.gov.uk

Dear Parent or Carer

It's time to apply for your child to move to their next school

As your child is in the last year of their current school, it is now time to decide which school you would like them to attend in September 2020. All of the information you need to help you make your decision is available on our website at www.suffolk.gov.uk/admissions from 12 September 2019, including Frequently Asked Questions (FAQs). You will also find on our website:

- Information on how to apply for a school place, including the steps to follow and what to do if you have any queries. This information can also be found in the Admissions to Schools in Suffolk 2020/2021 guide on our website which you can download should you wish.
- Details of all secondary (including high and upper) schools and how places are offered when a school gets too many applications.

Suffolk County Council (SCC) introduced a new School Travel Policy in September 2019. It is important that parents/carers understand how this might affect their child's eligibility for SCC funded school travel before they apply for a school place. All children living in Suffolk who will be starting at a new school will be eligible for SCC funded school travel when they meet the statutory walking distance criteria from their home to the nearest suitable school that would have had a place available for them. This would be whether or not an application was made for a place at that school. Full details about SCC funded school travel, including additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel.

If you are not sure which are your nearest schools, you can find this information on our Nearest School Checker (which is based on the statutory walking distance including Public Rights of Way). We update the Nearest School Checker each year to include new roads and developments. This year, we are using a new map network which may affect the nearest suitable school for some addresses. The checker can be found at nearestschool.suffolk.gov.uk.

After you have read the information **you must apply** for a secondary school place **before midnight on the closing date of Thursday 31 October 2019.**

You should apply for a school place online at www.suffolk.gov.uk/admissions. Your application must be completed and submitted before midnight on the closing date.

By applying online:

- You will receive confirmation of your application by email;
- You can check or change your application right up to the closing date;
- You can view the outcome of your application online on the offer day of Monday 2 March 2020;
- You will receive an email with details of your school offer on the offer day. Your email will also include details of your next steps, including how to appeal if your child is refused a place at your preferred school(s).

If you do not have internet access, you can apply online from any Suffolk library.

If you are unable to apply online, you should apply on a paper application form (CAF1) which is available to download at www.suffolk.gov.uk/admissions or by contacting us on 0345 600 0981. If you apply on a paper application form this must reach us by the closing date. We do not acknowledge receipt of paper applications, so we strongly suggest you get proof of postage as we cannot be held responsible for information lost in the post. A letter with details of the school place offered will be sent out to you on the offer day by second class post. You will not be able to find out the offer before you receive that letter. We cannot confirm the outcome of your application over the telephone.

If we receive your application after the closing date it will not be considered until we have made decisions on all of the applications we received on time. This could mean that your child is refused a place at your preferred school(s).

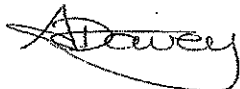
To keep up-to-date on school admissions:

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Follow us on Twitter: twitter.com/suffolkcc

Please remember, you must make an application for a secondary school place before midnight on the closing date of Thursday 31 October 2019.

If you have any questions, please contact us by email at admissions@suffolk.gov.uk or by telephone on 0345 600 0981.

Yours faithfully



Angela Davey
Admissions Team Manager