

Information on applying for a school place for the 2023/2024 school year

This is essential information for families with a child who will be five between **1 September 2023** and **31 August 2024**; this means the child will have been born between **1 September 2018** and **31 August 2019**.

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 Sunday 15 January 2023**.

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 child's 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 family hub next to a school site; or if they would like a place at the child's 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 the child's catchment area school.**
2. It is important that a parent or carer checks which school is their child's nearest suitable school on our [**Nearest School Checker**](#) for the **2023/2024 school year**, because this might not be the catchment area school. They can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting their child's postcode into the Checker which 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 child's **Catchment Area School** if it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.
4. A parent or carer's **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 **Sunday 15 January 2023**.

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 **Sunday 15 January 2023**.

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.
Email: admissions@suffolk.gov.uk Phone: 0345 600 0981 (local rate)