

Application for Starting School in September 2024



Please only use this form if you are unable to apply online at www.sutton.gov.uk/admissions and are a London Borough of Sutton resident. If you live outside of Sutton you must complete the form available from the Local Authority or County Council within whose area you live. Please read Sutton's Starting School booklet and the notes on the reverse of this form carefully before completing the form. Completed forms must be returned to the address shown at the end of the form, to be received by 15 January 2024.

1 Child's Details

Child's Surname Date of Birth Day / Month /Year Boy/Girl

Child's First Name Child's Middle Name(s)

Child's Home Address Postcode:

Has the child moved in the past 12 months? Yes/No If yes, previous address: Postcode:

(This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this. If parents share custody, this must be stated and both addresses shown. Evidence of address is required.)

Current School Name and Address DfE number (if known)

Does your child have an EHCP? Yes No (please tick as appropriate)

2 Parent / Carer's Details

Parent/Carer Title	Applicant (First Contact)	Second Contact (Optional)
	(Please circle) Mr Mrs Miss Ms Dr Other	(Please circle) Mr Mrs Miss Ms Dr Other
Surname	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Relationship to Child	<input type="text"/>	<input type="text"/>
Address (if different from child's address above)	<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Home Tel No	<input type="text"/>	<input type="text"/>
Daytime Tel No	<input type="text"/>	<input type="text"/>
Mobile Tel No	<input type="text"/>	<input type="text"/>
E-mail Address	<input type="text"/>	<input type="text"/>

Do you have Parental Responsibility for this child? Yes / No Yes / No
(please see notes on reverse of this form)

Please note that only the first contact will receive an outcome letter.

3 Children in Public Care / Children Looked After

Is the child in public care of a Local Authority? Yes No

Is the child adopted or subject to a child arrangement or special guardianship order, immediately following having been in Public Care? Yes No

If Yes, please state which Local Authority

If yes, please provide a letter from the social worker confirming the legal status of the child and the Local Authority with whom the child is in care. The letter should also provide the reasons for the preference.

4 Starting School Preferences

Please write the name and address of up to SIX primary or infants schools for which you wish to apply. You must list the schools in the order you prefer them. You must list all state funded (not private) schools for which you are applying, **including any schools which are outside the London Borough of Sutton**. Please include the address of each school, and the DfE number if you know it.

A small number of schools give priority to children of staff. Please check the admissions criteria for the schools you are applying for and tick the box if relevant.

To confirm if any siblings qualify for the schools you are applying for, please check the admissions criteria for the schools and include their details below.

Name and address of primary or infants school (Please list schools in the order you prefer them)	Child of staff (please tick)	First name, surname, date of birth, year group and gender of any qualifying sibling
Preference 1 DfE No:		Name: Date of Birth: Year Group: Gender:
Preference 2 DfE No:		Name: Date of Birth: Year Group: Gender:
Preference 3 DfE No:		Name: Date of Birth: Year Group: Gender:
Preference 4 DfE No:		Name: Date of Birth: Year Group: Gender:
Preference 5 DfE No:		Name: Date of Birth: Year Group: Gender:
Preference 6 DfE No:		Name: Date of Birth: Year Group: Gender:

Optional – Reasons for Preference

Please use the space below, **only** if you wish to give reasons for your preference for any school. **If you think that there are exceptional medical or social reasons why your child should attend a particular school, you must provide professionally supported evidence with this application form.** It is very important that you check the admission criteria of each school for which you are applying to see if priority for admission can be given on this basis.

Please make it clear which preference your text refers to.

Please continue reasons for preference on a separate sheet if necessary

5 Declaration and Signature of Parent/Carer

By submitting your application you agree to the following declaration:

- I wish to apply for a place at each of the schools named in Section 4, and where I have applied for more than one school I have listed my schools in my order of preference.
- I am the person with parental responsibility for the child named in this application, and we ordinarily reside at the address provided.
- I am not using a fraudulent address or an address of convenience and have read the definition of this on pages 6-7 of the Starting Primary School in September 2024 Booklet which can be found at www.sutton.gov.uk/admissions
- The information I have given is true to the best of my knowledge and belief.
- I will notify the Cognus School Admissions Team suttonadmissions@cognus.org.uk of any changes on this form as soon as they occur, **including any change of address, and understand that failure to do so may result in an offer being withdrawn.**
- Any false, deliberately misleading or withheld information may render this application invalid and could lead to the application and any associated school offer to be withdrawn.
- I have read the Privacy Notice <https://cognus.org.uk/privacy/> and understand how my information may be used.
- I authorise the London Borough of Sutton and the Cognus School Admissions Team to make checks as they deem necessary, including enquiries of other record systems held by the Council. Also, the details of my application and outcome may be shared for health, safeguarding and appeals reasons.

Parent / Carer's Signature:

Date:

Checklist

Before returning this form, please ensure that you have:

- Read the Starting Primary School booklet for the Local Authority or County Council in which each school you are applying for is located, together with the notes overleaf.
- Checked that the child's address is within the London Borough of Sutton.
- Enclosed any supporting evidence (e.g. a letter from the family doctor/consultant in support of any medical claim)
- Completed any supplementary forms which may be required. Please check the admission arrangements for each school for which you are applying or check www.sutton.gov.uk/education/admissions.

This completed form should be returned by 15 January 2024 by email to: suttonadmissions@cognus.org.uk or by post to Cognus School Admissions Team, Cantium House, Railway Approach, Wallington, SM6 0DZ

Please note: We will not acknowledge receipt of your Common Application Form unless you enclose a stamped addressed envelope. However, due to the number being received, it may take up to two weeks from receipt of your form to return your SAE.

Notes

1. This form is for Sutton residents only. If you are not a Sutton resident, you should obtain the application form from your Home Local Authority, that is, the Local Authority in which you live.
2. Please read each section of this form carefully before completing it.
3. The form must be returned to the London Borough of Sutton by **15 January 2024**. Applications received after this date will be regarded as late and may not be dealt with until after **16 April 2024**.
4. The address used in an application must be that where an adult or adults with legal responsibility for the child live. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. Please see pages 6-7 of the Starting Primary School in September 2024 Booklet for more information, which can be found at www.sutton.gov.uk/admissions
5. If you are unsure whether you have Parental Responsibility for the child, please contact Sutton's Call centre on **020 8770 5000**.
6. Consider each school's admission criteria carefully before naming a school as a preference. You can view the admission arrangements for Sutton schools on Sutton's website at www.sutton.gov.uk/admissions.
7. Sutton's Starting Primary School booklet shows the distance to which each Sutton School has offered under their distance criteria (where it applied) last year. Please do not only use this information to decide whether to apply for a school. It should be used as a guideline only.
8. Visit as many schools as you can and obtain as much information as possible before completing this form.
9. If you wish to apply for more than one school you must name the schools in section 4 in preference order, with your most preferred school named as preference 1.
10. Please check which Sutton schools require supplementary forms and in what circumstance they need to be completed.
11. If you do not name a school as one of your preferences, they will be unable to consider your application. This will be regardless of whether you have completed their supplementary form.
12. If you wish to apply for any state funded school outside of the London Borough of Sutton, they must still be included within your 6 preferences. You will need to check with each school as to whether they require a supplementary form and what their admissions criteria are.
13. You are advised to apply for as many schools as possible. The more you apply for the greater the likelihood you have of a school being allocated on **16 April 2024**.
14. There is no priority for parents who only name one or two schools, nor those who name the same school more than once.
15. If you would like any advice on completing your form, please contact Sutton's Call Centre on **020 8770 5000**.

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