

Guidance notes

Please use these notes to help you complete the School Managed in year Application form (SMA).

You should also visit [the admissions section of our website](#) to read the information on in year transfers before completing the form.

Which schools can you apply for using the SMA form?

You can use Surrey's SMA form to apply for academies and foundation, free, trust and voluntary aided schools which manage their own admissions. A list of the schools which use the SMA form is available from [the admissions section of our website](#). You can only express a preference for one school on each form but you can submit an application for as many of these schools as you wish.

Surrey's community and voluntary controlled schools and other academies and foundation, free, trust and voluntary aided schools use a Centrally Managed Application form (CMA). You can express a preference for up to three schools on Surrey's CMA form.

You can check how to apply for in year admission to a particular school and access the appropriate application form by looking at our [online schools directory](#).

If you wish to apply for schools outside Surrey, you should contact either the school or the local authority where the school is situated to find out how to apply.

How long will it take to process your application?

Schools should aim to process applications within a maximum of 15 school days of receiving a fully completed application form. Most schools will be unable to process applications during a school holiday. Failure to complete the application fully or to attach evidence is likely to result in a delay in processing your application.

When is it appropriate to apply for in year admission to a new school?

If you need a school place for a child who is moving into Surrey or because of a house move within Surrey where your child cannot continue at their existing school, it is reasonable to apply for a place at a new school.

However, if your child is already at a local school, we encourage you to think carefully before applying for a place at a new school. Please bear in mind that other schools may be full and the upheaval of changing school may damage your child's progress. Before applying for a new school please discuss the reasons with your child's current school and try to resolve any issues with them. We discourage unnecessary school transfers because this can be disruptive to a child's education and to the education of other children within a school. If you do wish to apply for a change of school, you will be asked to confirm the reasons.

In considering your application, the school may contact your child's current school so they might discuss your reasons for applying for a new school and whether it might be possible for them to resolve any difficulties your child may be having. They may also liaise with other services within Surrey, including any which have been involved with your child. You should not withdraw your child from their current school until you have secured an alternative school place.

A school cannot ask you to withdraw your child from school or withdraw your child from the school roll without your permission or without first knowing that your child has a new school place. However, where a school believes a change of school may be in your child's best interests, the headteacher can discuss arranging a managed move to another school or a referral to alternative education provision, with you.

Guidance on completing the SMA 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 answer to any of the questions, please contact Surrey's Admissions team on 0300 200 1004 (Mon-Fri, 9am-5pm) or visit [the admissions section of our website](#).

1a) Does the child have an Education, Health and Care plan (EHCP)?

- If the child has a current Education, Health and Care Plan you should not complete the SMA form. Instead, you should contact the Special Educational Needs team for the local authority in which the child lives for details on changing school.
- If the child has special educational needs and disability but does not have a current Education, Health and Care plan you should answer 'No' to this question and continue completing the form.

1b) Is the child currently in the care of a local authority?

If the child is in local authority care (eg foster care) you should not complete this form. Instead the child's social worker should complete Surrey's separate form, 'Child in care application for in year admission to school'. By law, children in care receive top priority for admission to school. It is therefore important that the social worker completes the correct application form.

1c) 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 child adopted from state care outside England?

If the child was previously looked after but left care through adoption, a special guardianship order or a child arrangements order or if they were adopted from state care outside England, you must indicate this on the application form and provide supporting evidence from their social worker. By law, children who were previously looked after (included those adopted from state care outside England) receive top priority for admission to school and it is therefore important that this is declared on the application form.

1d) Do you need a school place within the next four school weeks?

Applications can only be made up to four school weeks in advance of a place being required (although see exceptions below). If you apply more than four school weeks in advance, your application will not be processed and you will be asked to reapply when the four week timeframe has been reached. This is because school places cannot be reserved and we must ensure we process your application based on the most up to date information.

Exceptions apply for:

- Members of the Armed Services and Crown Servants who are being relocated to the area, for whom applications may be processed up to four months in advance of a move (see question 7i).
- Applicants who are seeking a school place for a child from the beginning of the Autumn term, for whom applications may be processed from the beginning of July.

2 Child's details

Please complete the child's details fully in sections 2a) to e).

2f) Child's home address

Please write the child's full address including the postcode.

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In cases where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

In order to ensure fairness to all children applying for a school place, we reserve the right to check details submitted by parents/guardians against council and school records.

Documentary evidence confirming address details must be provided with the form. This should be a copy of your current council tax bill or a signed tenancy agreement along with one other form of evidence, such as a recent utility bill.

Any offer based on where the child lives is conditional on the child being resident at the declared address on the date an offer is made. You must tell us if the child moves address after you have made your application.

Any offer of a school place made on the basis of false information may be withdrawn, even if the child has already started at the school.

2g) Date the child moved to this address.

Please include the date the child moved to this address and, if it was less than two years ago, include the child's previous address in section 2i).

3a) Is the child currently in the United Kingdom?

Applications for a school place for children who are not yet in the United Kingdom can be made up to four weeks before their expected arrival date. You must provide evidence of the date of their arrival/return to the United Kingdom with your application.

When making an application for a school place, it is the responsibility of the parent/carer to ensure that their child has a right, under their visa entry conditions, to study at a school and that they will not be contravening the conditions of any visa or United Kingdom immigration law if they take up the school place.

3b) Is the child in the United Kingdom on a temporary visit?

Children in the United Kingdom on a temporary visit are not generally entitled to receive state education. Exceptions may apply to children who have the right of abode in the United Kingdom, but normally only if they are expected to remain in the United Kingdom for more than three months.

4a) Name and address of current school

Please confirm the name and address of the child's current school. If the child is not currently on roll at any school you should put not applicable (N/A) in this section but you must include details of previous schools in section 4c).

4b) Date started at current school

Please enter the date that the child first started at the school named in section 4a).

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 only name one school on the SMA form.

If you wish to apply for other schools you must complete a separate application form.

If you wish to apply under a school's exceptional social or 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 may be eligible to be placed through Surrey's 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 aren't 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 friend. If you are not the child's parent and the child is not under the care of a local authority, 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 to 1 December 2003, the child's natural mother acquired parental responsibility automatically at birth. The child's natural father only acquired parental responsibility if he was married to the mother at the time of birth or if they married subsequently.

For children born since 1 December 2003, a child's natural father will also have parental responsibility if he jointly registered as the child's natural father following the child's birth.

Other people who do not have automatic parental responsibility, including step-parents, grandparents and other close relatives, can obtain parental responsibility by seeking a parental responsibility legal agreement, obtained with the consent of all persons with parental responsibility or by a court order, or when a child is placed with them for legal adoption.

If you are a distant relative or not related at all to the child, it is likely that you are a private foster parent. In law this means you must tell your local authority you are caring for the child and also you must tell the child's parents (or the person with parental responsibility) about the application for a school place and obtain their permission.

Gov.uk has [further information regarding parental rights and responsibilities](#).

7i) Are you working as a Crown Servant or in Her Majesty's Armed Forces and in need of a school place as a result of a return to the area?

If you are working as a Crown Servant or in Her Majesty's Armed Forces and have been given notice of a relocation, we may be able to accept an application for admission up to four months ahead of a move. If this applies you should include evidence of your relocation and provide details of a posting or unit address as soon as these are available.

7j) Are you making an application for any other children who are part of the same family?

In order to best support families who are making an application for more than one child, please indicate here if you are making an application for any other children who are part of the same family. **However, please note, you will still need to complete a separate application for each child.**

8. Additional contact

If you wish to authorise us to discuss your application for a school place with someone else, please complete their details under the 'Additional contact'. However, you must remember to tell us if, at any time, you no longer wish us to discuss your application with this person.

9. Declaration of parent/guardian/carer

Please read the declaration before completing your name and signing and dating the form.

10. The next steps

Returning your SMA form

Before returning your form, please check that you have provided the following evidence, as appropriate:

- If the child has previously been in care, confirmation that they left care through adoption, a special guardianship order or a child arrangements order.
- Confirmation of the child's home address.
- If the child is not yet in the United Kingdom or has arrived in the United Kingdom but not always lived here, confirmation of the date of their arrival, such as a copy of the child's flight ticket.
- If you are applying for exceptional social/medical priority, appropriate professional evidence to support your case.
- If you do not have parental responsibility for the child, a letter from the child's parent explaining the circumstances and authorising you to act on their behalf.

You must then send the completed form and supporting information to the school that you have named in section 5 of the form.

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 - your application will not be processed until **all** information and documentation has been provided.

Section 1: Checklist

Question	Your answer
1a) Does the child have a final Education, Health and Care Plan (EHCP)?	Yes / No (delete as applicable)

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.

Question	Your answer
1b) Is the child currently in the care of a local authority?	Yes / No (delete as applicable)

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'.

Question	Your answer
1c) 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?	Yes / No (delete as applicable)

If yes, please state the name of the local authority or care authority abroad and confirm that you have provided evidence with your application.

Question	Your answer
Name of local authority or care authority abroad	
Confirm that you have provided evidence	Yes / No (delete as applicable)

Question	Your answer
1d) Do you need a school place within the next four school weeks?	Yes / No (delete as applicable)
If no, from what date is a school place required? DD/MM/YYYY	

We are unable to accept applications more than four school weeks before a place is required. If you apply more than four school weeks in advance, your application will not be processed and you will be asked to reapply when the four week timeframe has been reached. However please see the guidance notes for exceptions that apply for members of the Armed Forces and Crown Servants who are being relocated to the area and for children who need a school place at the start of the next academic year.

Section 2: child's details

Question	Your answer (please use capital letters)
2a) Child's surname	
2b) Child's first name	
2c) Child's middle name(s)	
2d) Child's date of birth (answer as DD/MM/YYYY)	
2e) Gender	Male / Female (delete as applicable)
2f) Child's home address including postcode - this must be the child's current place of residence and not a childminder or business address.	
2g) Date the child moved to this address (answer as DD/MM/YYYY)	

2h) Proof of address 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.

Question	Your answer
Lists	Document that you have included as proof
List A <ul style="list-style-type: none"> • Council tax statement for current financial year • Tenancy agreement signed by both tenant and landlord • Solicitor's letter on completion of purchase • Solicitor's letter on exchange with completion date stated (address will not be updated until child is resident at the property) • Benefits statement for the current financial year showing proof of entitlement 	
List B <ul style="list-style-type: none"> • Current utility bill (less than three months old) – excludes mobile phone • Bank statement (less than 3 months old) • GP or medical letter (less than 3 months old) • Other (please specify) 	

Question	Your answer
2i) If the child has moved within the last 2 years, provide their previous address including postcode.	

Section 3: Residence within the United Kingdom

Question	Your answer
3a) Is the child currently in the United Kingdom?	Yes / No (delete as applicable)

If no, on what date is the child expected to arrive in the United Kingdom? Please provide your answer below and confirm that you have provided evidence of the date of arrival with your application.

Question	Your answer
Date expected to arrive in the United Kingdom (DD/MM/YYYY)	
Confirm that you have provided evidence of the date of arrival	Yes / No (delete as applicable)

If you answered 'yes' to question 3a, has the child always lived in the United Kingdom? Please provide your answer below:

Question	Your answer
Has the child has always lived in the UK?	Yes / No (delete as applicable)

If no, what is the date they last entered the United Kingdom? Please provide your answer below and confirm that you have provided evidence of the date they last entered the United Kingdom with your application.

Question	Your answer
Date they last entered/returned to the United Kingdom? (DD/MM/YYYY)	
Confirm that you have provided evidence of the date they last entered the United Kingdom	Yes / No (delete as applicable)

Question	Your answer
3b) Is the child in the United Kingdom on a temporary visit?	Yes / No (delete as applicable)

If yes, on what date is the child expected to leave the United Kingdom? Please provide your answer below.

Question	Your answer
Date the child is expected to leave the United Kingdom (DD/MM/YYYY)	

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 applicable' (N/A) and tell us about previous schools in 4c) below	
4b) Date started at current school (DD/MM/YYYY)	

4c) Other schools attended: Use the table below to give details of all schools previously attended before the current school.

Name of school	Address	From (Month/Year)	To (Month/Year)

Question	Your answer
4d) Reason for applying for a change of school, or if not currently in school, the reason for leaving previous school	

Section 5: School preference

Name the school you wish to apply for	Exceptional medical or social reasons	Details of siblings for whom you wish to claim sibling priority	Optional – reasons for preference (continue on a separate sheet of paper if necessary)
School name: Postcode: DfE no:	Yes / No (delete as applicable)	Sibling name: Date of birth (DD / MM / YYYY): Gender:	

Question	Your answer
If you are applying for exceptional medical or social reasons, please confirm that you have included appropriate professional evidence to support your case and completed the school's supplementary form (where this applies).	Yes / No (delete as applicable)

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 we might establish the most appropriate placement for each child if this applies, we 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)?	Yes / No (delete as applicable)
6b) Does the child live in a refuge or in other Relevant Accommodation?	Yes / No (delete as applicable)
6c) Is the child returning from the criminal justice system?	Yes / No (delete as applicable)
6d) Is the child currently in alternative provision and ready to be reintegrated into mainstream education?	Yes / No (delete as applicable)
6e) Has the child ever been permanently excluded from school?	Yes / No (delete as applicable)
6f) Does the child have any special educational needs (but without an Education Health and Care Plan), disabilities or medical conditions?	Yes / No (delete as applicable)
6g) Is the child a carer?	Yes / No (delete as applicable)
6h) Is the child homeless?	Yes / No (delete as applicable)
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)	Yes / No (delete as applicable)
6j) Is the child a Gypsy, Roma or Traveller?	Yes / No (delete as applicable)
6k) Is the child a refugee or asylum seeker?	Yes / No (delete as applicable)

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

Question	Your answer
Contact Name	
Role	
Phone number	
Email address	
Reason for support	

Section 7: Parent/guardian/carer's details

Question	Your answer
7a) Title	
7b) First name	
7c) Surname	
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)	<ul style="list-style-type: none"> • 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.**

Sibling 1	Your answer
Name	
Date of birth (DD/MM/YYYY)	

Sibling 2	Your answer
Name	

Sibling 2	Your answer
Date of birth (DD/MM/YYYY)	

Sibling 3	Your answer
Name	
Date of birth (DD/MM/YYYY)	

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

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

Section 9: Declaration of parent/guardian/carer

I wish to apply for a place at the school named in section 5. I certify that the information given is true to the best of my knowledge and belief. 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. 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.

Checklist: I confirm that I have:

- read the admission arrangements for the school
- completed all sections of this form
- enclosed proof of address
- enclosed other relevant documents, eg 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
- signed and dated below

Name	Signature	Date (dd/mm/yyyy)

Section 10. Important - Next steps

a) Returning your SMA application form

- Please return your completed form and supporting evidence to the school that has been named in Section 5

b) Completing the school's supplementary information form

- Some schools need you to complete a supplementary information form in addition to the application form to provide the school with extra information relevant to its admissions criteria
- Check if the school you have named in Section 5 requires a supplementary information form by checking Surrey's [online schools directory](#) or by checking the school's website
- If a supplementary information form is required, you must send it to the school with this application form

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.