School Managed Application for in year admission to a school (SMA) – Application Form

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 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 a final 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) 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) 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 • 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 showing proof of entitlement	
List B • Current utility bill (less than three months old) – excludes mobile phone • Bank statement (less than 3 months old) • GP or medical letter (less than 3 months old) • Other (please specify)	
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

Question	Your answer
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.

Question	Your answer
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:

Question	Your answer
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.

Question	Your answer
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)

Question	Your answer
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.

Question	Your answer
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)
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 reasons, 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)

Section 6: Fair access admissions

The local authority must ensure that Surrey 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 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

Question	Your answer
7a) Title	
7b) First name	
7c) Surname	

Question	Your answer
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)	• Mother • Father • Step parent • Carer • Social worker • Other relative • Other contact
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)
Question	**Your answer**
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)

Question	Your answer
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.**

Sibling 1	Your answer
Name	
Date of birth (DD/MM/YYYY)	

Sibling 2	Your answer
Name	
Date of birth (DD/MM/YYYY)	

Sibling 3	Your answer
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

Question	Your answer
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

Name	Signature	Date (dd/mm/yyyy)

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.