

# School managed application for in year admission to school (IYA-SMA): Guidance notes



Please use these notes to help you complete the school managed in year application form. You should also read the information on in year transfers which is available on Surrey's website at [surreycc.gov.uk/admissions](https://surreycc.gov.uk/admissions) before completing the form.

## Which schools can you apply for on the school managed application form (IYA-SMA)?

Some academies and foundation, trust and voluntary aided schools manage their own applications for in year admission. A list of the academies and foundation, trust and voluntary aided schools which manage their own in year applications is available at [surreycc.gov.uk/admissions](https://surreycc.gov.uk/admissions). To apply for one of these schools you should complete the school managed application form **IYA-SMA** on which you can only express a preference for that one school. However you can submit applications for as many of these schools as you wish.

The admissions team at Surrey County Council manages in year applications for community and voluntary controlled schools and for some academies and foundation, trust and voluntary aided schools. A list of the academies and foundation, trust and voluntary aided schools for which the admissions team manages in year applications is available at [surreycc.gov.uk/admissions](https://surreycc.gov.uk/admissions). To apply for one of these schools you should complete Surrey's centrally managed application form **IYA-SCCMA** on which you can express a preference for up to three schools.

You can check how you apply for in year admission to a particular school and access the appropriate application form by looking at the schools directory on Surrey's website at [surreycc.gov.uk/schools](https://surreycc.gov.uk/schools).

If you wish to apply for schools outside Surrey, you should contact the local authority where the school is situated for details on how to apply.

## Guidance on completing the application form

Please make sure that you complete all sections of the form fully and sign the declaration. If you leave any of the questions unanswered or if you fail to provide supporting information it is likely to cause a delay in your application.

The notes below should help you with some of the questions on the form. If you are unsure of the answer to any of the questions, please contact us for advice on 0300 200 1004.

### 1. Child's details

Please complete the child's details fully in sections 1a) to e).

### 1f) Date school place is required

If your child does not need a school place immediately please state the date that a school place is required. However, please note that applications can only be considered up to four school weeks in advance (although exceptions apply for Members of the Armed Services and Crown Servants). If you apply further in advance of a place being required, your application will not be processed until the four week timeframe has been reached. This is because school places cannot be reserved.

### 1g) Child's home address

- Please write the child's full address including the postcode.
- The address given must be the child's normal place of residence. You should not use a business, relative or carer/childminder's address and you cannot use a temporarily rented address to secure a school place for your child. If there is a formal equal share custody

arrangement between the two parents, it will be left to the parents to decide which address to use.

- In order to ensure fairness to all children applying for a school place, we reserve the right to check details submitted by parents/guardians against council **and school** records.
- Documentary evidence confirming address details must be provided with the form. This should be a copy of your current council tax bill or a signed tenancy agreement and a recent utility bill.
- There are restrictions on who can apply for a school place from abroad. More information is available at [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions).
- Any offer based on where your child lives is conditional on your child being resident at that address on the date the offer is made
- Any offer of a school place made on the basis of false information may be withdrawn, even if the child has already started at the school.

1h) Date the child moved to this address

Please include the date the child moved to this address and if it was less than two years ago include the child's previous address in section 1i).

1j) Name and address of current school

It is very important that you include details of the child's current school and the date they started in section 1k). If your child is not currently on roll at a school you should put not applicable (N/A) in this section but you must include details of previous schools in section 1l).

1l) Other schools attended

Please include details of all other schools attended before the child started at their current school. You must include dates of attendance. Please continue on a separate sheet of paper if necessary.

1m) Reason for change of school (or reason for leaving previous school)

Please give the reasons why you wish the child to change school. If it is to do with difficulties in their current school, you should include details of what you have done to try and resolve those difficulties. If the child is not currently in school, you should provide the reasons for leaving their previous school. Please continue on a separate sheet of paper if necessary.

1n) Is the child in the care of a local authority?

If the child is in 'public care' (eg foster care), you should not complete this form. Instead, the child's social worker should complete Surrey's separate form 'Child in care application for in year admission to school'. By law, looked after children receive top priority for admission to school. It is therefore important that the social worker completes the correct application form.

1o) Has the child previously been in care and did they leave care through adoption, a special guardianship order or a residence order?

If the child was previously looked after but left care through adoption, a special guardianship order or residence order you must indicate this on the application form and provide supporting evidence from their social worker.

1p) Does the child have a statement of special educational needs and disability or education, health and care plan?

- If the child has a current statement of special educational needs and disability (SEND) or education, health and care plan you should not complete the in year application form. Instead, you should contact the SEND team for the local authority in which the child lives for details on changing school.
- If the child has special educational needs but does not have a current statement of special educational needs and disability or an education, health and care plan you should answer 'No' to this question and continue completing the form.

- 1q) Does the child have any restrictions on their residency in the United Kingdom?  
If the child has any restrictions on their residency in the United Kingdom you should answer 'Yes' to this question and provide evidence of the child's status within the United Kingdom, including their passport, visa and any relevant Home Office documentation. Please refer to Surrey County Council's website [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions).
2. School preference
- You can only name one school on this application form.
  - If you wish to apply under a school's exceptional social or medical criterion where it applies, you must tick the medical/social box on the application form and provide additional information and professional written evidence to support your case
  - In order to be considered for sibling priority where it applies, you must provide details of any siblings for whom you wish to claim sibling priority.
  - You can include reasons for naming a preference, but you are not required to do so.
3. Fair access admissions  
Fair access questions are asked on the application form in order to help identify applicants who may be eligible to be placed through Surrey's fair access protocol. This ensures that, outside the normal admissions round, unplaced children are offered a place at a suitable school as quickly as possible and that all schools in Surrey admit their fair share of children with challenging behaviour, whether or not the school is oversubscribed. You are asked to answer these questions accurately and honestly to ensure that vulnerable students are placed quickly and appropriately in school and that support is identified at the earliest stage.
4. Headteacher statement from current/previous school  
Once you have completed sections 1, 2 and 3 of the form, you must pass the form to the headteacher of your child's current or previous school (if that school is in the United Kingdom). They should complete section 4 and return the form to you. If you send the form to us without this section completed, we will return the form to you and this is likely to lead to a delay in processing your application. Please note that we may contact the previous headteacher to gather information if you do not ask them to fill in section 4, as per the Personal Information Policy on the bottom of the application form.
5. Parent/guardian/carer details  
Please complete your contact details in sections 5a) to f).
- 5g) Do you have parental responsibility for this child?  
Please confirm if you have parental responsibility for the child. Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002.
- For children born prior to 1 December 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently.
  - For children born since 1 December 2003, a child's natural father will also have parental responsibility if he jointly registered as the child's natural father following the child's birth.
  - Other people who do not have automatic parental responsibility, including step-parents, grandparents and other close relatives, can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.
  - If you are a distant relative or not related at all to the child it is likely that you are a private foster parent. In law this means you **must** tell your local authority you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a school place and obtain their permission.
  - Further information regarding parental rights and responsibilities is available at [gov.uk/parental-rights-responsibilities](http://gov.uk/parental-rights-responsibilities).

- 5h) Relationship to child  
Please confirm your relationship to the child, eg mother, father, aunt, uncle, grandparent, family friend. If you are not the child's parent and the child is not under the care of a local authority, please supply a letter from the parent to explain the circumstances and why the child lives with you or a copy of the official documentation that indicates that you have parental responsibility for the child.
- 5i) Are you working as a Crown Servant or in Her Majesty's Armed Forces?  
If you are working as a Crown Servant or in Her Majesty's Armed Forces and have been given notice of a relocation, we may be able to accept an application for admission ahead of a move, even if the move is not due to occur for some time. If this applies you should include evidence of your relocation and provide details of a posting or unit address as soon as these are available.
- 5j) Are you making an application for any other children who are part of the same family?  
In order to best support families who are making an application for more than one child, please indicate here if you are making an application for any other children who are part of the same family.
- 6) Declaration of parent/guardian/carer  
Please read the declaration and undertaking carefully before completing your name and signing and dating the form.

## The Next Steps

Before returning your application form, please check the following:

- That you have attached confirmation of the child's home address. This should normally be a copy of the current council tax bill or tenancy agreement and a copy of a recent utility bill
- That if applying for exceptional social/medical priority, you have attached appropriate professional evidence to support your case
- If the child's current or previous school is in the United Kingdom, that the **headteacher of the school** has completed section 4 of the application form
- That you have attached a copy of the child's latest school report, if in English
- A copy of your child's passport and flight ticket if you have moved/are moving to the UK from abroad. If the child is not a British Citizen or EEA national, you must provide a copy of the child's visa and any relevant home office documentation. **NB:** Places will only be offered in advance of a return/arrival to the UK if the child is a British citizen or EEA national but in such cases a place will not be offered more than 4 weeks prior to their arrival
- If you are not the child's parent, and if the child is not in the care of a local authority, that you have attached a letter from the parent to explain the circumstances, or a copy of the official documentation to show **you have parental responsibility** for the child
- That the child's full name and date of birth is listed clearly on each additional sheet that you have enclosed.

**Failure to complete the application fully or to attach evidence is likely to result in a delay in processing your application.**

You must then send the completed form and copies of the requested information **directly to the school named in section 2.**

## What to do if you have any questions

If you have any questions about completing the in year application form, please contact Surrey County Council's admissions team on 0300 200 1004 or the school directly. More information on school admissions is also available at [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions).