Our Ref: Translet/Secondary
Date: September 2026
Enquiries to: Admissions Team
Tel: 0345 600 0981 (local rate)
Email: admissions@suffolk.gov.uk

Suffolk County Council

You **must** apply by the closing date of: **Saturday 31 October 2026**

Dear Parent or Carer

This letter contains very important information for ALL parents/carers with a child due to transfer into Year 7 in September 2027.

It's time to apply for your child to move to their next school

As your child is in the last year of their current school, it is now time to decide which school you would like them to attend in September 2027.

Where can I find the information that will help me decide which school(s) to apply for?

All of the information you need to help you make your decision is available on our website at www.suffolk.gov.uk/admissions from 12 September 2026.

My child has an Education, Health and Care (EHC) plan, what do I need to do?

If your child has an EHC plan your admission route is different, you **do not** need to make an application.

Your child's EHC plan will need to be amended to specify the name of their new school. The responsibility for this amendment falls to your child's current setting through completion of an annual review. If your child is not currently in a setting the Local Authority will organise the annual review on your behalf.

Please email Statutory SEND Services at SENDSecondary@suffolk.gov.uk for advice and support if you have any questions about the process.

My child has Special Educational Needs but does not have an EHC plan, what do I need to do?

You **must** apply for a secondary school place and read the important information below.

My child has Special Educational Needs and is currently undergoing an Education, Health and Care Needs Assessment (EHCNA), what do I need to do?

Until you know the outcome of your child's EHCNA, or a draft EHC plan has been issued, you **must** apply for a secondary school place and read the important information below.

What do I need to think about before making my application?

You **must** consider how your child will travel to and from school **before** you apply for a school place.

1. We will provide Suffolk County Council (SCC) funded school travel to the **Nearest Suitable School** that would have had a place available for your child when they are: a) aged under 8 and live more than two miles from the school; or b) aged 8 or older and live more than three miles from the school. This would be whether or not an application was made for a place at that school. The distance in a) and b) above is called the **statutory walking distance**.

2. **We will only provide SCC funded school travel to your child's catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**

3. It is important that you check which school is your child's nearest suitable school on our **Nearest School Checker** for the **2027/2028 school year**. You can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your child's postcode into the Checker which can be found at nearestschool.suffolk.gov.uk. **We update this each year to include new roads and developments.**

4. Your **School Preferences** and the order in which you put them on your admissions application could affect your child's eligibility for SCC funded school travel. Our **School Travel Scenarios** can help you work out when your child might be eligible for SCC funded school travel to their school when the age and distance criteria are met. These can be found in Step 4 of the 'Apply for a secondary school place' page online at www.suffolk.gov.uk/admissions.

5. **Full details about SCC funded school travel**, including the School Travel Policy, additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at www.suffolkonboard.com/schooltravel.

Do I have to apply for my nearest school?

No, you can decide which schools to apply for. We strongly recommend that you apply for more than one school. If SCC funded school travel is important to you, you should apply for your child's three nearest schools in the order they appear on the Nearest School Checker.

If you decide to apply for a school(s) that is not your child's nearest school, this could affect their eligibility for SCC funded school travel to any school, including their catchment area school if they have one.

The school that your child currently attends does not guarantee them a place at another school at a later stage of transfer, even if that school traditionally feeds into another school.

If the school your child currently attends is named as a feeder school in a secondary school's admissions oversubscription criteria, this does not mean they will get SCC funded school travel to that school as this is based on them attending the nearest suitable school to their home address.

Do I have to apply by a closing date?

Yes. We **must** receive an application for a secondary school place **before midnight on the closing date of Saturday 31 October 2026.** Failure to do so may mean that all the places at your preferred school(s) will have been filled before your application is considered.

Can I apply online?

Yes, you can apply online at www.suffolk.gov.uk/admissions. Your application **must** be completed and submitted before midnight on the closing date.

Unfortunately, the system will not allow you to apply online if your child is being taught out of their normal age group. You will need to complete a paper application (CAF1).

What are the benefits of applying online?

- You will receive confirmation of your application by email
- You can check or change your application right up to the closing date
- You can view the outcome of your application online on the offer day of Monday 1 March 2027
- You will receive an email with details of your school offer on the offer day. Your email will also include details of your next steps, including how to appeal if your child is refused a place at your preferred school(s).

I don't have internet access; how can I apply?

If you do not have internet access, you can apply online from any Suffolk library or you can apply on a paper application (CAF1) which is available to download at www.suffolk.gov.uk/admissions or by contacting us on 0345 600 0981. If you apply on a paper application (CAF1) this must reach us by the closing date. We do not acknowledge receipt of paper applications, so we strongly suggest you get proof of postage as we cannot be held responsible for information lost in the post.

A letter with details of the school place offered will be sent out to you on the offer day by second class post. You will not be able to find out the offer before you receive that letter. We cannot confirm the outcome of your application over the telephone.

Where can I find further information?

To keep up-to-date on school admissions:
Like us on Facebook: **www.facebook.com/SuffolkCountyCouncil/**
Follow us on X: **x.com/suffolkcc**

FAQs are also available on our website at **www.suffolk.gov.uk/admissions**

Please remember, we must receive an application for a secondary school place before midnight on the closing date of Saturday 31 October 2026.

If you have any questions, please contact us.

Yours faithfully

Jasmine Eastwood
Interim Admissions Team Manager

Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX
www.suffolk.gov.uk