

# School Managed Application for in year admission to a school (SMA) Guidance Notes

## Guidance notes

## **Guidance on completing the SMA form**

Please make sure that you complete all sections of the form fully and sign the declaration. If you leave any of the questions unanswered or if you fail to provide supporting information, it is likely to cause a delay in your application.

These notes should help you with some of the questions on the form. If you are unsure of the answer to any of the questions, please contact Surrey's Admissions team on 0300 200 1004 (Mon-Fri, 9am-5pm) or visit [the admissions section of our website](#).

Please write the child's full address including the postcode.

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In cases where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously

**4b) Date started at current school**

Please enter the date that the child first started at the school named in section 4a).

**4c) Other schools attended**

Please include details of all other schools attended before the child started at their current school. You must include dates of attendance. Please continue on a separate sheet of paper if necessary.

**4d) Reason for applying for a change of school (or reason for leaving previous school)**

Please give the reasons why you wish the child to change school. If it is to do with difficulties in their current school, you should include details of what you have done to try and resolve those difficulties. If the child is not currently in school, you should provide the reasons for leaving their previous school. Please continue on a separate sheet of paper if necessary.

**5. School preference**

You can only name one school on the SMA form.

If you wish to apply for other schools you must complete a separate application form.

If you wish to apply under a school's exceptional social or medical criterion where it applies, you must indicate this in section 5 and provide additional information and professional written evidence to support your case.

In order to be considered for sibling priority where it applies, you must provide details of any siblings for whom you wish to claim sibling priority.

You can include reasons for naming a preference, but you are not required to do so.

**6. Fair access admissions**

Fair access questions are asked on the application form in order to identify Surrey applicants who may be eligible to be placed through Surrey's Fair Access Protocol if a place cannot be offered under the in-year process. The Fair Access Protocol ensures t

Other people who do not have automatic parental responsibility, including step-parents, grandparents and other close relatives, can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.

If you are a distant relative or not related at all to the child, it is likely that you are a private foster parent. In law this means you must tell your local authority you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a school place and obtain their permission.

Gov.uk has [further information regarding parental rights and responsibilities](#).

**school place as a result of a return to the area?**

If you are working as a Crown Servant or in Her Majesty's Armed Forces and have been given notice of a relocation, we may be able to accept an application for admission up to four months ahead of a move. If this applies you should include evidence of your relocation and provide details of a posting or unit address as soon as these are available.

**7j) Are you making an application for any other children who are part of the same family?**

In order to best support families who are making an application for more than one child, please indicate here if you are making an application for any other children who are part of the same family.