

# 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





## 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	



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.**

**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

<b>Question</b>	<b>Your answer</b>
8a) Title	
8b) First name	
8c) Surname	
8d) Relationship to child:	

## **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