

Our Ref: Translet/UH
Date: September 2016
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 their last year of their current school it is time to decide which school you would like them to attend and to apply for a school place for September 2017.

You must apply for a secondary school place by midnight on the closing date of Monday 31 October 2016 and it is best to apply online.

Late applications are not dealt with until all on time applications have been considered. This means that all available places at your preferred school/s may have been filled.

To make your application and for help with making important decisions regarding your application we recommend you look online at www.suffolk.gov.uk/admissions.

On our website you will find the **Admissions to Schools in Suffolk 2017/2018** guide which explains the steps to follow and what to do if you have any queries.

The **Directory of Schools in Suffolk for secondary (including upper and high) schools** can also be found on the website. This includes a list of schools, how places are offered and how different schools prioritise applications.

Our website also contains information on catchment area schools, home to school travel and frequently asked questions.

If you would like paper copies of the above documents please contact us on 0345 600 0981.

Before you make an application you should:

- Find out more about the school/s you want to apply for. We recommend that you apply for more than one school as a place at any school, including your catchment area school, cannot be guaranteed.
- Be realistic about which schools you apply for.
- Think about how you will get your child to school on time. Look at the Home to School Travel section of the Admissions to Schools in Suffolk 2017/2018 guide for information. You can also find more information online at www.suffolkonboard.com/home-to-school-transport or by calling the Passenger Transport Team on 0345 606 6173.

- Consider if you are likely to be moving to a new house before the next school year. If you are, it is very important that you apply on time and look at the Moving House section in the Admissions to Schools in Suffolk 2017/2018 guide on the website, or contact us for information. The information includes which address to use, what evidence is required, how to send in the evidence and the latest date which you can provide evidence for an application to be considered as an on time application.

More information on all the above can be found on our website at www.suffolk.gov.uk/admissions or by contacting us on 0345 600 0981.

How to make your application:

We strongly recommend that you apply online at www.suffolk.gov.uk/admissions. The process is quick, safe and simple and you will receive an automatic acknowledgement to confirm that your application has been received. Applications can be made from Monday 12 September 2016.

As long as you submit your online application by midnight on Monday 31 October 2016 you will be able to log in and view the outcome from a minute past midnight on Wednesday 1 March 2017, and you will receive a confirmation email by 5pm on this day. We will also send you a letter, by second class post, on Wednesday 1 March 2017.

If you do not have online access, you can apply on a paper application form (CAF1). These are available to download from www.suffolk.gov.uk/admissions or if you would like one posted to you please contact us on 0345 600 0981. If you apply on a paper form you must return your application form to us at the address on the form. Please get proof of posting as we cannot be held responsible for information lost in the post and we do not acknowledge receipt of paper applications.

As long as we receive your paper application by the closing date of Monday 31 October 2016 we will send you a letter, by second class post, on Wednesday 1 March 2017 with your child's offer of a school place. You need to be aware that you will not receive your letter with details of the school offered for two or three days after offers are emailed to all those parents who have applied online and we are unable to give you the outcome over the phone.

You can also like Suffolk County Council on Facebook to keep up to date with all the latest information on school admissions.

Please remember you must make an application for a secondary school place by midnight on the closing date of Monday 31 October 2016.

If you have any questions, please contact us on 0345 600 0981.

Yours sincerely



Angela Davey
Admissions Team Manager