

# Notes to help you to complete the Application Form for Entry into Primary school - 2017/18 for children born between 01/09/2012 and 31/08/2013



## For Children who live in Sheffield- closing date 16<sup>th</sup> January 2017

Before you complete this form we strongly recommend that you read the booklet 'A Guide for Parents-Entry into Primary school 2017/18'. This booklet is available to view at every Sheffield Primary school, or download from our website: <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school/guide-for-parents-primary>

Places are allocated based on your residential address on **31st January 2017**. Therefore, you must notify the Admissions Team, in writing, if you change address before this date. You must also provide proof of this move. Acceptable proof includes two household bills (e.g. gas/electric/council tax), a copy of a tenancy agreement or a solicitor's letter confirming that contracts have been exchanged-this information must be received by 31st January 2017 for it to be taken into consideration when places are allocated.

This Application Form allows you to express preferences for up to three schools, and rank your preferences in order. It is important that you

- include **all** the reasons for each school preference. If you do not have enough space to write all your reasons on the application form, please use additional paper, ensuring that you securely attach it to the form (also write your child's name and date of birth on any additional page(s) you may use). If your child is a Child in Care or a Previous Child in Care it is important that you tell us this, and provide full details, so that your application is correctly categorised.
- If you feel that your child has exceptional medical, social or special educational needs that you wish to be taken into consideration these must be supported by a relevant professional(s). An application may then be prioritised by the Admission Committee (AC) but only within its admission category (eg: catchment, sibling etc). It is the responsibility of the parent to provide this supporting evidence, and it is important to note that the evidence must support the view that the child must attend the school applied for, and that they could not have their needs met at any other school. If you would like additional information to be considered by the Admissions Committee, please forward this to The Admissions Team, at the address below, or email to: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk) no later than 31st January 2017. Please make sure that you put your child's name and date of birth on any correspondence you send. **You must still submit your application form no later than 16th January 2017.**

Please note: make sure you give the full reasons for your preference on your application. If a preference is refused (for Key Stage 1 appeals), an appeal panel can only consider the reasons you gave on your original application.

If one (or more) of your preferences is for a Catholic or Church of England Aided school, you will need to complete the relevant Additional Information Form (AIF) **for each Aided school you are applying for**. The Aided schools will then use this information to ensure that your child is placed in the relevant admission category. You can download forms from our website, or request them from either the voluntary aided school themselves, or from the Admissions Team. You **must** send the form(s) (and any supporting documents), to the Aided school(s) you are applying for no later than 16th January 2017- you still need to return the completed application form no later than 16<sup>th</sup> January 2017.

You can apply for schools in another local Authority on this application form. However, we would 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 Aided schools in another Authority.

If your child currently attends a Sheffield nursery, you must still apply for a school place, even if the nursery is linked to a school. Attendance at the nursery does not automatically entitle your child to a place at the school.

**You must return your completed application form, no later than 16th January 2017, to: The Admissions Team, Inclusion & Learning, Children, Young People & Families, Level 5, North Wing, Moorfoot, Sheffield S1 4PL. If you require any advice before making your application, please contact: The Admissions Team on 0114 2735766, or email [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)**

***It is really important that your child is up to date with their vaccinations before they start school to prevent them from getting serious avoidable illnesses. Please contact your GP to arrange the vaccination(s) if you think your child is not up to date.***