



Hartismere School

In-year application form**2025/2026**

Guidance notes

Please use this form (ADM1) when you wish to apply for a school place outside the normal year of entry. (Our normal year of entry is from year 6 into year 7 in September).

(If you wish to apply for a place in the normal year of entry you should complete a CAF1 application form and submit this direct to the Local Authority.)

It is important that you read the booklet Admissions to Schools in Suffolk 2025/2026 guide and the relevant Directory of Secondary Schools available at www.suffolk.gov.uk/admissionstoschools

Before you complete this application form please read the following notes:

Note 1 – Previously looked after children

Previously looked after children (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). You must provide evidence with your application that your child was previously looked after in the form of an adoption order, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

Note 2 – Child's current address / moving address

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application please provide us with a copy of your tenancy agreement confirming a moving date or a letter from your solicitor confirming when contracts will be exchanged.

Note 3 - Private fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: **0800 917 1109** or email: **customer.first@suffolk.gov.uk**.

Note 4 – Home to School Travel

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they have a place at their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school.

In addition, every school has a Transport Priority Area (TPA) that is used by the Local Authority to decide if a child is entitled to free travel. We recommend that you check the website: **www.suffolkonboard.com/home-to-school-transport** to find out if your child is entitled to free travel.

If our school's TPA does not cover your address you will normally be responsible for your child's travel arrangements and the costs thereof.

Guidance notes continued

Note 5 – Siblings

It is important that you provide this information because it can affect your child's priority or offer of a school place. You should check the definition of sibling in our Admissions Policy which is available on our website or you can request a copy from the school office.

Note 6 – Supplementary Information Form

We are a specialist Music College. Up to 10% of our Published Admission Number (PAN) can be allocated to pupils with an aptitude in music. If you would like to apply for one of these places, please complete our Supplementary Information Form (SIF) and return it with your application form (ADM1)

Please tick the box on the application form if you have done this.

What to do next if your child is refused a place

If we are unable to offer your child a place and you would like more information on what to do next, please contact the Admissions Team at Suffolk County Council on: **0345 600 0981**. Alternatively, more information is available online at: **www.suffolk.gov.uk/admissionstoschools**.



Hartismere School

In-year application form

2025/2026

(Do not use this form if your child is currently in year 6 when applications should be made direct to the Admissions Team at your Local Authority)

We recommend that you read the guide Admissions to Schools in Suffolk 2025/2026, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form.

The booklet and directories are available online at: www.suffolk.gov.uk/admissionstoschools.

Please print in capital letters

Child's details

Child's legal last name:		First name:	Middle name:
Child's date of birth:	Male: ☐ Female: ☐	Does your child have an EHCP (Education, Health and Care plan)? Yes: ☐ No: ☐	
Is the child a looked after child (child in care):		Yes: ☐	No: ☐
Is your child previously looked after? (see Note 1):		Yes: ☐	No: ☐ If you have ticked Yes, please tick this box to confirm if you have attached evidence: ☐
Child's current address: (see Note 2)			Postcode:
Name of current school and address:			

Applicant's details

Parent / Carer: Mr / Mrs / Miss / Ms Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see Note 3)	Yes: ☐	No: ☐
Are you a returning UK Service/ Crown Servant Family?	Yes: ☐	No: ☐

Other details**If you are moving house, please fill in these boxes (see Note 2)**

Child's future address, including postcode:

Date of move:

Details of evidence attached/enclosed:

School preference (see Note 4) Please note: Your child cannot be guaranteed a place at your catchment area school if that year group is already oversubscribed.HARTISMERE SCHOOL
CASTLETON WAY
EYE
IP23 7BLDo any of your other children already attend Hartismere? (see **Note 5**)

Child's name

Date of birth

Reasons (you do not have to fill in this section if you do not want to)

Tick this box if you are applying for one of our specialist Music College places and have attached or enclosed a Supplementary Information Form (SIF). (see **Note 6**): ☐**If space is available, when would you like your child to start at Hartismere school:****How the Governing Body/Academy Trust will use your information**

The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the Data Protection Act 2018. They will check and/or share this information, where necessary to process your application, with other admission authorities, local authorities, schools or education professionals. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.

Parental declaration (MUST be completed)

I confirm that the information I have given on this form is true.

I confirm that I have parental responsibility for the child named in this application.

Parent / Carer's signature:**Date:****Where to send this form**

Please scan and email this completed signed form to **booma@hartismere.com** or post for the attention of Mrs A Boom (Admissions Administrator) Hartismere School, Castleton Way, Eye, IP23 7BL. If posting, we suggest that you get proof of posting. If possible, we will aim to deal with your application within 10 working (school) days of the date it is received by us.