

# Parents Guide to Online Admissions 2025/2026

Please note that some of the text  
may vary slightly – this is for example  
purposes only

# Registration



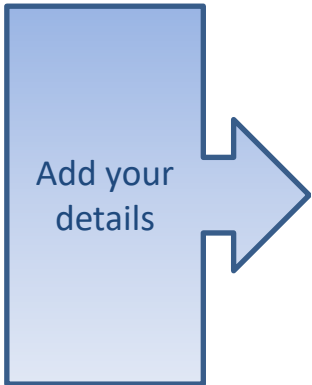
Home

Don't have an account? Please [register an account](#)

Email address

Suffolk

School admission and Secondary (in [suffolk.gov.uk/adm](http://suffolk.gov.uk/adm))



## Register an account

You need to **register first** with us to use our online application service.

This screen will tell you what information is **required** to complete the registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Required fields are marked with a red asterisk \*

Email address \*

Confirm email address \*

Password \*  [Show](#)

Title \* Please select

Forename \*

Surname \*

Sex \* Unknown

If you need help with your address, use the Post Office's [Postcode Finder](#).

Find address \*  [Search](#)

Provide a phone number where you can be contacted during normal office hours, if necessary

Home phone number

Mobile phone number

Work phone number

[Submit](#)

# Where do you live

If you need help with your address, use the Post Office's [Postcode Finder](#).

Find Address



IP1 2BX

Governor Services Endeavour House, 8, Endeavour House, Russell Road, Ipswich, IP1 2BX  
C I S S , Endeavour House, Russell Road, Ipswich, IP1 2BX  
Children And Young Peoples Services, Endeavour House, Russell Road, Ipswich, IP1 2BX  
Early Years And Childcare, Endeavour House, Endeavour House, Russell Road, Ipswich, IP1 2BX  
Early Years and Advisor, Quality and Access , Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Not able to find your address?

Search

If you know your postcode, enter it here, then click on Search. Find your address from the list and click on your address within that list to populate

If you can't find your address, or you don't know the postcode, click on the 'not able to find your address?' button to enter address manually

# Give us your contact details

## Register an account

You need to **register first** with us to use our online application service.

This screen will tell you what information is **required** to complete the registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Required fields are marked with a red asterisk \*

**Email address \***

**Confirm email address \***

**Password \***  [Show](#)

**Title \***

**Forename \***

**Surname \***

**Sex \***

If you need help with your address, use the Post Office's [Postcode Finder](#).

**Find address \***  [Search](#)

Enter a phone number where you can be contacted during normal office hours, if necessary

**Home phone number**

**Mobile phone number**

**Work phone number**

Enter a telephone number that we can use to contact you during normal working hours

When all required fields are completed, click on 'Submit Registration'

Submit

# What happens Next

🏠 Home

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

You get an Email

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

[https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388\\_6f207ec5-b12d-4730-83d8-faaf592a6bc5](https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388_6f207ec5-b12d-4730-83d8-faaf592a6bc5)

*Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.*

Kind Regards, Portal Administrator

**Important - Please do not reply to this email as this account is not monitored.**

Click on the link within your email

- If the email is not in your inbox, check your Junk/Spam Mail folder
- If the link is not highlighted copy and paste into your browsers URL box

🏠 Home

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

# Log in

Home

Don't have an account? Please [register](#)

Email Address

Password

[Login](#)

[Forgotten your password?](#)

Click on the Login button

Type in your Email address and Password

If you have forgotten your password click on the 'Forgotten your password?' link. If your email has changed since you registered – you will have to register again.  
**YOU CAN ONLY CLICK ON THE LOGIN BUTTON IF YOU HAVE ALREADY REGISTERED**

# Your Home Page

## Suffolk County Council Citizen Portal

Manage your applications by clicking on one of the **blue tiles** below.

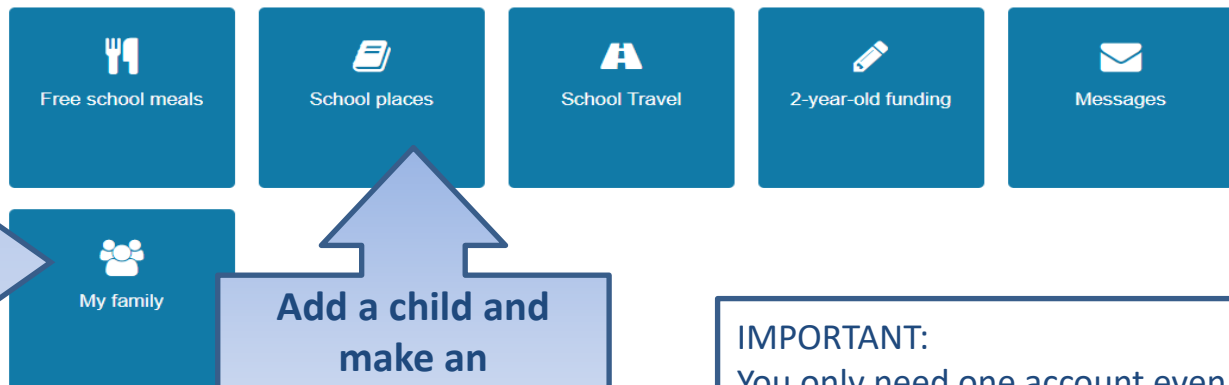
You can also return to this menu screen by clicking on **home** in the top left corner at any time.

To help keep your information secure the Citizen Portal will **log you out after 20 minutes** of no activity.

### Before you start

- Check your contact details are correct by clicking on 'my account' at the top right of this page.
- Add details of your child(ren) by clicking on the 'my family' tile below.

Use the 'My Family' tile to check your own details are correct. If you need to change any details, for example to update your address, you will need to go into 'My account' at the top right of the screen.



Add a child and make an application using the 'School Places' tile.

**IMPORTANT:**  
You only need one account even if you have more than one child.

# My Family

 My Family

**Important**

If you need to **edit your details** e.g. change your address, please click on 'My Account' **above**.  
If you wish to **edit your child's details** please click on the relevant child **below**.



Jane Doe

Endeavour House,  
8 Russell Road  
Ipswich  
IP1 2BX

Change of Circumstances

 Add Child

Check your details and make any changes using 'My Account'. This is very important if you have registered on the Citizen Portal previously and have moved address since.

We recommend adding a child through the 'School Places' tile, rather than here.



# Making an application

## Suffolk County Council Citizen Portal

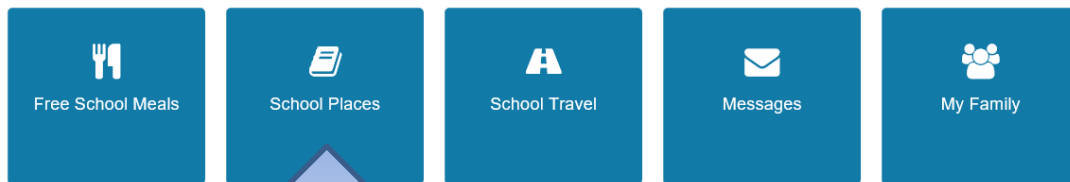
Manage your applications by clicking on one of the **blue tiles** below.

You can also return to this menu screen by clicking on **home** in the top left corner at any time.

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### Before you start

- Check your contact details are correct by clicking on 'my account' at the top right of this page.
- Add details of your child(ren) by clicking on the 'my family' tile below.



Click on the 'School Places' tile to make an application

If you have more than one child you only need one account but you will need to make a separate application for each child.

# Adding an Application

## School places

### Welcome to Suffolk County Council's (SCC) Online Admissions Service

You **must** apply by the relevant closing date below to give your child the best chance of getting in to one of their preferred schools.

- The closing date to apply for a **Secondary** school place is **Thursday 31 October 2024**.
- The closing date to apply for a **Primary** (including infant and junior) school place is **Wednesday 15 January 2025**.

### What to think about before you apply for a school place

You **must** consider how your child will travel to and from school **before** you apply for a school place. The following information is very important:

1. We will provide 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 **2025/2026 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](http://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 relevant 'Apply for a school place' page online at [www.suffolk.gov.uk/admissions](http://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.suffolkboard.com/schooltravel](http://www.suffolkboard.com/schooltravel).

### Schools that you can apply for

You can decide which schools to apply for and you do not have to apply for your child's nearest suitable school. However, this could mean that they would not be eligible for SCC funded school travel to any school, including their catchment area school.

### It is important that we receive your application by the relevant closing date.

If you experience any problems whilst using this online facility, please contact the Admissions Team on 0345 600 0981.

**You cannot use this facility to make an in-year application for the 2024/2025 school year.** For information about in-year admissions, and how to apply, please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## Make a new application

You currently have no children without an application.

[Back](#)

[Add child](#)

If you have already added children via another service they will be shown here (see next page for example)

If not click  
**Add Child**

# If you have added children via another service (example)

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Can apply now



Fred Bloggs

Date of birth: 18/03/2009

School place offer published here

#### Actions

- Start New Application

Click 'Start New Application' to apply for a school place

# Add your child (if you have added a child via another service this information will already have been completed)

## Add child

Required fields are marked with a red asterisk \*

**Forename \***

**Middle name**

**Surname \***

**Sex \***

**Gender Identity**

**Gender Identity Description**

**Date of birth \***

**Current school \***

**Relationship to child \***

Your relationship to this child

**Parental responsibility \***  Yes  
 No

Do you have legal responsibility for this child?

**Select address \***

Enter your child's legal names as they appear on their birth certificate

Confirm they live with you by clicking on existing address or click in the box below to add a different address

# Add Child (continued)

Parental Responsibility •  Yes  
 No  
If you have legal responsibility for this child, select Yes

Use previous address

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode •

Country

Once you've completed all the 'required fields' click '**Add Child**' to save these details

# Start the application

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**You cannot use this facility to make an in-year application for the 2024/2025 school year.** For information about in-year admissions, and how to apply, please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## Make a new application

**Can apply now**

 Jo Bloggs

**Date of birth:** 02/09/2020

**School place offer published here**

**Actions**

- [Start new application \(do not use this if you have already started an application\).](#)

Click 'Start new application' to apply for a school place

# Which Local Authority do you live in?

You should check you are applying to your home authority.

**PLEASE ONLY MAKE AN APPLICATION IF YOU HAVE A POSTCODE IN SUFFOLK.**

**Enter your child's postcode and click on 'Check now'.**

## School place admissions

Please only make an application if you have a postcode in Suffolk.

If you are unsure if your address is in Suffolk, or you live on the border of a neighbouring county, please check below or contact the Admissions Team on **0345 600 0981** (local rate).

If you live outside of Suffolk you must apply to your home Local Authority.

If you are moving to Suffolk and can provide evidence of this, please continue with your application. For details of evidence required please go to [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

My child's current postcode

Your child's postcode is within this Local Authority - Please click 'Continue to apply'


If your postcode is not within Suffolk, please apply via your home Local Authority. If you are moving to Suffolk, please visit our website [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for further information or call the Admissions Team on 0345 600 0981.

The postcode is not within this Local Authority; please either re-enter and click 'Check Now' to try again or click on Contact Us for instructions on how to

Please only make an application if you have a postcode in Suffolk. If you are unsure if your address is in Suffolk please check below or Admissions Team on **0345 600 0981**.

My child's current postcode

# When is your child changing school?

 School place admissions

Select a transfer group

For your child's date of birth you can apply, by clicking on the blue tile below, for the following transfer group:

Reception Entry starting September 2025

[Back](#)

Click on the box to select the transfer group

DATE OF BIRTH	TRANSFER GROUP
01/09/2020 – 31/08/2021	Reception Entry starting September 2025
01/09/2017 – 31/08/2018	Transferring to Junior School in September 2025
01/09/2013 – 31/08/2014	Transferring to Secondary School in September 2025

**• Please ensure that you have input your child's DOB correctly as this will automatically bring up the correct transfer group**



# Your child's details

Tick the  
box/boxes  
that apply

## Child's Additional Details

Required fields are marked with a red asterisk \*

**Does your child have Special Educational Needs? If yes, you MUST read this very important information BEFORE you proceed.**

**Is the child you are applying for a child in care (looked after child) or a child who was previously in care, including those adopted from state care outside of England? If yes, please tick this box. Please also read the information below.**

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Please also select the care authority from the drop down box below.

Children previously in care (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 in support of your application that your child was previously in care** in the form of an adoption, child arrangements or special guardianship order if you want this to be taken into consideration when ranking your application. Please also select the previous care authority from the drop down box below.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted. **You must provide evidence of this to support your application if you want this to be taken into consideration when ranking your application.** Each admissions authority for your preferred school(s) will consider the evidence you provide. They may reach different decisions about how they will rank your application. Please also select a care authority from the drop down box below if any have been involved with the child, or choose the option of Not Applicable. You will not be able to move onto the next stage of your application without selecting a care authority.

Please email your evidence to [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk). If you are unable to email your evidence, please post it to the Admissions Team at Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX to reach us by the relevant closing date. Please ensure that you include the child's name, date of birth and indicate the school(s) you are applying for on any evidence or information you submit. If you send information through the post we strongly suggest you get proof of posting.

Care  
authority \*

Select care authority

**Is your child a twin, triplet or other multiple birth? If yes, please tick this box. You must submit separate applications for each child.**

Back

Next

Once you've ticked the boxes that apply, or if none of these apply to your child leave the boxes blank, and click on 'Next'

# Your child's address details

It's important that you provide us with your child's correct address.

If you are moving house – please read the information carefully and send us evidence of your house move by the relevant dates provided.

If you have completed all the relevant information about your house move and when it will take place, or you are not moving and this doesn't apply to you, click 'Next' to continue.

# Current School

If you added a child via another service their current school information should already be here.

**IMPORTANT** – If you are applying for a place in the Reception Year, this page may not be displayed. Please do not worry as it does not affect your application for a Reception school place.

## Find school

To find the school you are looking for, search using the school's postcode OR local authority OR school name (recommended), then click Search. In order to continue with your application, you will need to click on the relevant school to select it, even if it is the only school listed.

**Schools located in**

**School Name (Tip: Part names give better results. If searching for a school starting with 'St' e.g. St Mary's just search using 'Mary')**

**School's Postcode**

**Search for your child's current school (we recommend searching by school name only)**

**A list of schools will appear. Click on the 'select school' box to select the correct school.**

<b>King Edward VI Aston School</b> (Boys) Frederick Road, Aston, , Birmingham, West Midlands, B6 6DJ	<input type="button" value="Select school"/>
<b>King Edward VI Camp Hill School for Boys</b> (Boys) Vicarage Road, Kings Heath, , Birmingham, West Midlands, B14 7QJ	<input type="button" value="Select school"/>
<b>King Edward VI Camp Hill School for Girls</b> (Girls) Vicarage Road, Kings Heath, , Birmingham, West Midlands, B14 7QJ	<input type="button" value="Select school"/>
<b>King Edward VI CEVC Upper School (King Edward VI Church of England Voluntary Controlled Upper School)</b> (Mixed) Grove Road, Bury St Edmunds, Suffolk, IP33 3BH <a href="http://www.king-ed.suffolk.sch.uk">http://www.king-ed.suffolk.sch.uk</a>	<input type="button" value="Select school"/>

# Confirm School

**IMPORTANT** – If you are applying for a place in the Reception Year, this page may not be displayed and if it doesn't, it will not affect your application.

Child's Current School

School Name

Address

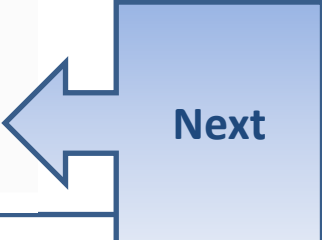
If the above is the school Fred currently attends, or if you have entered some details below, select the 'Next' button to continue. If not, select 'Change current school' to search for the correct school.

[Change current school](#)

If, after searching, you are still unable to find the school, please tell us where your child is currently being educated by typing the name into the box below.

Currently educated at:

[Back](#) [Next](#)



If your child is not in a school and is, for example, being Electively Home Educated, or the school is not listed please tell us in the box at the bottom of this page.

# Your Preferences

## School place admissions

### Preferred School Search

Choosing your preferences is very important.

A catchment area school may not be the nearest suitable school to your child's home address and could affect their eligibility for Suffolk County Council (SCC) funded school travel. Information on School Travel eligibility is below.

You need to think realistically about how likely your child is to be offered a place at one of your preferred schools **before** you make your application and how your child will get to and from school.

- You can rank up to three schools inside and/or outside Suffolk. **However, if you only apply for one school your child will not be considered for any other schools.** If we are unable to offer your child a place at that school, they will be offered a place at the nearest suitable school with a place available after everyone else's preferences have been considered. Places may be limited, and a place may be offered at a school some distance from your child's home. You should be aware that your child may not be eligible for SCC funded school travel to the school offered.
- Each of your preferences will be considered equally and separately. **Listing second and third preferences will not affect your child's chance of being offered their first preference.** Your first preference will be offered above your second or third preferences where possible.
- **Schools do not know how you order your preferences or which other schools you have applied for** when they are ranking your application because this information is not shared with them.
- Attending or being offered a place at a primary (including infant or junior) school **does not guarantee your child a place at another school at a later stage of transfer**, even if the school traditionally feeds into another school.
- **Be aware** that if the school your child is offered a place at or is currently attending is named as a feeder school in another school's admissions oversubscription criteria, this **does not mean they will get SCC funded school travel to that school** as this is based on your child attending the nearest suitable school to their ordinarily resident address.

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Schools located in

All local authorities

School Name (Tip: Part names give better results. If searching for a school starting with 'St' e.g. St Mary's just search using 'Mary')

king edw

School's Postcode

Postcode

Search

Search for the school you wish to apply for (we recommend searching by school name only)

**IMPORTANT** Please remember to click on the 'select school' box next to your preferred school, even if only one school is returned in the list. You will not be able to progress with the application if this is not done.

# Sibling attending the school?

Tick this box if you have another child attending the school and then click 'Next'

## Preference reasons: Sibling

You can provide other reasons for applying to **King Edward VI CEVC School** on the next pages, if you wish.

**Does the child you are applying for have a sibling at this school?**

It is important that you provide this information because it can affect your child's priority or offer of a school place. Please name the youngest sibling who has already been offered a place at the school, or where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision, or in the sixth form.

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If you don't have any other children attending this school, click next

If you have ticked the box and clicked 'Next', tell us about your other child attending this school.

Sibling Details

In order to support your application for a place at Green Abbey School you can select appropriate reasons on the next pages.

Your child might have multiple siblings currently attending the school. Please enter the details of the sibling closest in age and select the address where

Forename	<input type="text" value="Bob"/>
Middle Name	<input type="text"/>
Surname	<input type="text" value="Bloggs"/>
Gender	<input type="text" value="Male"/> <small>Please select a gender</small>
Date of Birth	<input type="text" value="dd/mm/yyyy"/>
<input type="button" value="Use previous address"/>	
House Number	<input type="text" value="85"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>

## Sibling's School

The sibling's current school is shown below.

School Name

Address

If the sibling does not attend the above school, but instead attends a partner school or paired infant or junior school, please click on the Find School button to select the correct school.

Find School

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Next

# Tell us your Reasons

## Preference Reasons

In order to support your application for a place at **The Albert Pye Community Primary School** you can select appropriate reasons below. You will have the opportunity to tell us in your own words of any additional reasons, or more about your selected reasons, on one of the next pages, but you don't have to. The admissions authority is only able to take reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria.

The school operates its own admissions oversubscription criteria. You may also need to complete a Supplementary Information Form (SIF). Please check the school's individual policy to confirm if this is a requirement. If a SIF is required you will need to fill it in and return it direct to the school by the closing date.

Please note the preference details will be sent to the governing body/academy trust of the school for the purposes of ranking.

- I am selecting this school because it is a faith school
- I am selecting this school for medical reasons
- I believe my child lives in this school's catchment area. Please note, we would only provide Suffolk County Council funded school travel to your child's catchment area school if it is the nearest suitable school to their home that would have had a place available for them, and they meet the distance criteria. The nearest suitable school might not be your child's catchment area school. Some voluntary aided, free schools and academies do not have catchment areas.
- I believe my child attends a feeder school to this school. Please note, attending or being offered a place at a primary (including infant or junior) school does not guarantee your child a place at another school at a later stage of transfer, even if the school traditionally feeds into another school. Be aware that if the school your child is offered a place at, or is currently attending, is named as a feeder school in another school's admissions oversubscription criteria, this does not mean they will get Suffolk County Council funded school travel to that school as this is based on your child attending the nearest suitable school to their ordinarily resident address.
- I am selecting this school for social reasons
- I am selecting this school because of the distance from my child's home to this school
- I am selecting this school because it is easy to make arrangements for my child to travel to this school
- I am selecting this school because Fred is the child of a member of staff currently working there
- I am selecting this school because my child has an aptitude for the school's specialisms

Tick all of the boxes that apply to you and the reasons for applying for a place at this school. If none apply, leave all boxes blank.

Click on 'Next' to continue

Next

# Anything else we should know?

## Other reasons

You can add further reasons for your preference below, if you want to. However, the admissions authority is only able to take these reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria.

Other reasons

Type in here

Other reasons must be less than 3000 characters 3000 remaining

Back

Next

You can add your reasons here, but you don't have to. Admission authorities can only take reasons into account if they have a direct bearing on how your application is ranked against the relevant published oversubscription criteria. Please note there is a maximum of **3000** characters.

Click on 'Next'  
to continue



# More Preferences

## Your Preferred Schools

You have selected the school(s) below. You can rank up to three schools inside and/or outside Suffolk and we strongly recommend you apply for more than one school. However, if you only apply for one school your child will not be considered for any other schools. If we are unable to offer your child a place at that school, they will be offered a place at the nearest suitable school with a place available after everyone else's preferences have been considered. Places may be limited, and a place may be offered some distance from your home. You should be aware that your child may not be eligible for Suffolk County Council funded school travel to the school offered. Listing second and third preferences will not affect your child's chance of being offered their first preference. Your first preference will be offered above your second or third preferences where possible. You can, if you wish, change the schools or the order that they are ranked in up to 23:59 on the relevant closing date. However, you must make sure you re-submit your application each time you make a change.

Rank the schools in order of preference. Your most preferred school should be preference 1 below.

Preference	School name	Reorder
1	The Albert Pye Community Primary School	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
		<input type="button" value="Add another preferred school"/>
		<input type="button" value="Next"/>

**IMPORTANT:** You can add up to three preferences, and we strongly recommend you add more than one. Your school preferences and the order you put them on your admissions application could affect your child's eligibility for SCC funded school travel. We would only provide SCC funded school travel to your child's Catchment Area School if it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criterion. Full details can be found at [www.suffolkonboard.com/schooltravel](http://www.suffolkonboard.com/schooltravel)

Add more preferences

Click on 'Next' if you have finished adding your preferences

# Submit Application

## Application for Fred Bloggs (date of birth 31/08/2020)

You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return Later' if you don't want to submit it just yet. However, it is very important that you submit your application by the relevant closing date. Please note, if your contact details change before the closing date you will need to update your details in 'My Account' which will automatically update your child's application. Any change may set your application back to unsubmitted and you may need to resubmit your application. If your contact details change after the closing date you will need to update your details in 'My Account' and email us separately with the changes. You are unable to update your child's online application after the closing date. You do not need to let us know separately if you change your email address. You can also preview your application before submitting it.

### Terms and conditions

#### I can confirm that:


1. I have read the online guide [Admissions to Schools in Suffolk 2025/2026](#), the relevant [Directory of Schools in Suffolk - Secondary schools or Primary \(including infant and junior\) schools](#) and the guidance notes within this online application.
2. I have read the [School Travel Policy](#) and understand how eligibility for Suffolk County Council funded school travel will be decided and how this may affect my child.
3. I confirm that the information I have given within this application is true and that I am a parent of this child as defined under section 576 of the Education Act 1996.

#### Definition of a 'parent':

For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative)
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

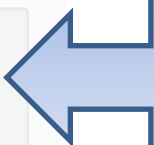


It's important that you read and understand the Terms and conditions

### Data Protection

Our Privacy Notice is available at [www.suffolk.gov.uk/CYPprivacynotice](http://www.suffolk.gov.uk/CYPprivacynotice). This privacy notice tells you what information Children's Services collects and uses, and your rights regarding your information.

You can request a paper copy by contacting us on 0345 600 0981 (local rate).



This gives details of how we will store and share your data

# Submit application

## School place offer

As you are applying online we will automatically send details of your school place offer by email unless you untick the box below.

You will also be able to log in to your account and view the school place offer on 16/04/2025.

**I would like to receive my offer of a school place via email. Please note that if you choose not to be notified via email we will send you a letter, by second class post, on the relevant National Offer Day. This means you may not receive your letter for two or three days after offers are emailed.**

**Warning** Check your email junk or spam folders if you do not receive an email from us on offer day

Your School place offer will be sent via email unless you untick this box.

## Preview application

If you would like to view your application before you submit it, click on 'preview' below.

Preview

Preview and check your application.

## Submit

Required fields are marked with a red asterisk \*

You can submit your application now, or you can return to it and submit it later.

You can check or change your application but you **must** submit it before 15/01/2025 23:59 to be sure a place will be allocated.

\*  **I confirm that I have checked the information given in this application and believe it to be correct. I confirm that I have read and agree to the important terms and conditions set out above.**

Return later

Submit

Finally, 'I confirm' and 'Submit' or 'Return later'.

# What next?

Thank you for submitting your application for a school place.

Please ensure that any additional evidence or information that is required by the school(s) you have expressed a preference for, for example, medical/baptism certificates or Supplementary Information Forms (SIF) is sent separately and by the relevant closing date.

**Reminder** - If you are moving to a new address and you want to use that address as your child's ordinarily resident address, you must email or post to us written evidence by the relevant closing date that you are legally committed to the move and that it will happen before the start of the school year you have applied for. The evidence **must** be either proof of exchange of contracts for your new address, or a signed letting/tenancy agreement confirming your new address. Please note that a sale memorandum, an unsigned tenancy agreement or a letter from your solicitor confirming exchange of contracts will take place soon will not be accepted. For children of UK service personnel or a crown servant family returning from overseas, we will offer places in advance of the move provided the application is accompanied by an official letter that declares a relocation date. Evidence of a future address may also be required. A temporary or quartering address can be used if requested.

If you are unable to provide evidence of your move by the closing date you should still apply by the relevant closing date using your current address. You can then make a further application by completing a paper application (CAF1) once your plans have been confirmed. As long as we receive your further application and written evidence, as set out above, **by Tuesday 3 January 2023** we will use your new address to allocate a school place.

You should email your evidence to [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk) or post to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX. Please ensure that you include your child's name, date of birth and indicate the school you are applying for on any evidence or information you provide. If you send information through the post we strongly suggest you get proof of posting.

You will receive an email to your registered email address confirming submission (Please note: any dates shown on here are for illustrative purposes only)

You have expressed preferences for the following schools in this order of priority:

Rank	School Name	Address
1	Benjamin Britten Academy of Music and Mathematics	Blyford Road, Lowestoft, Suffolk, NR32 4PZ

 School place admissions

## Application for Jo Bloggs (date of birth 02/09/2020)

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information, evidence or a Supplementary Information Form is required for these schools, you will need to supply them separately as per the guidance provided during the application process.

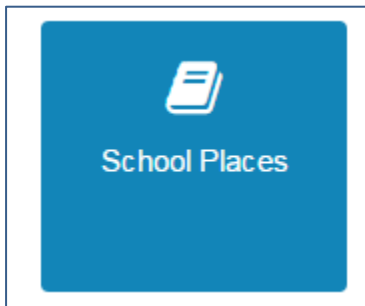
Preview your application [Preview](#)

You can make changes to this application until 15/01/2025 23:59. If you do make changes, you **must** resubmit the amended application for the changes to be considered.

Confirmation on  
Screen

# What next?

You can return to the Citizen Portal and change your application up until midnight on the relevant closing date by clicking on the 'School Places' tile. **IMPORTANT: Please ensure that you resubmit your application before midnight on the relevant closing date after making changes.**



**Submitted**

Jo Bloggs

**Date of birth:** 02/09/2020  
Reception Entry starting September 2025

**Last updated** 28/08/2024 15:07

**Preference 1:** All Saints Church of England Primary School, New

**Submission closing date**  
15/01/2025 23:59

**School place offer published here**  
16/04/2025

**Actions**

- [Change application \(use this to make changes to a submitted application\).](#)
- [View application \(use this to view a submitted application when you don't want to make any changes\).](#)
- [Start new application \(do not use this if you have already started an application\).](#)

Once you have submitted your application you can make changes by clicking on 'Change application'. Please ensure that you re-submit your application by midnight on the relevant closing date, even if you haven't made any changes.

If you want to view your application, once you've submitted it, but you do not wish to make any changes, click on 'View application'.