



# School Managed Application for In Year Admission to Wallace Fields Infant School & Nursery (SMA) – Application Form

This form must only be completed if you are applying for admission to Wallace Fields Infant School & Nursery. If you are applying for admission to another school which manages its own in year applications, you must contact them for the relevant form.

To apply for any other school that does not manage its own in year applications, you must complete a Centrally Managed Application (CMA) form.

Please see [the admissions section of the Surrey County Council 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	
<b>1a)</b> Does the child have a final Education, Health and Care Plan (EHCP)? <i>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.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1b)</b> Is the child currently in the care of a local authority? <i>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'.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1c)</b> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please state the name of the local authority or care authority abroad and confirm that you have provided evidence with your application.</i>		
Name of local authority or care authority abroad:		
Confirm that you have provided evidence:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1d)</b> From what date is a school place required?	DD/MM/YYYY	

## Section 2: Child's details

Question	Your answer
<b>2a)</b> Child's surname (last name)	
<b>2b)</b> Child's first name	
<b>2c)</b> Child's middle name(s)	
<b>2d)</b> Child's date of birth	DD/MM/YYYY
<b>2e)</b> Sex at birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>2f)</b> Child's home address including postcode <i>This must be the child's current place of residence and not a childminder or business address. Where a child spends time with separated parents, you must use the address at which the child spends the majority of their time. If the child's time is equally split between separated parents, parents should agree between them which address to use.</i>	
<b>2g)</b> Date the child moved to this address	DD/MM/YYYY
<b>2h)</b> Proof of address <i>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.</i>	
<b>List A</b> <ul style="list-style-type: none"> <li>• Council tax statement for current financial year</li> <li>• Current tenancy agreement signed by both tenant and landlord</li> <li>• Solicitor's letter on completion of purchase</li> <li>• Solicitor's letter on exchange with completion date stated (address will not be updated until child is resident at the property)</li> <li>• Benefits statement for the current financial year showing proof of entitlement</li> </ul>	<input type="checkbox"/> Enclosed document from List A
<b>List B</b> <ul style="list-style-type: none"> <li>• Current utility bill dated within last three months (excludes mobile phone)</li> <li>• Bank statement dated within last three months</li> <li>• GP or medical letter dated within last three months</li> <li>• Other (please specify – this may require approval)</li> </ul>	<input type="checkbox"/> Enclosed document from List B
<b>2i)</b> If the child has moved within the last three years, please provide their address history for this period.	

### Section 3: Residence within the United Kingdom

Question	Your answer	
<b>3a)</b> Is the child currently in the United Kingdom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If no, on what date is the child expected to arrive in the United Kingdom? Please provide your answer and confirm that you have provided evidence of the date of arrival with your application.</i>		
Date expected to arrive in the United Kingdom	DD/MM/YYYY	
Confirm that you have provided evidence of the date of arrival.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' to question 3a, has the child always lived in the United Kingdom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If no, what is the date the child last entered the United Kingdom? Please provide your answer and confirm that you have provided evidence of the date of arrival.</i>		
Date the child last entered/returned to the United Kingdom	DD/MM/YYYY	
Confirm that you have provided evidence of the date the child last entered the United Kingdom	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3b)</b> Is the child in the United Kingdom on a temporary visit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, on what date is the child expected to leave the United Kingdom?	DD/MM/YYYY	

### Section 4: Current / Previous Schools

Question	Your answer			
<b>4a)</b> Name and address of the child's current school including postcode. If not currently in school, please put 'not applicable' and tell us about previous schools in 4c) below.				
<b>4b)</b> Child's current year group	<input type="checkbox"/> YR	<input type="checkbox"/> Y1	<input type="checkbox"/> Y2	
<b>4c)</b> Is your child being educated outside of their chronological year group?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>4d)</b> Date started at current school.	DD/MM/YYYY			
<b>4e)</b> Other schools attended.				
<b>Name of school</b>	<b>Address</b>	<b>From (MM/YY)</b>	<b>To (MM/YY)</b>	
<b>4f)</b> Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school.				

## Section 5: Admission Category

Question	Your answer	
<b>5a)</b> Does the child have a sibling on roll at either Wallace Fields Infant School or Wallace Fields Junior School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide the sibling's full name and date of birth</i>		
Sibling's full name		
Sibling's date of birth	DD/MM/YYYY	
Sibling's current year group or class		
<b>5b)</b> Do you consider there to be an exceptional medical reason for your application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please confirm that you have read the school's Admission Arrangements and consider your child's medical needs to fall under Criterion 2 of the oversubscription criteria.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide further information and confirm that you have provided evidence to support your application under this category.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Further information regarding exceptional medical reason <i>Continue on a separate sheet if required</i>		
<b>5c)</b> Do you consider there to be an exceptional social reason for your application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please confirm that you have read the school's Admission Arrangements and consider your child's social needs to fall under Criterion 2 of the oversubscription criteria.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide further information and confirm that you have provided evidence to support your application under this category.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide further information and confirm that you have provided evidence to support your application under this category.</i>		
Further information regarding exceptional social reason <i>Continue on a separate sheet if required</i>		

## 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 they might establish the most appropriate placement for each child if this applies, they 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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6b) Does the child live in a refuge or in other Relevant Accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6c) Is the child returning from the criminal justice system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6d) is the child currently in alternative provision and ready to be reintegrated into mainstream education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6e) Has the child ever been permanently excluded from school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6f) Does the child have any special educational needs (but without an Education Health and Care Plan), disabilities or medical conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6g) Is the child a carer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6h) Is the child homeless?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6j) Is the child a Gypsy, Roma or Traveller?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6k) Is the child a refugee or asylum seeker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6l) Are you working as a Crown Servant or in Her Majesty's Armed Forces and need a school place to return to the area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the child is working with or being supported by any individuals or groups (e.g. 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.

Contact Name:	
Role:	
Phone Number:	
Email Address:	
Reason for Support:	

## Section 7: Parent/Guardian/Carer's Details

Please provide details for all adults with parental responsibility for the child in this application.

<b>Parent/Guardian/Carer 1 (the person completing this form)</b>		
7a) Title (i.e. Miss, Mrs, Mr, Dr)		
7b) First Name		
7c) Surname		
7d) Home Address (including postcode)		
7e) Email Address		
7f) Mobile Number		
7g) Home Number (if applicable)		
7h) Work Number (if applicable)		
7i) Relationship to the Child	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Parent <input type="checkbox"/> Carer <input type="checkbox"/> Social Worker <input type="checkbox"/> Other Relative <input type="checkbox"/> Other Contact .....	
7j) Do you have Parental Responsibility for the child?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7k) If no, are you applying on behalf of the child's parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7l) 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Parent/Guardian/Carer 2</b>		
7m) Title (i.e. Miss, Mrs, Mr, Dr)		
7n) First Name		
7o) Surname		
7p) Home Address (including postcode)		

7q) Email Address	
7r) Mobile Number	
7s) Home Number (if applicable)	
7t) Work Number (if applicable)	
7u) Relationship to the Child	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Parent <input type="checkbox"/> Carer <input type="checkbox"/> Social Worker <input type="checkbox"/> Other Relative <input type="checkbox"/> Other Contact .....
7v) Does this adult have Parental Responsibility for the child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7w) If no, please provide further information.	

### Section 8: Additional Contact

We will only discuss this application with the persons named in Section 7. If you wish to authorise us to discuss this application with someone else, please provide their details below:

Title:	
Fist Name:	
Surname:	
Address inc. Postcode:	
Email Address:	
Telephone Number:	
Relationship to Child:	

## Section 9: Declaration of Parent/Guardian/Carer

I confirm that:

<input type="checkbox"/>	I wish to apply for a school place at Wallace Fields Infant School & Nursery.
<input type="checkbox"/>	I certify that the information given is true to the best of my knowledge and belief.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

I confirm that I have:

<input type="checkbox"/>	Read the Admission Arrangements for Wallace Fields Infant School & Nursery.
<input type="checkbox"/>	Completed all sections of this form.
<input type="checkbox"/>	Enclosed proof of address.
<input type="checkbox"/>	Enclosed other relevant documents (e.g. 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).
<input type="checkbox"/>	Signed and dated below.

Name (PRINT)	Signature	Date
		DD/MM/YYYY

## Section 10: Important – Next Steps

### a) Returning your Application Form

Please return your completed form and any supporting evidence to us via email ([office.wfis@sfet.org.uk](mailto:office.wfis@sfet.org.uk)), by post (Wallace Fields Infant School & Nursery, Wallace Fields, Epsom KT1 3AS), or by handing into the school office at the above address during term-time between 8.30am and 4pm.

### b) Completing the school's supplementary information form

If you are a member of school staff applying for a school place for your child, you must complete the Supplementary Information Form which can be found on our website. Alternatively, you can request a copy from the Admissions Officer.

**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.