

# In-Year Application Form: Chilton Community Primary School



Please print in capital letters, please note, we cannot guarantee your child a place at this school

We strongly recommend that you read the In-Year Admissions to Schools in Suffolk guide, the relevant Directory of Schools in Suffolk and the guidance notes before completing this form.

The guide and directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

Child's details			
Child's legal last name:		First name:	Middle name:
Child's date of birth (DD/MM/YYYY):	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Is the child a looked after child (child in care): Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Is your child previously looked after? (see <b>Note 1</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 2</b> )			Postcode:
Name and address of current or previously attended school (if applicable):			
Applicant's details			
Parent/Carer: Mr / Mrs / Miss / Ms / Other Last name:		Initials:	Relationship to child:
Telephone numbers:		Email address:	
Address if different to the child's, including the postcode:			
Are you privately fostering this child? (see <b>Note 3</b> ) Yes: <input type="checkbox"/> No: <input type="checkbox"/>			

Other details	
<b>If you are moving house, please fill in these boxes (see Note 2)</b>	
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"/>	

When would you like your child to start?

Please refer to our Pupil Privacy Notice on our website or hard copy held by the school offices which record how we use information about you and what we do with it.

Do any of your other children attend this school? (see **Note 4**)

Child's name .....

Date of birth .....

Reasons (you do not have to fill in this section if you do not want to, see **Note 5**)

**How we will use your information:**

The Governing Body/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 together with our privacy notice.

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

I understand that I will not receive an acknowledgement of this application and the School is not responsible for forms lost in the post. I also confirm that the information I have given on this form is true and I have parental responsibility.

**Parent/carers' signature:**

**Date:**

**Return your completed form to:**

**Chilton Community Primary School**

Violet Hill Rd

Stowmarket

SUFFOLK

IP14 1NN

We cannot be held responsible for forms that are lost in the post, sent or delivered to other locations (we strongly suggest you get proof of posting).

**Date Application received:**

**Notes:****Note 1 – Previously looked after children**

Previously looked after children (children who were looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order). You **must** provide evidence with your application that your child was previously looked after in the form of an adoption order, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

**Note 2 – Child's current address/moving address**

Please give your child's current address. If you are planning to move house, please give the details of your future address and moving date, if known, on the application form. If you want your future address to be the one used to allocate a school place, you **must** attach written evidence that you are legally committed to this move. The evidence **must** be either proof of exchange of contracts or a signed letting/tenancy agreement confirming your new address, an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for UK Service/returning Crown Servant families proof of the posting. **Please note that a sale memorandum or an unsigned tenancy agreement will not be accepted.**

**Note 3 - 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 4 – Siblings**

It is important that you provide this information because it can affect your child's priority or offer of a school place.

**Note 5 – Reasons for preferences**

You can add reasons for each of your preferences if you want to. However, we are only able to take these reasons into account if they have a direct bearing on how your application is ranked against the published oversubscription criteria.