

# Benjamin Britten Academy of Music & Mathematics

part of the Hartismere Family of Schools



**In-year application form**

**2023/2024**

## Guidance notes

Please use this form (ADM1) when you wish to apply for a school place outside the normal year of entry. (Our normal year of entry is from Year 6 into Year 7 in September).

(If you wish to apply for a place in the normal year of entry you should complete a CAF1 application form and submit this direct to the Local Authority.)

**It is important that you read the booklet Admissions to Schools in Suffolk 2023/2024 and the relevant Directory of Schools in Suffolk which are available online at:**  
[www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools).

**Before you complete this application form please read the following notes:**

### **Note 1 – Previously looked after children**

Previously looked after children (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). You must provide evidence with your application that your child was previously looked after in the form of an adoption order, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

### **Note 2 – Child's current address/moving address**

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application please provide us with a copy of your tenancy agreement confirming a moving date or a letter from your solicitor confirming when contracts will be exchanged.

### **Note 3 - Private fostering**

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: **0808 800 4005** or email: [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk).

### **Note 4 – Home to School Travel**

Children of compulsory school age (between 5 and 16) are entitled to free home to school travel if they have a place at their nearest suitable school and are (a) aged under eight and live two miles or more from school, or (b) eight or over and live at least three miles from the school.

## Guidance notes continued

### Note 5 – Siblings

It is important that you provide this information because it can affect your child's priority or offer of a school place. You should check the definition of sibling in our Admissions Policy which is available on our website or you can request a copy from the school office.

### Note 6 – Supplementary Information Form

We are a specialist Music College. Up to 10% of our Published Admission Number (PAN) can be allocated to pupils with an aptitude in music. If you would like to apply for one of these places please complete our Supplementary Information Form (SIF) and return it with your application form (ADM1). Please tick the box on the application form if you have done this.

### What to do next if your child is refused a place

If we are unable to offer your child a place and you would like more information on what to do next, please contact the Admissions Team at Suffolk County Council on: **0345 600 0981**. Alternatively, more information is available online at: [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools).

# Benjamin Britten Academy of Music & Mathematics

part of the Hartismere Family of Schools


**In-year application form**
**2023/2024**

**(Do not use this form if your child is currently in Year 6 when applications should be made direct to the Admissions Team at your Local Authority)**

We recommend that you read the booklet Admissions to Schools in Suffolk 2023/2024, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form. The booklet and directories are available online at: [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools).

**Please print in capital letters**

## Child's details

Child's legal last name:		First name:	Middle name:
Child's date of birth:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Is the child a looked after child (child in care):		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is your child previously looked after? (see <b>Note 1</b> ):		Yes: <input type="checkbox"/>	No: <input type="checkbox"/> If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/>
Child's current address: (see <b>Note 2</b> )		Postcode:	
Name of current school and address:			

## Applicant's details

Parent/Carer: Mr/Mrs/Miss/Ms Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see <b>Note 3</b> )		Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Are you a returning UK Service/Crown Servant Family?		Yes: <input type="checkbox"/> No: <input type="checkbox"/>

**Other details**

**If you are moving house, please fill in these boxes (see Note 2)**

Child’s future address, including postcode:

Date of move:

Details of evidence attached/enclosed:

**School preference (see Note 4) Please note: Your child cannot be guaranteed a place at your catchment area school if that year group is already oversubscribed.**

BENJAMIN BRITTEN ACADEMY OF MUSIC & MATHEMATICS  
 BLYFORD ROAD  
 LOWESTOFT  
 NR32 4PZ

Do any of your other children attend Benjamin Britten Academy? (see **Note 5**)

Child’s name .....

Date of birth .....

Reasons (you do not have to fill in this section if you do not want to)

Tick this box if you are applying for one of our specialist Music College places and have attached or enclosed a Supplementary Information Form (SIF). (see **Note 6**):

**If space is available, when would you like your child to start at Benjamin Britten School:**

**How the Governing Body/Academy Trust will use your information**

The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the General Data Protection Regulation 2018. They will check and/or share this information, where necessary to process your application, with other admission authorities, local authorities, schools or education professionals. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child’s education, to help prevent fraud, or if required to do so by law.

**Parental declaration (MUST be completed)**

I confirm that the information I have given on this form is true.  
 I confirm that I have parental responsibility for the child named in this application.

**Parent/Carer’s signature:**

**Date:**

**Where to send this form**

Please email this completed form to [k.brown@benjaminbritten.school](mailto:k.brown@benjaminbritten.school) or post for the attention of Mrs K Brown, Admissions Coordinator, Benjamin Britten Academy of Music & Mathematics, Blyford Road, Lowestoft, NR32 4PZ. If posting we suggest that you get proof of posting. We will aim to deal with your application within 10 working (school) days of the date it is received by us.