



**Your 5-step guide to making an in-year application to  
Ormiston Sudbury Academy ('OSA')  
(ADM1) for the 2024/2025 school year**

**Step 1 - Think about why you are applying to change schools**

Have you moved house?

If yes, go to Step 2.

If no, we would strongly recommend that you discuss any issues or concerns that you have with your child's current school before you move onto Step 2.

**Step 2 - Find out more about OSA**

Visit OSA.

Look at the prospectus or website.

Look at the admissions oversubscription policy, which is available on the website.

**Step 3 - Think about how you will get your child to school**

**Suffolk County Council (SCC) introduced a new School Travel Policy in**

**September 2019.** It is important that you understand how this might affect your child's eligibility for SCC funded school travel before you 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](http://www.suffolkonboard.com/schooltravel).

**Step 4 - Check the availability of school places**

Ask OSA for information on the availability of places in your child's year group.

Please note that you can still apply for a place at OSA even if we let you know the year group is full or oversubscribed. If OSA is unable to offer your child a place you will be informed of your legal right to appeal.

**Step 5 - Complete the paper application form**

Complete the attached form and return it directly to OSA, not Suffolk County Council. Attach any supporting evidence with your application form.

# In-Year Application Form 2024/2025 for Ormiston Sudbury Academy

## Guidance notes

Please use this form to apply for a school place at OSA when you wish to change school outside the normal year of entry.

**Please note:** You can still apply for a place at any voluntary aided, foundation, free school or academy even if you have been told that a particular year group is already full or oversubscribed.

**Before you complete this application form you should read the following notes:**

**It is important that you read the following notes before completing your application form as well as the information on our website..**

### **Note 1 – Children in care (child looked after)**

A 'child in care' or a 'child looked after' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **Note 2 – Children previously in care (previously children looked after)**

Children previously in care (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). You **must** provide evidence with your application that your child was previously in care in the form of an adoption, child arrangements or special guardianship order if you want this to be taken into consideration when ranking your application.

### **Note 3 – Child's current address/moving address**

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application, please refer to the OSA website for information on what evidence, if any, you need to provide.

### **Note 4 – Private fostering**

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on 0808 800 4005 or email [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk).

### **Note 5 – School Travel Policy**

**Suffolk County Council (SCC) introduced a new School Travel Policy in September 2019.** It is important that you understand how this might affect your child's eligibility for SCC funded school travel before you 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](http://www.suffolkonboard.com/schooltravel). Children of compulsory school age (between 5 and 16) are entitled to SCC funded school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school. Please note: the ages are taken at 1 September in each school year.

### **Note 6 – Siblings**

It is important that you provide this information, because it can affect your child's priority or offer of a school place. You should check the definition of sibling on the OSA website.

### **Note 7 – Reasons for preference**

You can add the reasons for your preference if you want to. However, OSA is only able to take these reasons into account if it has a direct bearing on how your application is ranked against the relevant published oversubscription criteria.

### **Note 8 – Definition of parent**

For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

### **What to do next if your child is refused a place at OSA**

If OSA is unable to offer your child a place and you would like more information on what to do next, please see the appeals process on our website.

## ADM1 Application Checklist

**Failure to complete your application fully may result in a delay or may affect your child's priority or offer of a school place.**

Check your application carefully to make sure you have:

- Clearly written your child's full legal name (not their nickname or known as name).
- Clearly written your child's date of birth in the following format (DD/MM/YYYY).
- Ticked the box if your child has an Education, Health and Care plan (EHC) plan.
- Attached evidence if you have ticked the box to say your child was previously in care.
- Clearly written your child's current address and any future address if moving house.
- Attached evidence of any future address, if you are moving house, that you would like to be used to allocate a school place (please refer to the website for information on what, if any, evidence is required).
- Attached evidence of your child's living arrangements if they live at two addresses (please refer to the OSA policy for information on what, if any, evidence is required).
- Named your preferred school as OSA and given reasons for your preference if you want to. However, OSA is only able to take these reasons into account if it has a direct bearing on how your application is ranked against their relevant published oversubscription criteria.
- Written the names and dates of birth of any siblings at OSA (please check the website for OSA's definition of siblings). If you do not provide this information on your application it may affect the offer of a school place.
- Clearly written the date that you wish your child to start at OSA.
- Signed and dated the application form.
- Requested proof of postage when sending your application to OSA.

## In-Year Application Form 2024/2025 for Ormiston Sudbury Academy (ADM1)

We strongly recommend that you read the guidance notes attached before completing this form as well as the information for the 2024/2025 school year available on the OSA website.

**Please print in capital letters**

<b>Child's details:</b>	
Child's legal Last Name:	
Child's First Name:	
Child's Middle Name:	
Child's date of birth:	(DD/MM/YYYY):
Male:	Please circle if correct
Female:	Please circle if correct
Gender Neutral:	Please circle if correct
Does your child have an Education, Health and Care (EHC) plan?	
Yes: <input type="checkbox"/>	
No: <input type="checkbox"/>	
Is the child in care (child looked after)?:	
Yes: <input type="checkbox"/>	
No: <input type="checkbox"/>	
Was your child previously in care? (see <b>Note 2</b> ):	
Yes: <input type="checkbox"/>	
No: <input type="checkbox"/>	
If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/>	
Child's current address (see <b>Note 3</b> ):	
Postcode:	
Name and address of current or previously attended school or education provision:	

<b>Applicant's details:</b>	
Parent/Carer: Mr / Mrs / Miss / Ms / Other	Please Circle
Forename (in full):	
Last name:	
Relationship to child:	
Telephone numbers:	
Email address:	
Address if different to the child's, including the postcode:	
Are you privately fostering this child? (see Note 4)      Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

<b>Other details:</b>	
If you are moving house, please fill in these boxes (see Note 3)	
Child's future address, including postcode:	
Date of move:	
Are you a UK Service/returning Crown Servant Family? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Academy use only</b>	
Date application received:	

**Your child cannot be guaranteed a place at any school**

<b>School Preference:</b>
Please write the name of your school preference in this box: ORMISTON SUDBURY ACADEMY
Please give the reason(s) for your preference (see Note 7):
Do any of your other children attend this academy? (see Note 6): If so,
Child's Name:
Date of birth:

<b>When would you like your child to start at Ormiston Sudbury Academy:</b>
Date:

<b>Data Protection:</b>
The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the General Data Protection Regulations 2018. Further information is available on the OSA website.

**Parental declaration (MUST be completed):**

I confirm that I have read the guidance notes attached to this application form and the relevant information for the 2024/2025 school year. I have read the School Travel policy for 2024/2025 and understand how eligibility for Suffolk County Council funded school travel will be decided. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996 (see **Note 8**).

**Parent / Carer's signature:****Date:****Where to send this form (we strongly suggest you get proof of posting):**

Please send this form directly to Ormiston Sudbury Academy, Tudor Road, Sudbury, Suffolk, CO10 1NW.

**Ormiston  
Sudbury  
Academy**