

Application Form Guidance –Entry into Primary school 2023/24 **For children born between 01/09/2018 - 31/08/2019 who live in Sheffield**

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

Before you complete an application, we strongly recommend that you read the booklet 'A Guide for Parents - Entry into Primary school 2023/24'. 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 reason (medical, social etc.) for applying for a particular school, which you would like to be taken into consideration. There is a Committee, (the Admissions Committee), which can consider these reasons. The Admissions Committee has the discretion to prioritise an application, within its admission category; additional information will only be considered if it is supported by, 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 3rd party evidence does not in itself guarantee that your application will be prioritised. If you do provide evidence, we will not tell you the decision that the Admissions Committee make about prioritisation, but the decision will be used when we allocate school places. **It is the responsibility of the parent to provide any additional evidence**, and we will not contact you to ask for it. **Please note: for appeals on Infant Class Size 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 in support of your original application, and which we received by 31st January 2023.**

Change of Address: Places are allocated based on your child's home address on **31st January 2023**. Therefore, you **must** notify the Admissions Team, in writing, if you change address up to this date (and also if you move after it). You must also provide proof of a change of address. 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, council tax), in your name at the new address, or, for a house purchase, written correspondence from the solicitor that the purchase has been completed. The new address would then 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 31st January 2023; 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 31st January 2023.

Child in Care/Previous Child in Care: It is important that you tell us if your child is a Child in Care or a Previous Child in Care, including those from outside of England. Please give full details in the reasons section of the application. This will then 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 who 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 a paper application form, you will need to sign the form to confirm that you both agree on the school preferences made. We cannot process any application where parents disagree about the school(s) applied for.

Applying for a Catholic or Church of England Voluntary Aided (VA) school or E-Act Academy Pathways: If one (or more) of your preferences is for a Catholic or Church of England Voluntary Aided (VA) school, or E-Act Academy Pathways, you will need to complete the SIF (supplementary information form) required by those school(s). These forms will then be used by the school(s) to ensure that your child is correctly placed within the relevant admission category. You can request the forms directly from the schools, download from our website, or from the Admissions Team. **You** must make sure that the form(s) (and any other supporting documents that may also be required), are received by **each** VA school you are applying for and/or E-Act Pathways Academy, no later than **31st January 2023**- please do not send the SIF to the Admissions Team.

Attendance at a Nursery: you **must** 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: If you want to apply for schools in another authority we will share your application with the other authority, as per the Co-ordinated Admission scheme We 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 another Authority. Other Authorities may also have different closing dates, and you must make sure we receive your application to match any earlier closing dates in other Authorities.

The Admissions Team, Sheffield