

## Guidance Notes

We recommend that you read the Academy Transformation Trust Admissions Policy, found on the Mildenhall College Academy website: [www.mildenhall.attrust.org.uk/academy-info/policies/](http://www.mildenhall.attrust.org.uk/academy-info/policies/)

Please use this form to apply for a school place when you wish to change school outside the normal year of entry for Mildenhall College Academy.

If you wish to apply for a year 7 place for 2019/20 you should complete a CAF1 application form found on the Suffolk County Council website: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

### Before you complete this application form you should read the following notes:

#### Note 1 – Previously looked after children

Previously looked after children (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). 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, include your future address and date of moving so it can be considered as part of the application process.

#### 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 – Home to School Travel**

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they are attending their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school. Please note: the ages are taken at 1 September in each school year. If your child receives free home to school travel and is under eight years of age and lives more than two miles but less than three miles from the school allocated, travel will finish at the end of the school year following their eighth birthday.

In addition, every school has a Transport Priority Area (TPA) that is used to decide if a child is entitled to free travel. The TPA for Mildenhall College Academy is NOT the same as the catchment area. We recommend that you check the website: [www.suffolkboard.com/home-to-school-transport](http://www.suffolkboard.com/home-to-school-transport) to find out if your child is entitled to free travel.

If Mildenhall College Academy is out of catchment for your address, you will normally be responsible for travel costs and arrangements to the school.

**Note 5 – Siblings**

It is important that you provide this information because it can affect your child's priority or offer of a school place. You should check the definition of sibling, this can be online at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

**Note 6 – Reasons for applying to Mildenhall College Academy**

You may enter a reason for applying to Mildenhall College Academy, including if it is the catchment area school for your child.

**Note 7 – Additional Information**

If you would like to include any additional information to support your application, please complete the Additional Information box listing the titles and number of documents attached.

**What to do next if your child is refused a place at your preferred school**

If the school is unable to offer your child a place and you would like more information on what to do next, please contact the Admissions Team on: **0345 600 0981**. Alternatively, more information is available online at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

# In-year application form for Mildenhall College Academy

Please print in capital letters

Child's details		
Child's legal Surname:	Forename:	Middle name(s):
Is the child known by a different surname to the legal one? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If yes, please state name the child is known as:	Year child will be entering: Year 7: <input type="checkbox"/> Year 10: <input type="checkbox"/> Year 8: <input type="checkbox"/> Year 11: <input type="checkbox"/> Year 9: <input type="checkbox"/>
Child's date of birth:	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 <b>current</b> address: (see <b>Note 2 and Note 4</b> )		Postcode:
Child's <b>future</b> address if applicable:		Postcode: Date of move:

Reason(s) for applying to Mildenhall College Academy
You may state reason, including if the reason is 'Catchment area school' (see <b>Note 6</b> ):
Are you attaching any other documents to support your application (see <b>Note 7</b> )? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Titles of other documents attached:
Number of additional pages:

### Applicant's details

Parent/Carer: Mr / Mrs / Miss / Ms  
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 **Note 3**)

Yes:

No:

### Other details

Has the child got any siblings attending Mildenhall College Academy (see **Note 5**)? Yes:  No:   
If yes, please state names and dates of birth:

Are you a UK Service/returning Crown Servant Family?

Yes:

No:

<b>When would you like your child to start at your preferred school:</b>	
<b>Name and address of current or previously attended school</b>	

<b>How the Governing Body/Academy Trust will use your information</b>
The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. They will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services. They will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.
<b>Parental declaration (MUST be completed)</b>
I confirm that the information I have given on this form is true and I have parental responsibility.
<b>Parent / Carer's signature:</b>
<b>Date:</b>

<b>Where to send this form (we strongly suggest you get proof of posting)</b>
Please send this form to:
Admissions Mildenhall College Academy Bury Road Mildenhall Bury St Edmunds Suffolk IP28 7HT
Email: <a href="mailto:reception@mca.attrust.org.uk">reception@mca.attrust.org.uk</a>
Telephone: 01638 714645