

# Education Information

for

**Ukrainian families residing in**

**Cambridgeshire and Peterborough**

Guidance Document



[cambridgeshire.gov.uk](http://cambridgeshire.gov.uk)  
[peterborough.gov.uk](http://peterborough.gov.uk)

# WELCOME

We would like to assist you to make the process of applying for an education place for your child at either a school in Peterborough or Cambridgeshire as smooth as possible.

If your child was born after 1 September 2017 and is aged between 4 and 16 you will need to apply for a school place for them. To do this you need to complete the application form attached. Once we receive this, we will process it as quickly as possible. We will be in touch as soon as we have done so.

If your child is under 4 most children will attend a nursery/pre-school setting where children focus on learning through play.

Some children may require additional support and most get this from their school. However, on occasions the Special Educational Needs teams assist in supporting children who may require an Education Health Care Plan.

You can find out further information through the links below.

## **Our services (Further information below):**

### **School Admissions**

Cambridgeshire - [Apply for a school place - Cambridgeshire County Council](#)

Peterborough - [Apply for a school place - Peterborough City Council](#)

### **Special Educational Needs**

[SEND Information Hub \(Local Offer\) | Peterborough Information Network](#)

[SEND Information, Advice and Support Service \(SENDIASS\) - Cambridgeshire County Council](#)

### **Early Years Information**

[Early years education - Cambridgeshire County Council](#)

[Early Years & Childcare | Peterborough Information Network](#)

# Application form for school places for Ukraine Refugee Families

Please return your form to Admissions  
[admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk) or  
[SPOS.Admissions@cambridgeshire.gov.uk](mailto:SPOS.Admissions@cambridgeshire.gov.uk)



Please complete a separate form for every child that requires a school place

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

## Residential status: Please tick one box.

1. Families Scheme
2. Homes for Ukraine Scheme
3. UK Nationals returning to the UK
4. Independent Application

Date you would like the school place from:

Date of arrival in the UK

Nationality

## Your Child's details

Family Name:

Child's First Name (s):

Middle name (s):

Date of Birth:

Male

Female

DD/MM/YYYY

Address where child will be living:

Postcode:

Is there another child attending a School in Cambridgeshire or Peterborough living at the same address?

Child's Name:

Agency/Resettlement Worker details:

School Attending:

Name:

Position:

Contact information

Does your child have any of the following?

complex needs that require a plan for their special needs that includes long term outcomes and may include funding for their school. In England this is known as an Education Health and Care plan EHCP Yes  No

Moderate special education needs that require a plan in school and adjustments to be made. Y  
es  No

~~A particular medical requirement which results in the need for a specialist facilities or support Yes  No~~

A particular medical requirement which results in the need for specialist facilities or support Yes  No

Has your child previously attended a Special School? Yes  No   
Yes  No   
 or Pupil Referral Unit?

<b>Your Details</b>		
Title: Mr/Mrs/Miss/Ms/Dr	Initials:	Surname:
Relationship to child:		
Address (if different from child's address)		
Contact Tel. No:	Mobile Number:	
Email address:		

<b>Other Adults with Parental Responsibility for the child</b>		
Title: Mr/Mrs/Miss/Ms/Dr	Initials:	Surname:
Relationship to child:		
Contact Tel. No:	Mobile Number:	
Email address:		
Address (if different from child's address)		

## Preferences for a School

- If you want to apply for a place in a particular school, but you know the school is full, make sure you name it on this form anyway. This will ensure your details are added to any waiting list and you are informed of your right of appeal to the school, unless the school is the catchment or designated school for my child's home address and is beyond the statutory walking distance.

We strongly advise you to name your catchment area school as one of your preferences. If you choose a school other than the catchment area school or nearest school to your home address you will be responsible for the arrangements and cost of transport.

I wish my child to attend one of the following schools, in order of preference:

1st Preference

2nd Preference

3rd Preference

I confirm that I would like the Admissions Team to make an offer to an alternative school, if all my preference

- The information on this form will be held and used by Cambridgeshire County Council/Peterborough City Council in accordance with the provisions of the Data Protection Act for the purposes of administration of school admissions. Cambridgeshire County Council/Peterborough City Council will never sell or transfer your details to a third party for marketing purposes. I have a right to know what information is held about me. **Data Protection:** We collect your details to process your application for School Admissions and may contact you about related school admission and transport issues.

Yes/No

Please explain briefly the reasons for choosing the school you have named above.

In addition, we can be required to share information with our partners, for example health organisations, to improve the wellbeing of children in Cambridgeshire and Peterborough as required by the Children Act 2004. Information shared between partner organisations is proportionate and only given when it is necessary to help them meet their legal obligations.

We are required to provide statistical data to the Department for Education. We also use statistical data for our own internal research, statistical analysis or statistical surveys to help manage our service provision and share data with academic institutions or independent researchers with a legitimate need for information for their research.

All School Admission data is stored securely and maintained in accordance with the Data Protection Act. Cambridgeshire and Peterborough online systems that are publicly available for entry of personal application data are regularly independently tested to assess risk of penetration and to guard against

unauthorised entry for access to personal or any other data. This includes ensuring that the username and password access meets industry standards

Is there anything the school needs to know about your child's needs, or education?

*Further information about how we collect and use data, and your rights around this, can be found on our Privacy page on our website:*

[www.cambridgeshire.gov.uk/privacy](http://www.cambridgeshire.gov.uk/privacy) or [Privacy policy - Peterborough City Council](#).

Signed the form

Enclosed copy of proof of address if there isn't a child in a Cambridgeshire or Peterborough school living in the same household	
Enclosed a copy of passport or birth certificate if one is available	
Named preferred school(s)	
<p>Signed _____</p> <p>Dated _____</p>	
<p><b>With the recent UK Government's announcement for Ukraine Refugees to come to the UK, we are waiting further guidance as to whether there will be any additional support for education establishments and Local Authorities. The admission process remains that as a refugee family the children would be recorded as Fair Access (gateway to ensure equity for hard to place children) and if there is no available space at a preferred school an alternative will be offered, and the family will have the right to appeal.</b></p>	

- |   |
|---|
| <ul style="list-style-type: none"> <li>● Should my child be allocated a place at one of my preferred schools, I will be responsible for transport to and from the school, unless that school is the catchment or designated school for my child's home address and is beyond the statutory walking distance.</li> </ul> |
| <ul style="list-style-type: none"> <li>● I declare that the information contained in this form is both accurate and up-to-date.</li> </ul>  |

**I confirm that I have:**