

Information on applying for a school place for the 2022/2023 school year

This is essential information for families with a child who will be five between **1 September 2022** and **31 August 2023**; this means the child will have been born between **1 September 2017** and **31 August 2018**.

We are seeking your help to make sure that our most vulnerable families apply on time for a Reception Year school place. **This is very important because failure to do so could significantly disadvantage the family and present them with logistical problems such as trying to take children to more than one school.**

Please make sure families with a child of this age are aware of the need to apply for a school place **by the closing date of Saturday 15 January 2022.**

If an application is not made by the closing date, we will not consider it until after we have dealt with applications that were made on time.

This could mean that there are **no places left** at the catchment area school; the nearest school; the same school as any sibling/s; a preferred school; or at a nearby school. A parent or carer could be expected to get their child to a school **up to two miles** away with no offer of Suffolk County Council (SCC) funded school travel, or the child would have to be transported to a school over this distance.

Applications must be made even if the child is already attending a nursery class in an infant or primary school, a pre-school or a children's centre next to a school site; or if they would like a place at the catchment area school.

SCC Funded School Travel: parents and carers need to be aware that they **must** consider how their child will travel to and from school **before** they apply for a school place. The following information is very important:

1. We will provide SCC funded school travel to the **Nearest Suitable School** that would have had a place available for their child when they meet the statutory walking distance criteria from their home address. This would be whether or not an application was made for a place at that school. **The nearest suitable school might not be their catchment area school.**
2. We strongly recommend that they check which school is the nearest suitable school on our **Nearest School Checker** because this might not be the catchment area school. A parent or carer can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting their postcode into our [Nearest School Checker](#). The Checker can be found at nearestschool.suffolk.gov.uk. We update this each year to include new roads and developments.
3. We would **only** provide SCC funded school travel to the **Catchment Area School** if it is the nearest suitable school to the child's home that would have had a place available for them.
4. A parent/carers' **School Preferences** and the order they are put in on the admissions application could affect their child's eligibility for SCC funded school travel. Our [School Travel Scenarios](#) can help them work out if their child might be eligible for SCC funded school travel to their school when the age and distance criteria are met. These can be found in Step 4 of the 'Apply for a primary school place' page online at www.suffolk.gov.uk/admissions.
5. **Full details about SCC funded school travel**, including the School Travel Policy, additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel.

Parents or carers should apply online at www.suffolk.gov.uk/admissions – the online application must be completed and submitted before midnight on **Saturday 15 January 2022**.

If they are unable to apply online, they should complete a paper application (CAF1) and send it to the Admissions Team so that it is received by **Saturday 15 January 2022**.

Help and advice: All the information about applying for a school place can be found online at www.suffolk.gov.uk/admissions or by contacting:

The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.
Phone: 0345 600 0981 (local rate). Email: admissions@suffolk.gov.uk