

Centrally Managed Application for in year admission to a school (CMA) Guidance Notes

Guidance notes

To apply online please go to [Apply for an in year school place - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk). Alternatively, if you are completing the paper centrally managed in year application form (CMA), please use these notes to help you complete

headteacher can discuss arranging a managed move to another school or a referral to alternative education provision, with you.

Guidance on completing the CMA 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

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 name up to three schools that you want to apply for.

If you wish to name more than one school, you must make sure that you put the schools down in the order that you prefer them, with your most preferred school named first.

You must include the postcode of each school that you want to apply for.

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 Fair Access Protocol if a place cannot be offered under the in-year process. The Fair Access Protocol ensures that vulnerable and unplaced children, who are not successful in gaining a place through the normal in-year admissions process, are offered a place at a suitable school within 20 school days. This includes admitting children above the published admission number to schools that are already full

You are asked to answer these questions accurately and honestly to ensure that unplaced and vulnerable students are placed quickly and appropriately in school and that support is identified at the earliest stage.

7. Parent/guardian/carer details

Please complete your contact details in sections 7a) to f).

7g) Relationship to child

Please confirm your relationship to the child, eg mother, father, aunt, uncle, grandparent, family

please supply a letter from the parent to explain the circumstances and why the child lives with you or a copy of the official documentation that indicates that you have parental responsibility for the child.

7h) Do you have parental responsibility for this child?

Please confirm if you have parental responsibility for the child. Parental responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. For children born prior red parental responsibility automatically at

at the time of birth or if they married subsequently.

