

Our Ref: Ltrstoschls/25-26
Date: 6 September 2024
Enquiries to: Admissions Team
Tel: 01473 260992
Email: admissions@suffolk.gov.uk



To all Headteachers of R-6 Primary and Junior Schools and SENCOs

Dear Colleague

Admission Arrangements for the 2025/2026 school year

I am writing to let you know about the 2025/2026 school year admission arrangements for all children due to transfer to secondary school, and information on what action you will need to take.

All our information for the 2025/2026 school year will be available on our website at www.suffolk.gov.uk/admissions from 12 September 2024. This will include the guide that parents/carers can download should they wish to do so, or they can call us for a copy on 0345 600 0981.

If a child has an Education, Health and Care (EHC) plan, a phase transfer annual review meeting will need to take place within the first half of the Autumn Term.

Therefore, you will need to plan these as early as possible, because this meeting is the first step in the process to name the child's next school setting. There are several statutory deadlines that SCC must meet to ensure that the final EHC plan is issued by 14 February 2025, at the latest. These include considering your report from the annual review meeting (which must be sent to us within two weeks of the meeting date), then reviewing and amending the EHC plan, followed by consulting with the parents/carers and potential educational settings.

This is the only admissions route for children with EHC plans. These families **do not** need to, and **should not**, apply through the normal school admissions process.

Please note that families of those children who are still within the Education, Health and Care Needs Assessment (EHCNA) process, and therefore do not have an EHC plan, **must** apply through the normal school admissions process.

We would like you to encourage all parents/carers (except those with a child who has an EHC plan, as above) to make their applications online for a school place in the normal year of entry at www.suffolk.gov.uk/admissions from 12 September 2024 and **by the closing date of Thursday 31 October 2024.**

If parents do not have internet access, they can apply online from any Suffolk library.

Only those who are unable to apply online should complete and return to us a paper application (CAF1) which is available to download from www.suffolk.gov.uk/admissions or by contacting us on 0345 600 0981.

Letters to Parents/Carers for pupils transferring to secondary school in September 2025

There are two letters attached to this email as detailed below.

'Secondary Letter to Parents Re How and When to Apply' (attached)

Please email this letter to the parents of each Suffolk child due to transfer from your school in September 2025. **Please ensure that the emails are sent out by Wednesday 11 September 2024 at the latest.** This is to ensure that the statutory deadline for giving information to parents is met.

If you are unable to email this letter to the parents or, you have some parents who will respond better with a paper copy of this letter, please print off a copy and either hand it to the child or post it to the parent so that they receive it **by Wednesday 11 September 2024**, please.

For children who join your school after you have emailed or sent out these letters, and before the closing date of 31 October 2024, please ensure you email them or print off a copy of the attached letter. This is to ensure their parents are aware of the need to apply by the closing date.

EAL Families

Please can we also ask you to help any families you have where English is not their first language, and where you believe language may be a barrier affecting their ability to apply by the closing date. It is important that everyone is able to make an application by the closing date, as this will give their child the best chance of getting a place at their preferred school.

Split families

Where you are aware of a split family and you have the contact details for both parents you must ensure that information relating to the child's school transfer is sent to both sets of parents.

'Transfer to Secondary for Out County Pupils' (attached)

For children due to transfer who attend your school but who live in Essex, Cambridgeshire or Norfolk, this letter can be emailed to their parent/carers or photocopied as required. These parents/carers must apply to their home local authority for their child's secondary school place and contact them for further information and relevant dates.

Parents/carers applying on a paper CAF1

Parents/carers who are unable to apply online should complete and return a paper application (CAF1) which can be downloaded from our website www.suffolk.gov.uk/admissions.

They can email their form to us at admissions@suffolk.gov.uk or post it directly to the Admissions Team at Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.

They must not return them to schools. **Please do not accept any CAF1 application forms in school.** Parents/carers must be asked to send them directly to us.

Please only download, print, and give a copy of the paper CAF1 application form to a parent/carer upon request if they do not have access to a computer.

Children entering the Reception Year in 2025/2026 (for primary schools only)

We will use Health Authority data to write to households with children who are due to start full-time school in the 2025/2026 school year in line with our responsibilities and in accordance with regulations. We will carry out this task in late October/early November 2024. We will not be sharing this information with schools.

Suffolk County Council (SCC) Funded School Travel

It is important that parents/carers consider how their child will travel to and from school **before** they apply for a school place. The following information is very important:

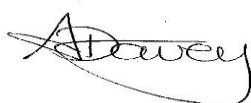
1. We will provide SCC funded school travel to the **Nearest Suitable School** that would have had a place available for a child when they are a) aged under 8 and live more than two miles from the school; or b) aged 8 or older and live more than three miles from the school. This would be whether or not an application was made for a place at that school. The distance in a) and b) above is called the **statutory walking distance**.
2. **We will only provide SCC funded school travel to a child's catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**
3. It is important that parents/carers check which school is their child's nearest suitable school on our [Nearest School Checker](#) for the **2025/2026 school year**. 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.**
4. Their **School Preferences** and the order in which they put them on their admissions application could affect their child's eligibility for SCC funded school travel. Our **School Travel Scenarios** can help parents/carers work out when 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 relevant 'Apply for a 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.

Contact telephone numbers

This is a reminder that parents should access the Admissions Team by calling **0345 600 0981** (local rate).

However, if you have any questions about the content of this letter or any other admissions queries, please do not hesitate to contact the Admissions Team by calling **01473 260992**.

Yours faithfully



Angela Davey
Admissions Team Manager