

Application Form Guidance: Transfer to Junior School September 2026 for children attending Y2 at a separate infant school who live in Sheffield

Before you complete your application, we strongly recommend that you read the booklet 'A Guide for Parents - Entry to Junior School 2026'. This booklet is available to download from our website: www.sheffield.gov.uk/schools-childcare/how-apply-school-sheffield/applying-junior-school

Supporting Information: You may feel that your child has an exceptional medical, social or special educational need reason for applying for a particular school, which you would like to be taken into consideration. The Admissions Committee has the discretion to prioritise an application, within its admission category; reasons will only be considered if they are supported and confirmed by a professional (such as 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. **It is the responsibility of the parent to provide this supporting evidence**, and we will not contact you to ask for evidence to support your reasons.

Change of Address: Places are allocated based on your home address as at **31st January 2026**. Therefore, you must notify the Admissions Team, in writing, if you change address before this date. You must also provide proof of this move **We will not chase this proof up**. If proof is not received by us before the 31st January, we will assume that the intended move has not taken place. A move may change your catchment area school and affect the status of your application. Acceptable proof is: 2 household bills (such as gas, council tax), in your name at the new address, or, for a house purchase, written correspondence from the solicitor confirming that exchange of contracts has taken place on or before the 31st January 2025; or, for a rented property, a copy of your signed and dated tenancy agreement which must start on or before the 31st January 2026. If you move **after** 31st January 2026, you should still tell us. It will not influence your child's allocation decision on the 16th April 2026, but it could subsequently affect positioning on any waiting list your child may be on (you must also provide the proof, as above).

Child in Care/Previous Child in Care: It is important that you tell us if the child is a Child in Care or a Previous Child in Care, giving full details in the reasons section of the application, so that we can ensure that we correctly categorise the application. N.B. *Previous Children in Care are children who were in care, but 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. We expect parents/people with PR to consult with each other and agree on the school(s) they wish to apply for. We cannot process any application where parents disagree about the school(s) applied for. We don't investigate whether applications have been agreed but by signing the application or submitting an online application, this is confirmation that you have discussed and agreed the preferences with anyone with PR. We will not become involved with or resolve disagreements between parents. Where the child spends time at 2 different addresses, parents must agree and notify us which address to use. If parents are unable to agree we will ask for details of where child benefit is paid and where this can be provided, we will use that address. We encourage parents to resolve any disagreements before the closing date as a delay may affect the availability of places at preferred schools.

Applying for a Catholic or Church of England Voluntary Aided (VA) school: If one (or more) of your preferences is for a Catholic or Church of England Voluntary Aided (VA) school, you will need to complete the relevant Supplementary Information Form (SIF) for each VA school you are applying for. The VA school will then use this information to ensure that your child is placed within the relevant admission category. You can request the forms from either the VA school(s), download from our website, or request from the Admissions Team. **You** must make sure that the form(s) (and any supporting documents) are received by each VA school you are applying for no later than **31st January 2026** - please do not send the SIF(s) to the Admissions Team.

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 Admissions 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 potential earlier closing dates of other authorities.