

FAQs about the Admissions Process

Q: How do I apply for a place at Saxmundham Free School?

A: The deadline for joining in September 2017 has passed, but you can still apply for a place by contacting Saxmundham Free School on 01728 633910 or enquiries@saxmundhamfreeschool.org.uk.

If you are applying for September 2018, and your child is attending a Suffolk maintained school, then their school will give them details of the application process when they enter Year 6. Your child will automatically receive a CAF1 application form to apply for a secondary school place by September 2016 if he/she is in Year 6 at Primary, Middle or Junior school.

The form must be returned to Suffolk County Council by the closing date of 31 October 2017 to ensure that your child has the best chance of being offered a place at your preferred school.

More information is available on the Suffolk County Council website :
www.suffolk.gov.uk/admissionstoschools

Q: I have missed the 31 October deadline for applying, what do I do now?

A: You should visit the Suffolk County Council website admission page www.suffolk.gov.uk/admissionstoschools where you will find all the information you require or ring a member of the SCC Admissions Team on 03456 000981 or the Saxmundham Free School office on 01728 633910 for advice.

Q: I have changed my mind about the school I have applied for and my child is going into Year 7. Am I able to do anything about it?

A: There is a chance that you can re-submit your CAF 1 but you should check the Suffolk County Council website for further details and dates or ring a member of the Admissions Team on 03456 000981 for advice.

Q: When will I hear what place my child has been allocated in Year 7?

A: If you have made your application by the closing date of 31 October 2016 Suffolk County Council will post a letter with the offer of a school place on Wednesday 1 March 2017. If you made your application after the closing date, please refer to the Suffolk County Council website www.suffolk.gov.uk/admissionstoschools or contact the Admissions Team on 0345 600 0981 for more details.

Q: My child is already at High School, can he/she move schools mid-year?

A: You can indeed apply for a change of school at any time. You need to complete an in-year application form (known as an ADM1) if your child already attends high school and return it to Saxmundham Free School, Seaman Avenue, Saxmundham, IP17 1DZ.

Q: How long will take for me to hear about an in-year application?

A: We have 10 working days in which to advise you of the outcome of your application. Sometimes, however, it is possible for your child to start within a few days.

Q: What if the year group is full at Saxmundham Free School?

A: If the year group is full and your child cannot be given a place at that time, you will be offered the right to appeal and we can add their name to the waiting list for that year group. We will need you to complete a waiting list form. We will contact you if a place arises and all you have to do is let us know if you wish to come off the list. Please note that we rank our students according to different criteria (please see our Admissions Policy - <http://www.saxmundhamfreeschool.org.uk/wp-content/uploads/2016/02/Admissions-Policy-2017-Saxmundham-Free-School.pdf>) and therefore your child's position on the waiting list may change depending on what other students have applied to go on the list. You can phone and check your child's position at any time on 01728 633910. We cannot, however, give you an idea of when there is likely to be a space in the year group.

Q: My child has a learning difficulty, can I still apply?

A: Yes, of course. Saxmundham Free School, like all of our schools are fully inclusive and have a strong pastoral provision. If you would like to discuss your child's difficulty with our Deputy Headteacher who is the pastoral lead for the school, please contact the school directly to have a chat (01728 633910). This discussion will be confidential and will not affect your application in any way.

Q: Can I apply online for a place?

A: You can apply online for a normal intake application only (ie going into Year 7). Suffolk County Council accepts online applications on their website at the relevant time of year: https://secure.suffolkcc.gov.uk/ems/live/ccsenterprise_admissionsonline

Q: Does Saxmundham Free School have a catchment area:

A: No, we do not have a catchment area. Please note, however, that we rank applications by various criteria (see our Admissions Policy for information - <http://www.saxmundhamfreeschool.org.uk/wp-content/uploads/2016/02/Admissions-Policy-2017-Saxmundham-Free-School.pdf>)

Q: Where do I find out about school transport or bus routes to the school?

A: Suffolk County Council are responsible for organising school transport, advising parents if they are entitled to free transport and issuing bus passes. Have a look at the Suffolk Onboard website for further information, timetables, etc <http://www.suffolkonboard.com/> or ring the helpline on 03456 066173 for advice.

Q: What do I do if I don't get a place and I wish to appeal?

A: If you wish to appeal not being allocated a place, please complete a Notice of Appeal form and send to the Education Appeals Department at Suffolk County Council. For more information on the Appeals Process please see the Council's website: <http://www.suffolk.gov.uk/children-families-and-learning/schools/applying-for-a-school-place/education-admission-appeals-and-permanent-exclusion-reviews/>