SMA Application Form

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This form **must only be completed** if you are applying for admission to a **school which manages its own in year applications**. To apply for any other school you must complete a Centrally Managed Application (CMA) form.

Please see the admissions section of our website for a list of which schools use which form and to access copies of the forms, or alternatively check how to apply for each school in our online schools directory.

To apply for a school which is outside Surrey, you should contact either the school or the local authority where the school is situated to find out how to apply.

Please read the accompanying guidance notes and the information on in year transfers in the admissions section of our website before completing this form.

Please **complete every section** of this form - your application will not be processed until **all** information and documentation has been provided.

Section 1: Checklist

Question	Your answer
1a) Does the child have a current Education, Health and Care Plan (EHCP)?	Yes / No (delete as applicable)

If Yes, please do not complete this form. Instead, you should contact the Special Educational Needs & Disability team for the local authority in which the child lives, for details on applying for a school place.

Question	Your answer
1b) Is the child currently in the care of a local authority?	Yes / No (delete as applicable)

If Yes, please do not complete this form, even if you are a foster carer. Instead, the child's social worker must complete the local authority's separate form, 'Child in care application for in year admission to school', which they can request by emailing schooladmissions@surreycc.gov.uk.

Question	Your answer
1c) Has the child previously been in care and did they leave care through adoption, a special guardianship order or a child arrangements order or were they adopted from state care outside England?	Yes / No (delete as applicable)

If Yes, please state the name of the local authority or care authority abroad and confirm that you have provided evidence with your application.

Question	Your answer
Name of local authority or care authority abroad	
Confirm that you have provided evidence	Yes / No (delete as applicable)

Question	Your answer
1d) From what date is a school place required? DD/MM/YYYY	__ __ / __ __ / __ __ __ __

Section 2: Child's details

Question	Your answer (please use capital letters)
2a) Child's surname	
2b) Child's first name	
2c) Child's middle name(s)	
2d) Child's date of birth (answer as DD/MM/YYYY)	_ _ / _ _ / _ _ _ _
2e) Child's gender	Male / Female (delete as applicable)
2f) Child's home address including postcode (this must be the child's current place of residence and not a childminder or business address).	
2g) Is the child due to change their address in the near future? If Yes, please provide full future address and the date that the child is expected to be living there (answer as DD/MM/YYYY)	Yes/No (delete as applicable) _ _ / _ _ / _ _ _ _

Section 3: Current/previous school

3a) Current or previous school (not the school you are applying for). If not currently in school, please put 'not currently in school'. If applying from outside England, please fill in the 'Educated outside England' box below and give further details in the text box. Please tell us the country that your child was last educated in.

School name	Local Authority	From (Month/Year)	To (Month/Year)

3b) Was the child's previous school outside England? If Yes, please provide further details, including the country that your child was last educated in	Yes/No (delete as applicable)

Section 4: Additional details

Question	Your answer
4a) Please confirm which year group you are applying for your child to attend	

4b) Application Reason - Please select the relevant option from the list below

- ☐ HM Armed Forces family being posted to the area
- ☐ Change of school within Surrey as a result of a house move
- ☐ Crown Servant returning from overseas
- ☐ Local school transfer
- ☐ Moved/moving into area from a Non-EEA/EU country
- ☐ Moved/moving into area from an EEA/EU country
- ☐ Moved/moving into area from Scotland, Wales or Northen Ireland

☐ Moved/moving into Surrey or the surrounding area as a result of a house move from elsewhere in England ☐ Returning to school from elective home education ☐ Transferring from an independent school ☐ Other - please give reason: ……	
4c) Are you applying for a school place for more than one child from a multiple birth, or other children as part of the same family unit? If Yes, please provide their name(s) and **make a separate application for each child**	Yes / No (delete as applicable) Name(s) of children:

Section 5: School preference

Name the school you wish to apply for	**Exceptional medical or social reasons?**	**Details of siblings for whom you wish to claim sibling priority**	**Optional – reasons for preference** (continue on a separate sheet of paper if necessary)
School name: **Postcode:** **DfE no:**	Yes / No (delete as applicable)	Sibling name: Date of birth (DD / MM / YYYY): Gender:	

Question	**Your answer**
If you are applying for exceptional medical or social priority, please confirm that you have included appropriate professional evidence to support your case and completed the school's supplementary form (where this applies).	Yes / No (delete as applicable)
If you are applying for staff priority, please provide the name of the member of staff and the name of the school where they work. Please also complete the school's supplementary form (where this applies).	Name of staff member: School where they work:

Section 6: Fair access admissions

The local authority must ensure that children who are vulnerable, and those without a school place who are unsuccessful in securing a place through the in-year admissions process, are found a suitable school place quickly. So that we might establish the most appropriate placement for each child if this applies, we need to ask additional questions of all applicants. If you answer yes to any of the questions in this section, please provide evidence.

Question	**Your answer**
6a) Is the child subject to a child in need plan or a child protection plan or have they been the subject of either of these in the last 12 months?	Yes / No (delete as applicable)
6b) Does the child live in a refuge or in other relevant accommodation?	Yes / No (delete as applicable)

Question	Your answer
6c) Is the child returning from the criminal justice system? If Yes, please provide details for the caseworker within the local authority who is supporting the child	Yes / No (delete as applicable)
6d) Is the child in alternative provision, needing to be reintegrated into mainstream education or has been permanently excluded but deemed suitable for mainstream education?	Yes / No (delete as applicable)
6e) Does the child have any special educational needs (but without an education, health and care plan), disabilities or medical conditions?	Yes / No (delete as applicable)
6f) Is the child a carer?	Yes / No (delete as applicable)
6g) Is the child homeless?	Yes / No (delete as applicable)
6h) Is the child in a formal kinship care arrangement as evidenced by either a child arrangements order (not relating to either birth parent) or a special guardianship order?	Yes / No (delete as applicable)
6i) Is the child a Gypsy, Roma, Traveller, refugee or asylum seeker, or the child of any of these groups?	Yes / No (delete as applicable)
6j) Has the child been refused a school place on the grounds of their challenging behaviour?	Yes / No (delete as applicable)
6k) Has a place for this child not been sought due to exceptional circumstances?	Yes / No (delete as applicable)
6l) Has the child been out of education for 4 or more weeks where there are no places available within a reasonable distance, this excludes where a place has been offered and not accepted?	Yes / No (delete as applicable)
6m) Has the child been previously looked after and a school place not been promptly secured by the local authority?	Yes / No (delete as applicable)

Section 7: Applicant details

If you are not the parent of this child, please remember to provide evidence as per Section 7 of the SMA guidance notes.

Question	Your answer
7a) Title	
7b) Forename	
7c) Middle Name(s)	
7d) Surname	
7e) Email address	
7f) Telephone numbers Home:	
Mobile:	
7g) Do you live at the same address as the child (see question 2f)? If No, please provide your full address including postcode	Yes / No (delete as applicable)
7h) What is your council tax reference number?	
7i) Relationship to Child - please select the relevant option from the list	☐Mother ☐Father ☐Step Mother ☐Step Father ☐Foster Mother

	☐Foster Father ☐Social Worker ☐Carer ☐Other Relative ☐Other Contact ☐Other Professional Contact
7j) Is the Child living with you due to a court agreement? If Yes, please attach supporting documents	Yes / No (delete as applicable)
7k) Are you a member of HM Armed Forces with a confirmed posting to the area or a Crown Servant returning from overseas? If Yes, please attach supporting documents to evidence this, such as a posting order or a letter from the Foreign Commonwealth & Development Office	Yes / No (delete as applicable)

Section 8: Additional contact details

If you wish to authorise the school to discuss the application with someone else, please provide their details in the box below (full name, relationship to child and contact details).

Please note that only the applicant can make any changes to this application, or accept or decline any offer of a school place.

Question	Your answer
8a) Full Name	
8b) Relationship to child	
8c) Telephone numbers Home:	
Mobile:	
8d) Email address	

Section 9: Proof of address

You must attach at least **two** documents with your application form, one from each of the lists below, as proof of address.

Please note that your application will be incomplete without proof of address.

Document list	Documents you have provided
List A	
• Council tax statement for current financial year	☐
• Tenancy agreement signed by both tenant and landlord	☐
• Solicitor's letter on completion of purchase	☐
• Solicitor's letter on exchange with completion date stated (address will not be updated until child is resident at the property)	☐
• Benefits statement for the current financial year	☐
List B	
• Current utility bill (less than 3 months old) - excludes mobile phone	☐
• Driving licence	☐
• Bank statement (less than 3 months old)	☐
• GP or medical letter (less than 3 months old)	☐

Section 10: Declaration of applicant

You must only submit an application if you have parental responsibility for the child. By submitting the application, you are confirming that you have parental responsibility for the child, and that all details are correct to the best of your knowledge.

- I have read the admission arrangements for the school.
- I wish to apply for a place at the school named in Section 5.
- I confirm that the information given is true to the best of my knowledge and belief.
- I confirm that I have informed all other persons with parental responsibility before submitting this application.
- I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child.
- I understand that it is my responsibility to provide full information to the school and that I will notify the school of any changes to the details on this form or accompanying evidence as soon as they occur, including any change of address.
- I confirm that I have attached two proof of address documents.
- I confirm I have attached any additional supporting evidence, eg evidence that the child is in care or has previously been in care; evidence that the child was adopted from state care outside England; or evidence in support of an exceptional medical or social claim.
- I confirm that I have read and understood the Personal Information Policy below.
- I confirm that by signing below, I have read and accepted the terms of the above declaration.

Full Name	Signature	Date (dd/mm/yyyy)
		_ _ / _ _ / _ _ _ _

Section 11. Important - Next steps

a) Returning your SMA application form

- Please return your completed form and supporting evidence to the school that has been named in Section 5

b) Completing the school's supplementary information form

- Some schools need you to complete a supplementary information form in addition to the application form to provide the school with extra information relevant to its admissions criteria
- Check if the school you have named in Section 5 requires a supplementary information form by checking the local authority's online schools directory or by checking the school's website
- If a supplementary information form is required, you must send it to the school with this application form

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED

Personal Information Policy

We respect your rights and are committed to ensure that we protect your details and the information about your dealings with us. In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we will use your information for the purpose of processing your application for a school place, to: (a) deal with your requests and administer our functions, (b) meet our statutory obligations, and (c) prevent and detect fraud. We may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with Surrey County Council and other agencies (including schools, other admission authorities, central government

departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on our behalf and medical advisors). In addition, we may contact your child's current or previous school for information (if the school was in the United Kingdom). We may also use and disclose information that does not identify individuals for research and strategic development purposes. You can find out more about how we manage your data on our website.