

# School Managed Application for in year admission to a school (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 form CMA.

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 Surrey's [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 at [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 an Education, Health and Care Plan (EHCP)? | Yes / No (delete as applicable) |

If yes, you should not complete this form. Instead, you should contact the Special Educational Needs 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, you should not complete this form. The child's social worker must complete Surrey County Council's separate form, 'Child in care application for in year admission to school'.

| 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) Do you need a school place within the next four school weeks? | Yes / No (delete as applicable) |
| If no, from what date is a school place required? DD/MM/YYYY      |                                 |

We are unable to accept applications more than four school weeks before a place is required. If you apply more than four school weeks in advance, your application will not be processed and you will be asked to reapply when the four week timeframe has been reached. However please see the guidance notes for exceptions that apply for members of the Armed Forces and Crown Servants who are being relocated to the area and for children who need a school place at the start of the next academic year.

## 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) 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) Date the child moved to this address (answer as DD/MM/YYYY)  |  |

2h) Proof of address You must include at least **two** documents with your application form, one from each of the lists below, as proof of address. If evidence is not attached, we may not be able to process your application.

| Question  | Your answer                              |
|---|--|
| Lists   | Document that you have included as proof |
| List A <ul style="list-style-type: none"> <li>• Current council tax statement</li> <li>• Signed tenancy agreement</li> <li>• Solicitor's letter on completion of purchase</li> </ul>  |  |
| List B <ul style="list-style-type: none"> <li>• Current utility bill</li> <li>• Current benefits statement</li> <li>• Current prescription form</li> <li>• Recent bank statement</li> <li>• Other (please specify)</li> </ul> |  |

| Question   | Your answer |
|--|-------------|
| 2i) If the child has moved within the last 2 years, provide their previous address including postcode. |             |

**Section 3: Residence within the United Kingdom**

| <b>Question</b>                                   | <b>Your answer</b>              |
|---|---------------------------------|
| 3a) Is the child currently in the United Kingdom? | Yes / No (delete as applicable) |

If no, on what date is the child expected to arrive in the United Kingdom? Please provide your answer below and confirm that you have provided evidence of the date of arrival with your application.

| <b>Question</b>  | <b>Your answer</b>              |
|--|---------------------------------|
| Date expected to arrive in the United Kingdom (DD/MM/YYYY)     |                                 |
| Confirm that you have provided evidence of the date of arrival | Yes / No (delete as applicable) |

If you answered 'yes' to question 3a, has the child always lived in the United Kingdom? Please provide your answer below:

| <b>Question</b>                           | <b>Your answer</b>              |
|---|---------------------------------|
| Has the child has always lived in the UK? | Yes / No (delete as applicable) |

If no, what is the date they last entered the United Kingdom? Please provide your answer below and confirm that you have provided evidence of the date they last entered the United Kingdom with your application.

| <b>Question</b>  | <b>Your answer</b>              |
|--|---------------------------------|
| Date they last entered/returned to the United Kingdom? (DD/MM/YYYY)                      |                                 |
| Confirm that you have provided evidence of the date they last entered the United Kingdom | Yes / No (delete as applicable) |

| <b>Question</b>  | <b>Your answer</b>              |
|--|---------------------------------|
| 3b) Is the child in the United Kingdom on a temporary visit? | Yes / No (delete as applicable) |

If yes, on what date is the child expected to leave the United Kingdom? Please provide your answer below.

| <b>Question</b>   | <b>Your answer</b> |
|---|--------------------|
| Date the child is expected to leave the United Kingdom (DD/MM/YYYY) |                    |

**Section 4: Current/previous schools**

| Question   | Your answer |
|--|-------------|
| 4a) Name and address of the child's current school including postcode. If not currently in school, please put 'not applicable' (N/A) and tell us about previous schools in 4c) below |             |
| 4b) Date started at current school (DD/MM/YYYY)  |             |

4c) Other schools attended: Use the table below to give details of all schools previously attended before the current school.

| Name of school | Address | From (Month/Year) | To (Month/Year) |
|----------------|---------|-------------------|-----------------|
|                |         |                   |                 |
|                |         |                   |                 |
|                |         |                   |                 |

| Question  | Your answer |
|---|-------------|
| 4d) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school |             |

**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) |
|---|---------------------------------------|---|--|
| <b>School name:</b><br><br><b>Postcode:</b><br><br><b>DfE no:</b> | Yes / No (delete as applicable)       | Sibling name:<br><br>Date of birth (DD / MM / YYYY):<br><br>Gender: |  |

If you are applying for exceptional medical or social reasons, please confirm below that you have included appropriate professional evidence to support your case.

| Question                                | Your answer                     |
|---|---------------------------------|
| Confirm that you have provided evidence | Yes / No (delete as applicable) |

## Section 6: Fair access admissions

The local authority must ensure that vulnerable children 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 having had a Child in Need Plan or a Child Protection Plan within the past 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) |
| 6c) Is the child returning from the criminal justice system?  | Yes / No (delete as applicable) |
| 6d) Is the child currently in alternative provision and ready to be reintegrated into mainstream education?   | Yes / No (delete as applicable) |
| 6e) Has the child ever been permanently excluded from school?   | Yes / No (delete as applicable) |
| 6f) 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) |
| 6g) Is the child a carer?   | Yes / No (delete as applicable) |
| 6h) Is the child homeless?  | Yes / No (delete as applicable) |
| 6i) Is the child in a formal kinship care arrangement? (as evidenced by a child arrangements order not relating to either birth parent or a special guardianship order) | Yes / No (delete as applicable) |
| 6j) Is the child a Gypsy, Roma or Traveller?  | Yes / No (delete as applicable) |
| 6k) Is the child a refugee or asylum seeker?  | Yes / No (delete as applicable) |

If the child is working with or being supported by any individuals or groups (eg social worker, community incident action group, inclusion officer, education psychologist, REMA service), please provide their details. Please continue on a separate sheet of paper if necessary.

| Question           | Your answer |
|--------------------|-------------|
| Contact Name       |             |
| Role               |             |
| Phone number       |             |
| Email address      |             |
| Reason for support |             |

**Section 7: Parent/guardian/carer's details**

| <b>Question</b>  | <b>Your answer</b>   |
|--|--|
| 7a) Title  |  |
| 7b) First name   |  |
| 7c) Surname  |  |
| 7d) Address including postcode (if different from child's address)   |  |
| 7e) Telephone numbers  |  |
| Day:   |  |
| Evening:   |  |
| Mobile:  |  |
| 7f) Email address  |  |
| 7g) Relationship to child (delete as applicable)   | <ul style="list-style-type: none"> <li>• Mother</li> <li>• Father</li> <li>• Step parent</li> <li>• Carer</li> <li>• Social worker</li> <li>• Other relative</li> <li>• Other contact</li> </ul> |
| If 'other relative' or 'other contact', please give further details:   |  |
| 7h) Do you have parental responsibility for the child? (see guidance notes)  | Yes / No (delete as applicable)  |
| <b>Question</b>  | <b>Your answer</b>   |
| If no, are you applying on behalf of the child's parent?   | Yes / No (delete as applicable)  |
| If yes, please confirm that you have enclosed a letter from the child's parent explaining the circumstances and authorising you to act on their behalf | Yes / No (delete as applicable)  |
| 7i) Are you working as a Crown Servant or in Her Majesty's Armed Forces and need a school place as a result of a return to the area?                   | Yes / No (delete as applicable)  |
| If you answered Yes, please confirm that you have included evidence  | Yes / No (delete as applicable)  |

| <b>Question</b>  | <b>Your answer</b>              |
|--|---------------------------------|
| 7j) Are you also making an application for any other children who are part of the same family? | Yes / No (delete as applicable) |

If Yes, please confirm their names / dates of birth so that, if appropriate, their applications might be considered together. However, please note, you will still need to complete a separate application for each child.

| <b>Sibling 1</b>           | <b>Your answer</b> |
|----------------------------|--------------------|
| Name                       |                    |
| Date of birth (DD/MM/YYYY) |                    |

| <b>Sibling 2</b>           | <b>Your answer</b> |
|----------------------------|--------------------|
| Name                       |                    |
| Date of birth (DD/MM/YYYY) |                    |

| <b>Sibling 3</b>           | <b>Your answer</b> |
|----------------------------|--------------------|
| Name                       |                    |
| Date of birth (DD/MM/YYYY) |                    |

### Section 8: Additional contact

We will only discuss this application with the applicant named above. If you wish to authorise us to discuss this application with someone else, please provide their details below

| <b>Question</b>            | <b>Your answer</b> |
|----------------------------|--------------------|
| 8a) Title                  |                    |
| 8b) First name             |                    |
| 8c) Surname                |                    |
| 8d) Relationship to child: |                    |

### Section 9: Declaration of parent/guardian/carer

I wish to apply for a place at the school named in section 5. I certify that the information given is true to the best of my knowledge and belief. 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.

**Checklist:** I confirm that I have:

- read the admission arrangements for the school
- completed all sections of this form
- enclosed proof of address
- enclosed other relevant documents, 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; evidence in support of an exceptional medical or social claim; or evidence of a return/arrival to the United Kingdom
- signed and dated below

| <b>Name</b> | <b>Signature</b> | <b>Date (dd/mm/yyyy)</b> |
|-------------|------------------|--------------------------|
|             |                  |                          |

## **Section 10. 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 Surrey'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.