



**It is important that you read the following notes before completing your application:**

**Note 1 – Looked after children or previously looked after children**

Looked after children (children in care) are defined as being subject to a care order, an interim care order or accommodated by the local authority. Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Applicants must provide evidence with their application that their child was previously looked after in the form of an adoption order, residence order or special guardianship order.

**Note 2 – Child's current address**

Please give your child's current address. If you are planning to move house, please attach details of your future address and moving date, if known. If you want your future address to be the one considered as part of your application, you must attach written evidence that you are legally committed to this move. This could be proof of exchange of contracts, a signed letting/tenancy agreement confirming your new address, an assignment order that declares a relocation date and a unit postal address or quartering area address for a service child, or, for returning UK service/crown servant families, proof of the posting. Please contact Admissions for further details.

**Note 3 – Parental responsibility**

For births registered in England and Wales, parental responsibility is automatically given to the child's mother from birth. A child's father will have parental responsibility if:

- he was married to the child's mother when the child was born (even if later divorced or separated)
- the child was born after 1 December 2003, and he is named on the birth certificate
- a parental responsibility agreement is obtained from a court or by agreement with the mother.

**Please provide a copy of any appropriate court orders or residence orders with this application.**

**Note 4 - 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 5 – Transport**

If your child is given a place at an out-catchment school of your preference, you will have to get your child to and from school and pay for any transport needed. The Local Authority would only provide transport to an out-catchment preferred school if it is the next nearest school to your home with places available, taking into consideration the availability and cost of home to school transport, and your child lives at least three miles from that school.

**Note 6 – 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 a sibling for the school you are applying for in the Directory of Schools in Suffolk.

<b>Child's details</b>		
Child legal last name:	First name:	Middle Name:
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 looked after (child in care) or previously looked after? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Is your child previously looked after? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Child's current address: (see note 2)		Postcode:
Present school (if applicable) and address:		

<b>Applicant's details</b>		
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:		
Do you have parental responsibility? (see Note 3) Yes: <input type="checkbox"/> No: <input type="checkbox"/> (If no, please provide written permission from the person(s) with parental responsibility confirming they are in agreement with the application)		
Does another person(s) have parental responsibility? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Do they agree to the application being made? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Are you privately fostering this child?(see Note 4) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

<b>Other details:</b>	
If you are moving house, please fill in these boxes (see Note 2)	
Child's future address, including postcode:	Date of move:
Are you a returning UK Service/ Crown Servant Family? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

**Your child cannot be guaranteed a place at any school including their catchment area school**

<b>When would you like your child to start at IES Breckland:</b>		
<b>Other preferences:</b>		
Have you applied to any other schools?  Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Do any of your other children attend this school? (see <b>Note 6</b> )  Child's name..... Date of birth .....	
Reasons for applying to IES Breckland (you do not have to fill in this section if you do not want to)		

<b>Other details:</b>	
If you are moving house, please fill in these boxes (see Note 2)	
Child's future address, including postcode:	Date of move:
Are you a returning UK Service/ Crown Servant Family? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

<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 I have read the booklet 'Admissions to Schools in Suffolk 2017/2018', the relevant Directory of Schools and the guidance notes attached to this application form. I understand that I will not receive an acknowledgement of this application and the Admissions Team is not responsible for forms lost in the post. I also 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>

**Contact details and where to send this form (we strongly suggest you get proof of posting):**

All in-year application forms must be returned to IES Breckland

Admissions  
IES Breckland  
Crown Street  
Brandon  
Suffolk IP27 0NJ  
**Telephone:** 01842 819501  
**Email:** [admissions@breckland.iesschools.co.uk](mailto:admissions@breckland.iesschools.co.uk)

**Admissions use only**  
**Date Application received:**