

The Step by Step guide to normal round admissions in September 2024



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Letter from Devon's Heads of Education



*Matthew Shanks,
Strategy*

As a parent or carer, you have an important role to play in helping your child take the various steps on their journey through education. We are keen to work with you - not only to make sure that applying for a school place is a positive experience but also to help your child achieve their full potential in a warm and caring environment in school.



*Rachel Shaw,
Delivery*

This guide is aimed at parents of children who live in Devon. We want to make sure that as many children as possible get a place at the school they want. Many schools in Devon are popular and oversubscribed at the normal round - when children can first join the school, for instance at Reception or Year 7. Devon works hard to make the process smooth and straightforward. Many schools in Devon are popular and oversubscribed. I advise you to carefully consider the preferences you make and visit your local schools if you can before you apply.

All mainstream state-funded schools and academies in England take part in normal round co-ordinated admissions schemes so that parents and carers can apply for admission via the Local Authority's Admissions Service.

For all transfers between schools, including at the normal round admission to primary, junior and secondary school, if your child has an EHCP (an Education, Health, and Care Plan) you should discuss transfer with our SEND Statutory Service (0-25) AND make a mainstream school preference via the Admissions Team online application system.

The information in the Step by Step Guide is for applications in 2023-24, for admission in 2024. It describes the process **from pre-schools to primary or infant schools**, and **transfers to junior schools, secondary schools, atypical admission schools**, and to **sixth forms**. You will be able to make an application at each transfer point for a place at the next school in your child's education career. You can also visit www.devon.gov.uk/schools to see information about each state-funded school in Devon. Together, they form Devon's composite prospectus for admissions. We also produce the In-Year Admissions Guide at <http://devon.cc/prospectus>. All three elements are provided online but paper versions can be made available on request.

This guide is written for you as parents and carers. If you have any queries about the admissions process, please contact the Education Helpline on 0345 155 1019. Colleagues in the call centre or in Admissions will be able to help you.

visit www.devon.gov.uk/admissions

or email the Admissions Team at admissions@devon.gov.uk

New Schools

A new free school will expand in south-west Exeter in September 2024. The Matford Brook Academy will be an all-through school for children aged 2 to 16 when fully open. It has been built on the edge of Exeter within the Haldon Reach site at Alphington. It is a member of the [Ted Wragg Trust](#), whose members include other secondary and primary schools in the city and across Devon and Plymouth. Emily Simpson-Horne is the school's headteacher.

Matford Brook Academy opened for new year 7 children, temporarily on the St Luke's Church of England School site in east Exeter. It will expand with a reception intake, along with a further intake into year 7 in September 2024. This will be on the school's own site. Matford Brook will grow each year as new reception and year 7 cohorts join.

[The Matford Brook Academy website](#) will feature news and developments as the build continues.

Open days and events will take place in September 2023 for three levels of intake. Parents should express an interest on the school website:

- Nursery children aged 2-4 – to be confirmed.
- Reception
- Year 7

Application process

You should apply for Matford Brook if you want to **and** apply for other schools. Applying for other schools will make sure there will be an offer you can take up.

You will be asked to apply for up to 3 schools in the usual way so that you only have to complete one form (whether that's online at www.devon.gov.uk/admissionsonline on a paper version). Include Matford Brook as if it were in the co-ordinated scheme alongside all other schools. The LA will note your order of preference for Matford Brook and then extract that application from the co-ordinated admission scheme.

If you have any questions, please email schoolsadmissionpolicy-mailbox@devon.gov.uk.

Policy changes from 2023-24

The admission arrangements for any school and the LA's co-ordinated admissions schemes are determined or set for one year at a time. Although policies are based on the previous year's policy, they can change from one year to the next.

You should not assume that the catchment area, the Published Admission Number (PAN), oversubscription criteria, or definitions for terms like sibling or measurement process will be the same.

The catchment areas for north, east, and central Devon schools were amended for 2024-25 as they were for south Devon schools in 2023-24. These changes were so that the boundaries follow recognisable geographical features such as roads, field boundaries, and watercourses.

So that you can better understand how the arrangements work, we recommend that you review admissions policies for individual schools, either on their websites or at <http://devon.cc/schoolpolicy>. PANs, feeder links and oversubscription criteria are also published as a summary at <https://www.devon.gov.uk/schools/school/> which forms part of Devon's composite prospectus.

There will be a public consultation on admission arrangements for 2025-26, between 1 November 2023 and 12 January 2024. Further details are at [Arrangements and policies – Education and Families \(devon.gov.uk\)](#)

Three Steps to Normal Round Admissions

1 Research

local schools <https://www.devon.gov.uk/educationandfamilies/school-designated-areas>

find out which school is designated for your child's address

check which LA is the home LA for where your child lives

read about schools: <http://devon.cc/prospectus> and <https://www.devon.gov.uk/schools/school/>

find out what the schools have to offer your child – visit their websites, read the prospectus

if possible, visit schools you're interested in

be aware of the education transport policy where your child lives

decide on the order you most would like the schools you want – if there is more than one,

check whether there is there a Supplementary Information Form (SIF) to complete

2 Apply

on time – before the National Closing Date if you can or as soon as possible. That is by

31 October for secondary schools and 15 January for primary schools

name 1, 2 or 3 different schools

complete a registration form for your child to take any selection or aptitude testing that may be required

provide complete, accurate and up to date information

consider naming your catchment school as one of your preferences

online at www.devon.gov.uk/admissionsonline

OR on the D-CAF1 paper version for primary and infant schools

OR on the D-CAF2 paper version for junior schools

OR on the D-CAF3 paper version for secondary schools

OR on the D-CAF4 paper version for atypical schools (studio schools and UTCs)

AND complete a SIF if you believe you are eligible for priority

hand paper forms into the school you most want or send them to the Admissions Team

apply for sixth forms using the D-CAF5 or the sixth form's own form and hand it to the sixth form itself.

3 Respond

if you are offered a place, contact the school as soon as possible to accept the offer and make arrangements for induction or transition meeting the school suggests

if you are refused admission, decide whether you accept any alternative offer we make

if you are refused admission, decide whether to appeal against the decision. You can do this whether or not you accept the school that was offered

if you are refused admission to a Devon school, your child's name will be added to a waiting list.

How Admissions work

This guide is about admission to state-funded, mainstream school. There are different procedures for to independent (fee-paying) schools, special schools, or FE Colleges. All references to **school** in this guide are for state-funded, mainstream schools in England unless we say otherwise.

Admission to school is subject to the latest versions of the School Admissions Code and the School Admissions Appeals Code, publications of the Department for Education. The Codes set out the legal framework for admissions in England and give statutory guidance for admission authorities, governing bodies, local authorities (LAs), the Schools' Adjudicator, and admission appeals panels. See www.education.gov.uk/publications

Children are admitted to school following a formal application, made by parents, carers, or by children themselves if they have reached 16 years of age. Every school has an **admissions policy**, determined by its **admission authority**. The policy sets out how to apply and what happens if there are more applications than there are places available at the school.

There is an annual consultation on admission policies in Devon. It takes place between the start of November and the first week in January. Information is at www.devon.gov.uk/admissions. The consultation enables parents, other schools, religious authorities, and the local community to raise concerns or make their own suggestions.

Policies are determined by the end of February. They are published by 15 March and are open to formal objection by 15 May. Otherwise, they must be followed by the school for that year. A new admissions policy will be proposed, consulted on, and determined for the following school year.

While admission policies are based on the previous year's policy and are very likely to be the same, any element could change and it cannot be assumed that, for example, the catchment area will be the same from one year to the next.

Most children are admitted to a school at the **normal round of admissions**. This is the main intake into a school at the start of:

Reception (primary and infant schools),
Year 3 (junior schools),
Year 7 (secondary schools),
Year 10 (atypical admission schools: studio schools and university technical colleges) or
Year 12 (sixth forms).

The normal round is when applications must be made to the LA. There is a national closing date for the normal round so that all applications can be considered at the same time.

- 31 October for Years 7 and 10
- 15 January for Reception and Year 3
(There is no national closing date for Year 12 admission.)

The LA co-ordinates the applications so that every application receives an offer on the national offer date.

- 1 March for Years 7 and 10
- 16 April for Reception and Year 3
(There is no national offer date for Year 12 admission.)

After the normal round, applications are for **in-year admission**. They can be made via the LA (although schools can opt out of that process and take applications direct). There is no closing date and applications can be made throughout the year.

All applications - normal round and in-year - receive a written decision to either offer the place or to refuse. Where the decision is to refuse, there will generally be a right to a place on a waiting list for vacancies and a right of appeal to an **Admission Appeals Panel** that is independent of the school's admission authority.

The information in this guide relates to children of statutory school age, to rising 5s and post-16 students. This means children and young people aged 4 to 18.

Types of school in Devon

There are several types of school in Devon. The application process is different depending on the type of school.

State-funded mainstream schools

This includes all the schools and academies available to any child living in the area, without charge to their parents or carers. They provide education to children without EHCPs (Education, Health, and Care Plan) and to those children with an EHCP that names the school.

Normal round admission is by formal application to the LA where a child lives or to the LA where the school is located for children who do not live in England. Applications for admission to sixth forms within state-funded schools are made direct to the establishments themselves.

State-funded schools are:

- **academies, free schools, studio schools** and **university technical colleges** where an academy trust or multi-academy trust is responsible for admissions policy and decisions, the trust board is the admission authority.
- **voluntary aided schools** and **foundation schools** where the school's governing board is the admission authority.
- **voluntary controlled schools** and **community schools** where the LA is the admission authority.

Each admission authority is responsible for setting an admissions policy and for every decision to offer a place or to refuse an application for admission.

Throughout this guide from here, when we say school, we mean a state-funded, mainstream school or academy unless otherwise stated.

When we say parent, we mean parent or carer.

Devon County Council's Admissions Team acts for the LA as the admission authority for community and voluntary controlled schools. It also acts as the

co-ordinating authority for school admissions in the county. It does this by operating co-ordinated admissions schemes for the normal round and for in-year admissions.

Academy and Foundation conversions

Many Devon schools have converted to academy status; others may do so. New schools may open. Other schools have converted to become foundation schools with or without a co-operative trust. They are schools maintained by the LA but with responsibility for their own admission arrangements. All schools are legally bound to manage admissions fairly.

Independent schools

If the school you are interested in charges school fees for their pupils, you must approach that school directly. Admission to fee-paying schools is not co-ordinated by the LA.

There is an exception for children with an EHCP (an Education, Health, and Care Plan) where the LA's 0-25 SEN Team may arrange for a child to attend the school.

Special schools

A special school supports the education of children who have an EHCP. The admissions process for special schools is managed by the 0-25 SEN Team.

Further Education Colleges

FE Colleges provide education for young people aged 16-18. Some also make provision for children from the age of 14. Admission to FE Colleges and their pre-16 settings is by direct application and is not co-ordinated by the LA.

Register for a reminder to make an application

Please note the LA will no longer write to all parents with an invitation to apply for admission at the normal round. You can register so that we will send you a reminder by email or text when the time comes to make an application.

You can apply whether you have registered to receive a reminder or not. Registration is not an application.

Reception intake and Junior School intake – new Year 3

You can register to be sent an email or text reminder to apply once the system goes live on 15 November 2023.

The **closing date is 15 January each year**. You can apply after this date, but applications made after this date will be considered late and may be at a disadvantage.

If you can't apply online, please contact the Education helpline on 0345 155 1019 and ask for a paper copy of the D-CAF1 for Reception or a D-CAF2 for new Year 3 to be sent to you. Alternatively, you can download a copy from <http://devon.cc/applicationforms>

Secondary transfer – new Year 6

You can register to be sent an email or text reminder to apply once the system goes live on 1 September 2023.

The **closing date is 31 October each year**. You can apply after this date, but applications made after this date will be considered late and may be at a disadvantage.

If you can't apply online, please contact the Education helpline on 0345 155 1019 and ask for a paper copy of the D-CAF3 to be sent to you. Alternatively, you can download a copy from <http://devon.cc/applicationforms>

The link to register is at [Reception Admission 2024 - Register for a Reminder email and/or text](#)

The link to register is at [Junior School Admission 2024 - Register for a Reminder email and/or text](#)

The link to register is at [Secondary School Admission 2024 - Register for a Reminder email and/or text](#)

Studio school and UTC intake – new Year 10

Parents of children in Year 9 at a secondary school can apply for a place in an atypical admission school – a studio school or UTC - if they wish but will not be prompted to do so by the LA. You can apply online.

The **closing date is 31 October each year**. You can apply after this date, but applications made after this date will be considered late and may be at a disadvantage.

If you can't apply online, please contact the Education helpline on 0345 155 1019 and ask for a paper copy of the D-CAF4 to be sent to you. Alternatively, you can download a copy from <http://devon.cc/applicationforms>

Sixth form intake – new Year 12

Parents of children in Year 11 and children themselves can apply for a place in a sixth form that is not part of their current education provision but will not be prompted to do so by the LA. You can only apply on a paper form direct to the sixth form or using their own online process. The closing date will be set by each sixth form. You can apply after this date, but applications made after this date will be considered late and may be at a disadvantage.

Children in Year 11 at a school who intend to stay at that school into sixth form do not need to formally apply for a place.

Co-ordinated Admissions

Most children join a school with a **normal round admission**. Applications are made through the LA's **Normal Round Co-ordinated Admissions Scheme**.

There are many children who start at a new school at other times. These are **in-year admissions**, and they can take place when children move home, or their parents want them to have a fresh start in a different school.

All schools are required by law to take part in **normal round co-ordination**. This means that parents apply to the LA where the child lives, regardless of where in the country the school or schools are located. It is that home LA that manages the application, co-ordinating with schools and other LAs where necessary. The home LA makes the formal offer of a school place.

If a child doesn't live in England, the application should be made to the LA where the preferred school is located.

The Application process

Normal round co-ordination means managing admission applications to schools anywhere in the country. Parents of children who live in the Devon County Council area, but not in the Plymouth City Council or Torbay Council areas apply through Devon. Parents name the schools they want to apply for on one form, no matter where the schools are located. (This differs from **in-year co-ordination** where applications are made to the LA where the school is.)

Applying is also called "**expressing a preference**". You can't **choose** which school your child attends but can choose the schools you **apply for**.

In most cases, parents are successful, but some schools will be oversubscribed, meaning one or more applications are refused on the grounds that the school is full. Places are not held in reserve at the normal round for late applications.

When an admissions application is refused, there is a right to appeal the decision to an Admission Appeals Panel that is independent of the school's admission authority. The Admissions Team supports schools at appeals where the decision to refuse is lawful and complies with the School Admissions Code.

For children with an EHCP, there is a separate process to challenge a decision not to name a school they have preferred. This is by appealing to the Special Educational Needs and Disabilities (SEND) Tribunal.

When a school has more applications than it has places available it has **oversubscription criteria** which are used to prioritise them, to decide the order in which applicants will be offered places.

However, oversubscription criteria are only used when there are more applications than places. Oversubscription criteria are not relevant if the school has a vacancy: a child won't be refused a vacancy at a school because, for instance, he or she doesn't live in the school's catchment area. There are very limited grounds when an application can be refused – generally, this will be when the school is full.

You must make an application

You must apply if you would like your child to be admitted to school. This makes sure that you will get a formal response and, if a place can't be offered, you will be told about your **right of appeal** and about a place on the school's **waiting list**.

You can name up to **three** schools on Devon's common application form (available online at www.devon.gov.uk/admissionsonline or on a paper version which can be downloaded at <http://devon.cc/applicationforms>) in the order you would most like your child to attend, with your most preferred school as Preference 1. You don't have to name **three** schools.

When you apply, you are expressing a preference for the school or schools you wish your child to

attend. We will try to meet your preference but where schools are full, applications may be refused. **We advise you to consider naming more than one school, including the catchment school for your child's home address.**

You can tell us the reasons for your preference. This doesn't mean the decision whether a place can be offered will be affected – there must be an exceptional need for that to happen where that is an oversubscription criterion for the school.

You must make a formal application even if:

- you have another child already at the school,
- your child attended the nursery there,
- you are a governor at the school,
- members of your family went to the school; or
- it is your child's catchment school.

No places are held back in case you are refused admission elsewhere, or you change your mind, or apply later than you could have done. You shouldn't assume there will be a place at your catchment school if you don't apply. If you don't apply for your catchment or a closer school and are then offered a school further away, it is likely that you will not have an entitlement to free transport.

We advise every parent to consider naming a catchment school as one of the preferences.

Equally Ranked Preferences

All preferences will be considered based on equal ranking. Schools will not know whether you ranked them first, second or third in your application (unless you tell them). If we could offer you a place at more than one, we will offer the school you ranked the highest that could offer a place.

It is important what order you name your preference schools – if you would really like a place at *School X* but you name *School Y* (the catchment school for which your child should have a very good chance of getting a place) as your highest preference and we can offer *School Y* then you won't be offered *School X* even if there are vacancies.

Schools won't know your order of preference. This is because they don't need to know it to reach a decision whether a place is available. You can be confident that an application for a school further away from home will not put at risk an application for another school such as the catchment school. You should apply for schools in the order **you** would most like a place.

The application process enables you to express preferences for schools in England. We try to meet your preference by co-ordinating with schools and other LAs.

Application refused for a child who lives in Devon:

- Devon is responsible for making an alternative offer, except:
- we won't make an alternative offer if your application for transfer to an atypical admission school is refused. We will assume your child will remain at his or her current secondary school unless you apply for other schools.
- we won't make an alternative offer at junior school or secondary transfer if your child is on roll at an all-through school. We will assume your child will remain at that school unless you apply for other schools.
- we won't make an alternative offer if your child is being educated at home and that education is suitable and effective. We will assume home education will continue unless you apply for other schools.
- we won't consider your child under Devon's **Hard to Place or In-Year Fair Access Protocol** as that policy is only used for in-year admissions.

Application refused for a child who doesn't live in Devon:

- we won't make an alternative offer. The responsibility for providing education rests with the LA where your child lives. You can apply for other schools through Devon, and you will have the right of appeal and to a place on the waiting list.

Dos and Don'ts

- Do make sure where your child lives: in Devon - not Torbay or Plymouth
- Do make sure the schools you want are not special schools or independent schools
- Do apply online at devon.cc/admissionsonline or complete a Devon Common Application Form
- Do name 1, 2 or 3 schools
- Do consider naming the catchment school as one of your preferences
- Do consider how you will get your child to school
- Do tell us in writing if you have another child already at the school or new to the school
- Do tell us in writing if your circumstances change or will change before admission
- Do check whether any school you are interested in asks you to complete a **Supplementary Information Form (SIF)**
- Do complete a SIF and provide evidence if you feel there are exceptional reasons for your preference; why you feel a place must be made available at a specific school. We would expect this to only apply to your first preference school
- Don't assume that you won't need to apply for your catchment school – you must tell us you want a place
- Don't assume that you won't need to apply for the school where you already have other children – you must tell us you want a place
- Don't name the same school **three** times – this will be considered as one preference
- Don't name a school you wouldn't want your child to attend. (We may still need to offer that school if it has the closest available vacancy.)

Normal round, Late applications, and In-Year admissions

There are three parts to the admission year.

The **normal round** is the bulk application process for admission to schools at their intake points (Reception, Year 3, Year 7, Year 10, Year 12). Applications are co-ordinated by the LA where a child lives.

Late applications are for admission at the same intake points but where they are received too late to be offered a place on the National Offer Date. The process is managed in the same way as the normal round, through the normal round co-ordinated admissions scheme.

In-Year admissions are applications submitted on or after 1 September for the intake year and then at any time for the other year groups in school. The process is managed through the in-year co-ordinated admissions scheme.

Before you make an application

A child's first admission to school and transfers to new schools are important steps in education. In many cases, parents will be content for admission to be at the 'local' school where most children in the area go. Others may want to look to schools further away. We encourage all parents to take some time to consider the various options there are.

If your child has brothers or sisters at the one school, admission elsewhere may present challenges. Will it be difficult for you to have children attending different primary schools for instance? How will you manage if the start and finish times aren't the same or if your children will need to be dropped off and collected at the same time from two schools?

If you have children on a school waiting list and a vacancy comes up for one child, you cannot assume that a place will be made available for your other child.

Will there be an entitlement to free school transport? If not, how will you get your child to and from school while they are there?

We advise you to collect information about schools to help you decide about which ones you are interested in. You should:

- be aware that if your child has an EHCP (Education, Health, and Care Plan), any application you make will be forwarded to Devon's 0-25 SEN Team. You can simply contact this Team to discuss a school move rather than make an admissions application.
- read about schools on their websites and download or contact them to for a copy of their prospectus. You can search the internet for contact details or view the Devon Schools' information pages at: www.devon.gov.uk/schools/school
- contact the school to arrange to visit the school during a normal school day to see how it operates.
- If you can, attend an Open Day or Open Evening if one is available.

- look at the school catchment area maps for Devon. You will be able to see which catchment area(s) your child's home address is in. You can see this at <https://www.devon.gov.uk/educationandfamilies/school-designated-areas>
- look at school achievement and attainment tables at: www.education.gov.uk/schools/performance
- look at reports of recent school inspections at www.ofsted.gov.uk
- consider your child's particular interests and abilities, and their views on the schools you can visit.
- consider how your child will get to and from school each day. It is your responsibility as a parent to get your child to school; that may be by using an entitlement to free transport provided by the LA where your child lives. The Education Transport Policy for Devon is published at <http://devon.cc/lapolicy>. Other LAs have their own policies.
- check whether the schools you are interested in are likely to be oversubscribed by speaking with the schools themselves or contacting the School Admissions Team at 0345 155 1019 or admissions@devon.gov.uk Information on previous year intakes is a guide as demand can vary from one year to the next and priority for each child varies according to their individual circumstances. You should apply for the schools you are interested in, in the order **you** would most like a place.
- look at the school's admission policy on their website. Policies are also published by the LA at <http://devon.cc/schoolpolicy>. The policy will tell you what the school's oversubscription are for this year, and this should help you to assess your prospects of being offered a place. Oversubscription criteria are also available in the Devon Schools' information pages at: www.devon.gov.uk/schools/school
- check whether you need to complete a school Supplementary Information Form (a SIF) to provide evidence that your application should be prioritised. This could mean the difference between being offered or refused admission.

- check whether there is any other evidence or information you need to provide as part of your application.

This guide refers to where a child lives, rather than where a parent lives. That is because applications can be made by the parent who lives with the child or by the parent who doesn't live with the child all or part of the time. It is the child's address that is important in the admissions process.

Education, Health, and Care Plans (EHCPs)

Any child with an EHCP that names a school must be admitted even if the year group is full. The EHCP naming the school means that child will be admitted and there is a separate admissions process, managed by the 0-25 SEN Team.

If your child has additional needs but doesn't currently have an EHCP, you must apply through this admissions process.

School catchment areas

Most schools have an admissions catchment area, also called a designated area. Children who live in those catchment areas have a higher priority for admission.

Most addresses in Devon have one or more catchment schools at primary and at secondary level. Your child's home address might not be in the catchment area of the school closest to where your child lives. Catchment areas are a part of most schools' admission arrangements and can change from one year to the next. You should not assume that a school will have the same catchment area as in a previous year.

Your child does not have to live in a school's catchment area to apply for a place or to attend the school; nor does living in the catchment area guarantee a place.

You can see the catchment areas in Devon at <https://www.devon.gov.uk/educationandfamilies/school-designated-areas> which has links to the maps for this academic year, the next academic

year and also the year afterwards, as they are proposed for consultation and, then, determined.

The use of catchment areas can be included in a school's oversubscription criteria as can any, or all, of the criteria used by Devon schools.

Supplementary Information Forms (SIFs)

An admissions application form must be completed in all cases. Most schools have extra forms called Supplementary Information Forms for you to complete so you can provide evidence that your application is eligible for additional priority. For example, a school might prioritise admission for children of a particular religious faith or where there is an exceptional need to attend that school and only that school or children with a parent employed by the school.

You don't need to complete a SIF unless you are seeking the specific priority for which the SIF has been issued. Your application will still be considered without a SIF, but it wouldn't be prioritised under the relevant oversubscription criterion.

Published Admission Numbers (PANs)

All schools must have a PAN for their normal intake year. This is the number of places the school has planned to provide. The PAN is the number of places when the school believes it is full. PANs for are listed at <http://devon.cc/schoollist>

The PAN is the minimum number of places available for the normal round intake and that entire academic year. If there is higher demand and a school has sufficient capacity and resource, it may reorganise or take an additional class or form of entry above the PAN. Admission numbers can be increased without consultation if circumstances allow but cannot easily be reduced. After the intake year, it becomes the AN – the Admission Number – which can be increased or decreased without consultation. A school that planned to operate with 3 classes in a year group may only have demand for 2 classes and so could reduce the AN accordingly.

Multiple-birth siblings

All schools will attempt to keep multiple-birth siblings together where this means admitting the children above its admission number. Multiple-birth siblings are **Permitted Exceptions to Infant Class Size Legislation** that limits the number of children in a Reception, year 1, or year 2 class. However, it is not possible to guarantee places will be available for all multiple-birth siblings when one or more of them could be admitted.

Children of UK service personnel

Places will be allocated in advance of a UK service personnel family arriving in the area. Your application must be accompanied by an official government letter which declares a relocation date and a Unit postal or quartering area address. This will be used in considering the application against a school's oversubscription criteria.

Please note that there is no additional priority for service children. It is unlawful to give priority based on a parent's occupation – except for members of staff employed at a school.

Parental responsibility

We expect applications to be made by people with parental responsibility (PR) for the child (or by the child where he or she will be over 16 at admission).

In school admissions, an adult who is taking care of a child can exercise PR and apply for a school place. Sometimes, this will include an adult sibling, grandparent, or family friend. We will ask for information to support the arrangement wherever an application is made by someone who is not a parent or appropriate LA officer. The applicant will be asked to explain why a parent could not apply. We may need to contact the parent.

It is possible for a parent to apply even if there are arrangements in place for the child to live elsewhere with a family member or friend.

Parents with shared responsibility

We understand that some children stay with both of their parents at different addresses. Their

parents may both have parental responsibility. However, only one home address will be accepted for a child; priority for admission and entitlement to free transport will be based on that address.

In most cases, parents agree on what is a child's **main** home address. This is where the child attends school from on most school days. We call the parent at that address the **resident parent** for admissions purposes, and we call the parent at the other address the **non-resident parent**. The admission authority for each school will decide what it accepts as the child's main home address. Sometimes, this is clearly defined by a court order. Schools will consider all information submitted by either parent. This includes, but is not limited to, child benefit and other relevant benefits records, or where the child is registered with a GP or dentist.

Parental disputes

Ideally, there would be no disputes between parents over where a child goes to school or whether education should be in a school at all. Very rarely, parents submit applications for different schools. This can be upsetting for children, and we strongly urge parents to reach agreement in the best interests of the child.

When there are different applications for transfer from people with parental responsibility, both will be processed unless there are legal grounds not to do so. No legitimate right to apply will be denied by the disagreement of a third party. This may result in offers for two new schools. If this happens, a place will not be held open at one school once a child has physically started at another school.

There is no requirement for both parents to complete an application form. There is no general duty for an applicant to confirm that another person with parental responsibility agrees or 'gives their consent'.

We encourage parents to discuss schooling and to agree but recognise this is not always possible.

If you are concerned that an application has been made or an offer has been made for a school you would not want for your child, you may want to seek legal advice.

The LA will not prevent a person with parental responsibility making an application unless there are lawful grounds to do so – such as a court order.

We encourage all parents to try and seek an amicable resolution and to take appropriate legal advice as necessary, but we also recognise there are circumstances where it is not possible or safeguarding concerns prevent discussion.

Neither LA nor school will become involved or take sides in a parental dispute.

Queries about applications by another parent

When a person with parental responsibility asks about an application made by someone else, we will share basic information unless there are legal grounds not to do so. This may be where there is a relevant court order in place or immediate safeguarding concerns. We may contact the person who made the application to check whether the information should be shared.

We consider application forms to be subject to data protection legislation.

Where information is shared, it will not include any reasons given for the application unless we are legally required to do so.

Oversubscription criteria used by schools

You should refer to the full admissions policy for a school to see their criteria and how they are defined if that differs from the definitions here.

Terms and definitions may be very different for schools elsewhere in the country.

Devon also publishes a summary of each school's oversubscription criteria in the school's information database at www.devon.gov.uk/schools/school

Priority under any oversubscription criterion is not a guarantee of admission.

If there are more applications than there are places available at a school, they will be prioritised according to the school's oversubscription criteria. The criteria for each school are published in their admissions policies which will be available on their websites and at <http://devon.cc/schoolpolicy>

It's important to know how applications are prioritised as this can help you to assess the chances of getting a place at the school. You should think realistically about whether you would get a place before making an application.

Oversubscription criteria are numbered in priority order and can combine so that, for instance, a child living in the catchment area AND with a sibling on roll at the school will have a higher priority than a child out of area who also has a sibling on roll.

Looked After Children (LAC) and Previously Looked After Children (PLAC)

Every school must include looked after children and previously looked after children as the highest priority for places. That includes:

- children who are in the care of a LA or being provided with accommodation by a LA in the exercise of their social functions in accordance with section 22 of the Children Act 1989, at the time an application for school is made.
- children who were previously looked after but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or became subject to a Child Arrangements Order or Special Guardianship Order **immediately** following their status as a looked after child.
- children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

Evidence that will be required:

Devon asks for applications to be made by a person with parental responsibility, not by foster carers. For **children in care**, this will be a social worker or another LA officer exercising corporate responsibility. You can apply if you are a parent who retains parental responsibility for a child who has been voluntarily accommodated. If so, you must provide contact details of a social worker who is able to confirm your child's care status.

For children who were **previously in care**, you must provide documentary evidence or the contact details of a social worker who is able to confirm that your child was in care immediately before the adoption, child arrangements order, or special guardianship order, along with a copy of the relevant order from the following list:

- **an adoption order** made under the Adoption Act 1976 or Adoption and Children Act 2002; or
- **a child arrangements order** setting the arrangements around the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act); or
- **a special guardianship order** appointing one or more individuals to be a child's special guardian(s) under section 14A of the Children Act 1989.

For children who were **adopted from state care outside of England**, you must provide written evidence that your child was previously looked after. The child must appear (to the admission authority) to have been in state care outside of England and ceased being in state care because of being adopted. State care can be in the care of a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Examples of evidence include but are not limited to:

- an Article 16 Report – this applies to Hague convention adoptions and will have been issued by the Central Authority.
- information provided by an adoption agency, either in the UK or overseas.

- Information provided by an organisation that provided care for the child.
- a report or letter from another agency or organisation that has been involved with the child

Examples of evidence of adoption include, but are not limited to:

- an adoption order from a UK court.
- an adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland.
- an Article 23 Certificate – this applies to Hague convention adoptions, and will have been issued by a Central Authority: or
- official documentation from the relevant court or state authorities in the country of adoption, confirming that the child was adopted. In this case further information may be required including:
 - A certified document obtained from the embassy of the country of origin.
 - A letter from the adoption agency; or
 - A letter from another agency or organisation that has been involved with the child.

You don't have to mention that your child has been adopted on an admissions application form. It would mean your application wouldn't be prioritised on previously looked after grounds, but it is your decision. You may only want to discuss this with your child's headteacher who will be able to support your child and access additional funds to do so.

Exceptional social or medical need

A SIF will be required for this criterion.

Most schools in Devon give priority to children where they accept that there is an exceptional need to attend that school and no other. The exceptional need could be of the child or of a parent.

All schools have experience of supporting children with different social and medical needs. It is likely

that only a very small number of applications will be given this criterion in a year across the county. The threshold for acceptance is high. A crucial factor is whether the nature of the need can be supported by other schools or is it **only** this school that can meet it.

We don't expect that you would seek exceptional need priority for more than one school in your application. The onus is on you as the applicant to provide supporting evidence but a key worker supporting you can assist with the application and providing evidence.

A school that does not include exceptional need as one of its oversubscription criteria **cannot** take individual need into account when considering your application for priority.

Evidence that will be required:

When you apply, you must also complete an Exceptional Needs Supplementary Information Form (SIF). You can view these forms in schools' admissions policies and copies of all forms are published online at <http://devon.cc/schoolpolicy>.

The SIF invites you to provide supporting evidence specifically in relation to your application that sets out **what the need is and what would be required at a school to meet that need**. It isn't necessary for the author of the evidence to have a close knowledge of the school itself. The evidence should be on headed paper or from an official email account of a suitably qualified professional person working with the child or family. This could be a consultant, GP, psychiatrist, psychologist, or social worker. Evidence from members of the family, friends or childminders will not be accepted.

When considering whether your child could be eligible under this criterion, you should bear in mind that the following issues will generally not be considered to constitute an exceptional need. You would need to make a compelling case that a combination of factors and / or their severity amounted to an exceptional need:

- all mainstream schools have a duty to manage the medical needs of children who can attend a mainstream school. This includes, but is not limited to, common ailments such as asthma, eczema, allergies, diabetes, or any condition just because staff in school might require training to monitor or dispense medication.
- all mainstream schools have a duty to provide for children with special educational needs, including this non-exhaustive list of conditions: autism, dyslexia, dyscalculia, dyspraxia, ADHD, ADD, and speech and language difficulties. You should discuss your child's needs with Devon's 0-25 SEN Team if you believe they can only be met by attendance at a specific school. You could then discuss the assessment process for an EHCP.
- all schools have a duty to support their pupils' emotional and social needs and to have in place a behaviour policy to address bullying.
- your domestic arrangements, such as joint care, childcare, transport, the location of your place of work, or the need to leave or meet children at more than one school at the same time are not exceptional or unusual.
- your preference to keep your child with their current friendship group, to attend or not attend a school with a recognised religious character, for a single gender school, or for a particular subject included or not included in the curriculum are not exceptional or unusual.
- your preference for your child not to attend another school because you encounter parents of pupils there in your job. This may be a reason not to admit your child to one school but is not likely to mean there is only one school that would avoid this circumstance.

Officers of the LA may consider the case put forward by you and recommend to the school's admission authority that it is accepted or rejected as evidencing an exceptional need to attend the school. You can provide further information for consideration if necessary. You would have the right of appeal if refused admission.

There is no guarantee that a place will be provided if exceptional need is agreed. Being eligible gives a higher priority for admission; it does not create a vacancy where the school is full.

However, at the normal round, agreement that there is an exceptional need is very likely to result in an offer for admission.

Siblings

All schools in Devon except Colyton Grammar School give admissions priority to siblings of children at the school. Linked infant and junior schools also give priority to children with siblings at their linked school.

Sibling eligibility is for children who live in the same household as part of the same family unit, whether they are full, half, step or foster brothers or sisters.

They must be on roll or have formally been offered a place at the school when the application is made. Children who will leave at a normal transfer point – such as the end of year 6 or year 11 are eligible as siblings unless specifically excluded in the school's admissions policy.

Children at a nursery are not counted for admission priority as siblings.

It is your responsibility to provide details of a sibling on your application or to tell us that another child should now be considered as an eligible sibling.

Evidence that will be required:

You should name the sibling but, in most cases, you will not be asked for evidence as the sibling and their address will be known to the school or the LA. It may be necessary to discuss the application with you if an address record is out of date.

Faith priority

A SIF will be required for this criterion.

There are many schools with what is called a **recognised religious character**. In Devon, these schools are Christian, either Catholic or Church of England. Some, but not all, give priority to children

based on faith. Where there is priority, this is often on the basis that your child or a parent has attended a church service on a regular basis over a minimum period.

To be eligible for free transport to a faith school (children from low-income families), you must have applied for admission on faith grounds.

Evidence that will be required:

You must complete a school Supplementary Information Form (SIF) to provide evidence that your child is eligible for priority on this basis. The SIF may ask you to attach a baptism or other certificate. Most SIFs require a priest or minister to confirm the details on your behalf.

Children of school staff

Most schools in Devon prioritise applications for children of a member of staff. To be eligible, the staff member must have been employed at the school for at least two years or have been recruited more recently to fill a vacancy for which there was a demonstrable staff shortage.

It is a matter for the school which members of staff are included in this provision. Generally, it will include everyone employed at the school, not just teachers. They must, however, be employed at the school and not at other schools within a federation or multi-academy trust. Some staff members have duties in more than one school: they must nominate only one school at a time for this criterion if it isn't clear which is the main workplace.

Evidence that will be required:

You should name the member of staff but, in most cases, you will not be asked for evidence as the member of staff and their position will be known to the school.

Pupil Premium

Schools can prioritise applications for children of statutory school age who are eligible for additional funding under Pupil Premium, Pupil Premium Plus or Service Pupil Premium. This funding is for the school to use to benefit the children who are

eligible and to help narrow the gap between them and their classmates. This is in use in two school policies in Devon.

Evidence that will be required:

You will be asked to provide evidence the child:

- is eligible for free school meals, or has been eligible in the past 6 years (including eligible children of families with no recourse to public funds), or
- have been adopted from care or have left care, or
- is looked after by the LA, or
- has a parent serving in HM Forces, or
- has a parent who has retired on a pension from the Ministry of Defence

Catchment areas

Most Devon schools give a higher priority to children who live in their catchment area.

You will include your child's address in your application. It will be checked to confirm whether it is in area using the mapping system named in the admissions policy and published online at <https://www.devon.gov.uk/educationandfamilies/school-designated-areas>

Please do not rely on third party websites which may name one or more schools as the 'local school'.

Evidence that will be required:

We may contact you if there is a query about the address, for instance if it is a new-build property that is not on the map we use yet or if there is a conflict with information already held about your child's living arrangements.

You may need to provide evidence that your child lives at this property.

Proximity to school

Every school gives a higher priority to children who live closer. This is measured in a straight line as a tiebreaker within each oversubscription criterion from a point in the school building or the main

entrance gate to the entrance to the building where your child lives. The closer to school, the higher is the admissions priority.

You will include your child's address in your application. If it is necessary to apply this criterion to two or more applications, the distance will be measured using the mapping system named in the admissions policy and published online at <https://www.devon.gov.uk/educationandfamilies/school-designated-areas>

Please do not rely on other mapping systems. They may suggest walking or driving routes to school and straight-line distances can vary from one system to the next. Straight-line measurements for admissions and the shortest available routes for transport purposes are solely according to the Devon GIS mapping system, unless otherwise specified.

Evidence that will be required:

As with catchment area evidence above.

Selective school

All primary-phase schools are comprehensive schools so there are no admissions selection tests.

In Devon, all secondary-phase schools are comprehensive except for Colyton Grammar School. This is the only school that a selection test as part of deciding which children will be admitted. Tests enable the school to assess whether a child is of an appropriate academic standard to be able to benefit from a selective or grammar education. As an oversubscription criterion, children with higher scores are given higher priority. Just like all other schools, most admissions are at the normal round when children take the 11+ test.

Tests can be taken for in-year admission such as the 12+ test.

Evidence that will be required:

You must complete a **school registration form** in addition to the application form.

Feeder or linked schools

Most secondary schools and all junior schools give priority for children who are transferring from one or more linked schools. This only applies at the normal round of admissions and not for in-year admissions. There is no in-year priority for a secondary school on the grounds that your child attended a particular primary school.

From the beginning of September in year 7, secondary school waiting lists will be reviewed without feeder link priority. This could mean that your child's position on a waiting list will go down or go up. A similar review will take place with primary, infant, and junior school waiting lists.

Nursery school priority

Some primary and infant schools give priority for children who are transferring from a school-run nursery setting. This only applies at the normal round of admissions into reception and not for in-year admissions. There is no in-year priority for a primary or infant school on the grounds that your child attended the nursery.

Children from outside England and Citizens of other Countries

Applications for admission to school must not ask for information about a child's nationality or immigration status. All applications must be processed in the same way, regardless of nationality or status.

The LA's role in this area is to advise potential applicants that they must assure themselves that their child is entitled to access education in this country. This means checking that if they are not citizens of the United Kingdom or the Republic of Ireland that they have a right of abode, settled status or a visa that allows for a child to reside in this country and access education.

A school cannot refuse admission on the grounds of nationality or immigration status. Nor can it require a child to leave the school on these grounds. If there are concerns, the school will refer to the Home Office for investigation.

Applications from outside of England should be made to the LA where the preference school is located.

How to make an Application

You can apply in one of the following ways if your child lives in Devon.

1. apply at www.devon.gov.uk/admissionsonline

In recent years, over 95% of applications have been made online. An application can be changed at any time up to the closing date. If you apply online, you can view your offer online on the offer date. You can apply from home, while on holiday or at work, 24 hours a day and you'll receive confirmation that your application has been received.

To apply online, you'll be asked to create an account which is protected by a password. When you apply, we'll acknowledge it by email. If you return to your online account to make a change, this will automatically withdraw your application. You would have to press the submit button again to ensure this new application is submitted. You'll get another email to confirm we've received this new application.

2. apply by using a Devon paper copy of the application form. They are available online at <http://devon.cc/applicationforms> or by calling My Devon on 0345 115 1019. This form is returned to the LA Admissions Team.

3. for sixth forms only, you apply using the sixth form's own form or the paper D-CAF5. This form can be used for in-year and for normal round admissions. Sixth form applications are not co-ordinated by the LA. Applications are made direct to each sixth form.

Which application form?

There is a Devon paper common application form for each different transfer group:

Form	Key Stage	Normal round into
D-CAF1	1	Reception
D-CAF2	2	Junior school
D-CAF3	3	Secondary school
D-CAF4	4	Atypical admission school
D-CAF5	5	Sixth form

When to apply?

There are National Closing dates for primary and secondary school applications:

	Apply on time between
D-CAF1	15 November to 15 January
D-CAF2	15 November to 15 January
D-CAF3	1 September to 31 October
D-CAF4	1 September to 31 October
D-CAF5	See each sixth form for dates

You can still apply after the closing date using a paper application form. Your application will be late and considered after applications that were submitted on time unless your reason for being late is accepted. This would generally be where you were **unable** to apply on time or are moving house and would have had other preferences for schools elsewhere. Applications will only be processed for the first round of offers up to the processing date for the transfer group.

Accuracy and honesty

One of the main purposes of co-ordinating normal round admissions is to ensure that applications and decisions are made in a fair, open, and transparent manner. This means that the information on an application form is accurate, up to date and honest.

Please note that we will only discuss your application with you or someone you authorise in writing. We will share the basic details of an application with another person with parental responsibility if requested to do so, unless there are lawful reasons not to.

Where a child lives

Applications are considered based on the address from which a child will attend school, not simply where the home address is now. You can apply ahead of a house move.

This is very important when a school is oversubscribed as a child's priority for a place is affected by where he or she lives.

Proof of address and residency may be required by the admission authority for a school. Offers can be withdrawn if there has been a fraudulent or intentionally misleading application so, please be honest and up to date with your information.

Moving House

You must inform us immediately of a change of address, even if you mentioned a potential future change on the application form. You may be required to provide supporting evidence to show the place where your child lives has changed: documents that can be used are tenancy agreements (if applicable), council tax and utility bills, tax credit or child benefit documents and any other information considered relevant to the application, including the disposal of the previous home. The decision whether a new address is accepted lies with the admission authority for the school. It is important to keep us informed, including where you believe that you will be moving.

Making an offer

As a part of co-ordination, the home LA will tell you the outcome of your application. In Devon, this will be an update to your online account if you applied at www.devon.gov.uk/admissionsonline and by email or by a letter posted to you if you applied on a paper form.

You will receive no more than one offer from the LA and, if one or more of your preferences is refused, you will be advised about your right of appeal and to a place on a waiting list if one is being kept.

Responding to an offer

When we make an offer on behalf of a school, the school will get in touch with you to welcome you and to make arrangements for induction or transition. You should respond to the school you have been offered as soon as possible.

If you don't respond to an offer within a reasonable time, we will try to get in touch again but if we are

unable to and you haven't responded, the offer may be withdrawn.

You don't have to get in touch just to tell the Admissions Team you accept an offer although you can tell us that you are happy to accept this and do not wish to be on any waiting lists for other schools.

Improving an offer

On the National Offer Date, it may be that you are refused your first preference school and you have an offer for your second preference school. Your child's name will be placed on the waiting list for your first preference school.

For the second round of offers, if a vacancy arises at your first preference school, you will be offered that place and the initial offer will be withdrawn and may be reallocated to another child.

If a vacancy arises after the second round of offers, it may be that the Admissions Team will contact you to confirm your latest wishes before withdrawing one offer and replacing it with an offer for a school you preferred more.

You can assist in the admissions process by telling us if you no longer want a place on a waiting list for another school.

Withdrawing an offer

When an offer is made for one of your preferred schools, we assume you accept the offer. The offer will only be withdrawn in limited circumstances.

If an error has been made by the LA or school

An offer may be withdrawn on this basis if we realise the error has been made soon afterwards and if your child has not started at the school.

If you don't respond to the offer in a reasonable period

Please make sure we have your contact details, including being able to contact you if you are away

from home temporarily. We will always try to contact you more than once with an offer.

If the offer was obtained through a fraudulent or intentionally misleading application.

If it is established that an offer was made that would not have been made if the application was hadn't been fraudulent or intentionally misleading, that offer will be reviewed. Your application will be reconsidered using correct information as far as that is possible. It may be that an offer would have been made anyway. If an offer would not have been made, we will reach a decision whether to withdraw the offer. We will seek a view from the school and may withdraw an offer even if your child has started at the school (no later than the end of the autumn term).

Please be aware that if an offer for your first preference school is withdrawn, your second and third preference schools may be full. The alternative offer school may be further away from home, without an entitlement to free school transport.

Responding to a refusal

If your application is refused and an alternative school is offered, you should contact that school to make arrangements for admission unless you want to decline the offer. Please tell us or the school in writing or by email if you want to turn down an offer.

Accepting an alternative offer or applying for other schools doesn't affect your child's place on a waiting list or your right of appeal.

You can apply for other schools if you wish. You can't make another application for the same school in the same academic year unless the school's admission authority accepts that your child's circumstances have significantly changed.

Waiting Lists

All schools **must** hold a waiting list at least up to the end of December in their intake year(s). Schools in Devon keep lists in all year groups if there is unmet demand. You will be required to reapply at the end of the academic year.

Sixth forms do not hold waiting lists after the end of the first term in year 12.

Waiting lists are kept in order according to a school's oversubscription criteria and are not affected by the length of time a child is on the list. Your child's place on the list may go down when a new application is received with a higher priority, or it could go up when a child higher up comes off the list for any reason.

It is possible that another child may be offered a place even though there is a waiting list. This may happen when a child's EHCP names the school, when a child's appeal is successful, for looked after children and previously looked after children or (for applications made in-year) for children allocated a place under the Hard to Place or In-Year Fair Access Protocol.

Places are offered to children on the waiting list when there is a vacancy, not simply when a child leaves. For example, if a school is full when there are 60 children in year group 5 and a 61st child is admitted for any reason, the school is still considered to be full at 60. This is because that 61st admission will have been for a child considered vulnerable under admissions policies. That disadvantage to **that child** if not offered a place outweighed prejudice to efficient education or the efficient use of resources that would be caused for the school. The intention is that the number of children will fall back to 60 as children leave. When the number falls to 59, there is a vacancy that can be offered to the waiting list.

Linked school priority does not apply for in-year admissions. Waiting lists are amended at the end of the normal round.

The Right of Appeal

Whenever a formal application for admission to school is refused, the applicant has the right of appeal to a panel that is independent of the school's admission authority (and of the LA).

There is no right of appeal if a place is offered in a different year group at the school. This could happen if a parent applied for a place in Reception, out of the child's normal age group and the school offers admission to Year 1.

When you submit an appeal, it must be heard within 40 school days of the deadline for submitting appeals.

Appeals are separate from the waiting list – the Panel members must not know where a child is on a waiting list. They will consider the appeal in one or two stages.

Appeals are likely to be heard remotely by video or telephone call.

Young people can appeal in their own name if they will be 16 at admission.

Who will be at an appeal?

At an appeal will be:

- three Panel members: volunteers who will have been trained to hear them and reach a decision that will be binding on the school and the person making the appeal.
- the appeal clerk: advises the Panel on the law and keeps a written record.
- a presenting officer: who will defend the appeal on behalf of the school.
- the parent(s) who can ask questions of the presenting officer and put forward a case why a place should be made available.

Also:

- parents can be accompanied by a friend.
- the school may provide another person to answer specific questions.
- with the agreement of parent and Panel, another person may attend as an observer, often for experience of the process as a

potential new panel member, clerk or presenting officer.

At Stage One of an appeal, the presenting officer will make a case that the school has lawful admission arrangements, that they have been applied properly and that there would be a 'prejudice to efficient education or the efficient use of resources' if another child was admitted. This is what is meant by the school being full. The Panel and parent can ask questions to examine the case made for the school.

- If the Panel **doesn't accept the school's case**, the appeal will be upheld, and one or more places will be made available at the school.
- If the Panel **does accept the school's case**, the appeal will move to a second stage.

At Stage Two of an appeal, parent will be invited to make a case that a place should be made available at the school even though the Panel has accepted the school's case. Parent must then make a case that the needs of this child outweigh prejudice to efficient education. The Panel and the presenting officer may ask questions of the parent.

- If the Panel **does accept the parent's case**, the appeal will be upheld, and a place will be made available at the school.
- If the Panel **doesn't accept the parent's case**, the appeal will be dismissed.

Infant Class Size Legislation (ICSL) Appeals

There is a different process where an application has been refused for a place in a reception, Year 1, or Year 2 class (or a mixed year group class where most of the children are of Year 2 age).

ICSL cases are reviews of the original decision and only consider information that was available to the admission authority when the original decision was made to refuse admission. This is a more limited appeal process under which the Panel can only examine four questions:

1. Whether admission would breach the ICSL of 30 children in a class with a single teacher. This is a question of fact.
2. Whether the school has lawful admission arrangements.
3. Whether the admission arrangements (including LA co-ordination) were applied correctly.
4. Whether the decision to refuse was reasonable.

There will be a formal second stage to an ICSL review where the Panel considers multiple cases.

There is no appeal against the decision of an Appeal Panel. There is recourse to complain about the procedure if you believe that the appeal itself was not conducted properly.

For further information and guidance about the appeals process, visit:

<https://www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-appeals/>

Permitted Exceptions to ICSL

There is a legal limit of 30 children in a Key Stage One class with a single teacher: Reception, Year 1 or Year 2 or a mixed year group class where most of the children are Key Stage One age.

There are several exceptions to this limit which means that there are some Key Stage One classes in some schools across Devon with more than 30 children. The Permitted Exceptions are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school.
- b) looked after children and previously looked after children admitted outside the normal admissions round.
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process.

- d) children admitted after an independent appeals panel upholds an appeal.
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- f) children of UK service personnel admitted outside the normal admissions round.
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Options for Reception admission

Children are entitled to start in school from the beginning of the September term after their fourth birthday but do not have to start then. They must be in full time education from the beginning of the term following the fifth birthday when he or she will reach the compulsory school age (CSA). This is mainly an issue for normal round admissions but can affect an in-year admission request for a reception place.

For children who will still be aged 4 at admission, parents who are offered a place in-year can still either:

- take up a full-time place as soon as possible, or
- opt for the school's part-time offer, or
- defer admission to the school until later in the same academic year.

Deferred admission

As a parent, you have the right to defer your child's admission until the CSA: the beginning of the term following their fifth birthday. This is a decision for you as a parent to make. We would advise you to take all factors into account including the advice of the headteacher at the school, other education professionals and any health or social care professionals working with your child.

If you wish to defer admission, you must inform the headteacher of the school which has been allocated. That place will be held open up to the start of the term after your child's fifth birthday within that academic year and will not be offered to another child. If you don't let the headteacher know and your child doesn't start on the date offered, the place may be withdrawn and offered to another child.

If a summer-born child defers admission to year 1 in the following September, the place will not be held open and there would have to be a fresh application.

When can my child defer admission?

5 th birthday	Defer until
1 September to 31 December	the start of the spring term in January
1 January to 31 March	the start of the spring term in January OR to the start of the summer term in April
1 April to 31 August	the start of the spring term in January OR to the start of the summer term in April OR to the start of the autumn term in September*
*with a fresh application for a Year 1 place or into Reception with a request for delayed admission	

Delayed admission

If you are a parent of a summer-born child, you can choose a start in school at the CSA when your child is five rather than when he or she is four. That will be either in the chronological year group (Reception) or as a delayed admission (Year 1).

You can't choose which year group your child will start in but can request delayed admission. The school's admission authority will agree or refuse your request in what it sees as the best interests of your child.

Children whose first admission to school was delayed or who have been move back a year must seek agreement from the next school in their career to remain out of their chronological year group. You should raise this with any school you are interested as soon as possible.

We invite parents to put their requests for delayed admission in writing and schools to respond in writing, using guidance and forms that are available in the **Delayed Admission** folder at devon.cc/admissions

Early admission

Admission is not offered earlier than the official offer date of September, when a child would not have reached his or her fourth birthday. Parents can request admission as a three-year-old. The admissions authority will say whether they agree or not.

Transfer to junior schools

Junior schools admit children from the start of Year 3 and the intention is that they provide the next school on from infant schools. When children reach the end of Year 2 at an infant school, they must leave and join another school. To enable them to do that, we write to their parents about the application process. This takes place while we write to the parents of children known to us in pre-schools who are eligible to apply for a Reception place - at the end of October.

Although most children who start in Year 3 at junior schools are from infant schools, it is open to any Year 2 child to apply for transfer to a junior school. Those who are at a named feeder infant school will have priority for admission, but any Year 2 child can apply to join a junior school as part of the school's normal round of admissions.

Parents of children in an infant school don't have to apply for a junior school but they do have to make arrangements for education after Year 2. This could be at a primary school, an independent school or to be home educated.

Applications to join year 3 at a primary school are not normal round applications. Instead, the application would be for an in-year admission, made from the summer half-term of Year 2. These applications are considered alongside any other applications for a September start in Year 3. There is no additional priority for admission to a primary school for children moving from an infant school.

Transfer to first, middle, and high schools

In some parts of the country, state-funded education is not organised with primary and secondary schools (or with infant, junior and secondary schools). Elsewhere, there is a first, middle and high school system, within which children transfer at different ages.

The intake into first schools is at the same time as primary and infant schools.

The intakes for middle and high schools are different to the transfer points in Devon. Nevertheless, the parent of a Devon resident child might want to apply for a middle or high school in another county: either because it is close enough to home or ahead of a house move into that area. To enable this, Devon will forward applications it receives to the appropriate LA.

Transfer to independent schools

Parents who wish to make arrangements for their children to be admitted to a fee-paying, independent school must do so direct with the establishment. Applications that name a fee-paying school will be disregarded.

Transfer to schools outside England

Applications for places in schools elsewhere in the United Kingdom or overseas are not co-ordinated by the LA. Applications that name these schools will be disregarded.

Transfer to atypical admission schools

Atypical admission schools are studio schools and university technical colleges (UTCs). The intakes for these schools are at the beginning of Key Stage 4 – usually Year 10. They also have sixth forms.

When young people are in the last year of Key Stage 3 at their secondary school, they are asked to think about their Options for Key Stage 4. This will often be in Year 9 though some secondary schools operate with 3 academic years for Key Stage 4 which means Options decisions are taken in Year 8. Options can include GCSE subjects or other, vocational courses.

Previously, these courses for 14-year-olds have been available only in secondary schools and have been an internal matter within a school. A further Option is to transfer to a studio school or UTC. These are **atypical admission schools** that take young people only from Key Stage 4 onwards and offer them general GCSE subjects and a specialism. Devon has one atypical school: the South Devon UTC in Newton Abbot.

The South Devon UTC is an option for students specialising in Engineering, Water, and the Environment. There are other studio schools and UTCs in neighbouring LAs.

What are Studio Schools and UTCs?

They are state-funded comprehensive schools offering education in Key Stage 4 and Key Stage 5 (post-16 education). Young people can choose to seek a place here instead of studying for GCSEs or vocational courses at a secondary school. They have longer days and there is a greater focus on work experience and learning through links with local businesses.

How to apply

Studio schools and UTCs can opt out of normal round co-ordination and accept applications direct to the schools themselves. South Devon UTC takes part in co-ordination.

When to apply

The application timescale matches other secondary schools: the closing date is 31 October.

Are they compulsory?

No.

There is no requirement to transfer from secondary school to a studio school or UTC. There are no studio schools or UTCs in most parts of the county and many young people will be unable to travel to and from them each day. Whether a parent or a young person applies to transfer is entirely a matter of preference. For most young people in Devon, the decision will be to stay at their current secondary school as they move from Key Stage 3 to Key Stage 4. As with any decision on Options, we very much encourage parents and young people to discuss the future in-school, visit other establishments if they wish, and to fully consider what is available locally.

The LA does not encourage or discourage any particular educational route.

Admission to sixth form

Young people in England reach the end of compulsory education on the last Friday in the June of the academic year of their 16th birthday. There is a requirement to remain in work-based training or education until the age of 18 but the school leaving age is 16.

For most young people, they reach the end of Key Stage 4 in Year 11 when they turn 16. The next step is to move onto post-16 education and Key Stage 5 with a choice between a school sixth form or a Further Education (FE) College. Applications to sixth forms and FE Colleges are not co-ordinated by the LA. Young people must apply direct to them - parents apply for education places while a child is of statutory school age, parents, or the young people themselves can apply for a post-16 place. The offer of places will be by each sixth form individually, not by the LA. For young people who opt to attend a sixth form in Year 12, either at a secondary school or at a studio school or a UTC, that will either be at the establishment they attended in Year 11 or at a new one.

Internal candidates for sixth form

If they stay at their Year 11 school (as most do), there is no requirement to make a formal application. This is because he or she is already on roll at that school. This does not guarantee a place on any particular course as the academic criteria for courses must be met by all candidates unless the admission arrangements allow for this to be waived.

External candidates for sixth form

Young people who want to move to a sixth form at a different school must apply. A sixth form can't refuse admission on behavioural grounds but could refuse if it was oversubscribed, just as in any other Year Group. There will be a PAN for sixth form where this is a normal intake point for young people. That PAN only relates to external candidates and not those moving from Year 11 within the school. The same published academic requirements for the courses themselves apply for external as well as internal candidates.

Which application form?

Devon doesn't co-ordinate applications so any application must be direct to the school sixth form. This will either be on an application form provided by the school or by using a common application form provided by the LA. (LAs must make one available for parents and young people to use. In Devon, it is the D-CAF5). The school's website and admissions policy will make it clear which should be used. As applications are not co-ordinated, the closing date and the date when decisions are sent to applicants can vary from one sixth form to the next. Offers for admission may be subject to reaching the required academic standards, confirmed in August when GCSE results are published. Only external candidates need to complete a formal application form.

All candidates will be asked to complete an Options form, telling the school about the subjects of interest. This will be used for planning purposes but must not inform the decision whether the place is available.

Interviews

Sixth forms cannot interview candidates or use information on Options forms as grounds to refuse admission. Guidance meetings will take place - these should enable the young person to make a fully informed decision about a preferred school and preferred courses.

In-Year Fair Access Protocol

Co-ordination of the normal round of admissions in Devon ends at the end of August each year. Applications for places in the intake year groups that are made from the beginning of September are made under the In-Year Co-ordinated Admission Scheme.

Most applications are successful, but others will be refused because the school is full. In some cases, the child will be considered under Devon's Fair Access Protocol. The outcome may be to allocate a place at a school that would otherwise be full.

As the name indicates, the In-Year Fair Access Protocol only applies to in-year admissions, not to admission applications made in the normal round.

Further information is available in the In-Year Admissions Guide.

Flexi-schooling

Applications for admission to school are for children to take a full-time place. A child can be placed on a reduced or part-time timetable if there is agreement that he or she wouldn't benefit from full-time education for medical or other reasons. Children below the CSA (before the start of the term after their fifth birthday) can opt for part-time attendance.

Flexi-schooling can be agreed where a parent requests that some of the child's education takes place away from the school, arranged by the parent. The LA supports the position of the DfE that flexi-schooling is appropriate for children to move to full-time education from no education because of ill-health.

Any variation from full-time education is a matter between the school and parents of pupils on the school roll. **Parents cannot apply for admission on a part-time or flexi-school basis.**

Admissions for Children in Care

Children in care are Looked After Children (LAC). Applications for children in Care must be made by a person with parental responsibility. This will be either the parent of a child is voluntarily in the Care of the LA or an officer of the LA – either a social worker or other person acting for the corporate parent. Foster carers should not make admissions applications.

Children who were looked after but are now either adopted or under a Special Guardianship Order or a Child Arrangements Order are Previously Looked After Children (PLAC) for admissions purposes. Admissions applications can be made by whomever has parental responsibility. We ask for contact details of a social worker who can verify your child's status to be included in the application.

To benefit from PLAC status in admissions, a child must have been placed on one of the qualifying Orders immediately on coming out of Care.

For children who are in Care or are PLAC, we ask schools to admit even when otherwise full.

Once a place is confirmed, the Virtual School will arrange for a **Planning For Success** meeting so that they, the schools, social worker, carer, any relevant professional working with the child and – where appropriate – the child can discuss any support strategies that may be required and agree on a start date in the school.

In Devon, admissions for Children in Care are supported through an Admissions Lead working with the Virtual School – at: educate.childrenincareadmissions-mailbox@devon.gov.uk

Education Transport

LAs are responsible for providing free home to school transport for eligible children. It is not a universal right for transport to be provided for every child to any school. It is important to check whether there is an entitlement for your child and, if not, consider carefully how your child is going to get to school for the whole of the time he or she is there.

Transport is provided for a single journey to and from school at the beginning and end of the school day. It is not provided for foreign exchange students, taking friends home to tea, to work experience placements and induction days.

Your child will be entitled to free transport provided by Devon County Council if he or she meets eligibility criteria set out in the 2023-26 Education Transport Policies – see <http://devon.cc/lapolicies>. This includes all Devon-resident children who attend the **closest school to home** or a single **catchment school** for the main home address. There are distance criteria for this – your child will be expected to walk up to two miles to a primary school and three miles to a secondary school. There is additional entitlement for secondary school children from **low-income households**.

Catchment schools are also called designated schools.

Some parts of the county have more than one catchment school. The LA recognises no more than one catchment school for each property for transport eligibility purposes. There is further information about this in a list of exceptions to catchment school transport at:

<https://www.devon.gov.uk/educationandfamilies/school-designated-areas>.

Catchment areas can change from one year to the next and you should ensure you check the correct map for this academic year.

LAs only provide transport for children who are resident in their area. If your child attends a Devon

school but lives in Torbay, you should contact Torbay Council about transport eligibility.

How do you check if your child is eligible?

You can check your child's catchment school at <https://www.devon.gov.uk/educationandfamilies/school-designated-areas>.

How are distances measured?

Walking distances are measured using the shortest available walking route. This may include roads, recognised footpaths, and bridleways. The measurement is made between the nearest entrance to your child's home (for example, the front door) and the nearest entrance the school grounds. Private driveways in schools are not included in the measurement. Distances are measured using Devon's geographic information system (GIS). Other mapping systems are not considered.

What if you applied for a school because of religion or belief?

If you apply for a school because of it has a recognised religious character your child will be eligible for free transport to the closest secondary school that is between 2 and 15 miles from home if he or she lives in a low-income household. You must note this reason on your admissions application form to be considered for this eligibility.

Whose responsibility is transport to school?

Yours as the parent.

You must make sure that your child gets to and from school. You meet that responsibility when you take up an entitlement to free transport. Otherwise, you will have to make your own arrangements.

You should consider the practicalities of getting to a school that is not in walking distance if it isn't the catchment or nearest school.

Is there an appeals process?

Yes. We operate two levels of appeals to review decisions. Firstly, a review panel consisting of senior officers of the LA will look at the case you make for free or supported transport. This panel

can set aside the travel policy where a compelling need for support is demonstrated. There is a further right of appeal to a panel consisting of County Councillors. If you are unhappy with the decision about eligibility for education transport or the withdrawal of transport, please contact the Education Transport Team on 0345 155 1019 and explain the problem fully. They will advise you on your options.

Do I have to apply for school transport?

For in-year admissions, you should contact the LA on 0345 155 1019 if you believe your child may be eligible for support or wish to discuss access to a spare seat on a vehicle which is chargeable.

Are Church of England Parishes relevant?

The catchments for some faith schools include parishes which extend further than the areas which are recognised by the LA for transport purposes. There is no entitlement to free school transport on designated school grounds in these areas. If you live within such an area - that is, inside the school's admissions catchment but outside the LA recognised designated area, you will not be entitled to free school transport on designated school grounds. It may be that there is an entitlement to free transport because the school is the nearest one available. You can see the areas we recognise for transport purposes at <https://www.devon.gov.uk/educationandfamilies/school-designated-areas>.

You can check whether a parish overlaps with another school's area by looking at its oversubscription criteria and any map held by the school. This applies to Feniton, to St Helen's and to Lady Modiford's Church of England primary schools.

Transport sustainability

It's our vision that Devon will be the 'greenest' county in England and that every child will be able to travel to school as healthily, sustainably and, most of all, as safely as possible. Please consider when selecting a school for your child, the proximity and accessibility of the school to your

home. Daily physical exercise in the form of walking, cycling, and walking for a bus or train are all beneficial for your child's health, as well as being sociable, better for your pocket and better for the local and global environment. Devon works with a hierarchy of travel options giving priority to walking and cycling, then school and public transport followed lastly by taxi and car travel. For more information: stplans@devon.gov.uk

Your local school could be filled by 'positive' preferences. If you don't apply for your local or catchment school on time your child may be allocated to a school further from home. There is no automatic entitlement to transport support under these circumstances and transport will be your responsibility.

Other local authority areas and transport

A primary school in another county may be closer to your child's home than the nearest Devon school. If the school in Devon that you would like your child to go to is not your designated school, and there is a closer school across the county boundary, you may not be eligible for free school transport. If you live close to the boundary and you are thinking of applying for a school which is not the one designated for your child's home address, please consider how your child will get to school.

Children with SEN

If your child does not have an Education, Health and Care Plan and is attending a mainstream school or if your child has special needs or medical issues that affect their ability to walk to school or to use the transport that would be provided, please contact us on 0345 155 1019 for advice.

Where there are two sites for a school, transport entitlement is measured to the nearest site appropriate for the pupil - this applies with the Upper and Lower sites of Queen Elizabeth's in Crediton, to the two sites of Witheridge Church of England Primary School and the three sites of Sidmouth Church of England Primary School.

FAQs

What does the LA do with your application?

We will verify the details on your application with data we already hold. Details of preferences for Devon VA, foundation, academy, and free schools will be passed to them to consider. We will rank preferences for Devon community and VC schools and own admission authority schools under a Traded Service agreement. Details of preferences for schools elsewhere in England will be passed to the LA in those areas for consideration by the relevant admission authorities there. Schools are not told whether they were your first, second or third preference as that information isn't required to operate their oversubscription criteria.

We will receive ranked lists back from schools and other LAs. We will use them to process applications so that a place is offered for each child: at the most-preferred school able to offer a place or at an alternative if no preference can be met.

We will make an offer on behalf of the schools, available either online or by sending you an email or letter.

Which schools can you apply for through this process?

Any state-funded school in England (except special schools): including community, voluntary controlled, voluntary aided, foundation, academy, free, studio schools and UTCs.

You can't apply for a school outside of England.

You can't apply for an independent (fee-paying) school. If you would like places at any school other than an English state-funded school, you must contact the school or relevant body directly.

Some UTCs and studio schools elsewhere in the country may require you to apply to them direct at the normal round.

You must also apply direct to sixth forms and Further Education Colleges.

Will your preference be met?

Yes, unless meeting your preference would 'prejudice the provision of efficient education or the efficient use of resources'. If there are places available at a school, preferences will be met. For many schools, more applications will be received than the number of places available. If so, applications are prioritised based on the school's published oversubscription criteria, details of which are in the school admissions policy and at <https://new.devon.gov.uk/schools/school>.

What if a school is oversubscribed?

If a school has more applications than places, the admission authority will operate its published oversubscription criteria to prioritise applications. Places will be offered at least up to the school's PAN.

What if a school is NOT oversubscribed?

Schools rank their applications but if there are fewer (or the same number of) applications than places available its oversubscription criteria will not be used and no applicant requiring a place will be refused. You won't be offered a place, however, if another school you ranked higher can also offer a place. If your preferred school is undersubscribed, your child's address doesn't matter - though of course you must be able to get your child to and from school.

There is no obligation for a school to admit a child who has been Permanently Excluded twice, with the most recent exclusion being within the last 2 years.

What if you name a school twice?

There is no point in writing the same school down more than once – this will count as one preference and it means you may miss out on another school you could have preferred over the school you are offered. You cannot name the same school more than once on the online system.

What if you only name one school?

If you only name one school and you are refused, we will allocate a place at your catchment school

or the nearest school with a vacancy after other children have been allocated, depending on whether there are any vacancies left. This may be at a school you didn't want so, to increase your chances of being allocated a place at a school you would like, we recommend you name more than one.

Naming just one won't affect whether a place can be allocated there. (Please bear in mind that there is no compulsion for a child to transfer from a secondary school to a studio school or UTC. If an application is refused, we will not look to offer an alternative.)

What if you just want your local school?

We can't assume that you want a place at the catchment school for your address or the school your other children attend. You may have other plans for your child's education or plan to move away from the area. You **must** make an application.

What if you don't apply?

- If you don't make a Reception application for your child, we will not allocate a place for you
- If your child is in a secondary school and you don't make an application for a studio school or UTC, we will not allocate a new school
- If your child is in Year 2 at a state-funded infant school and you don't make an application, we may allocate a place in Year 3 elsewhere
- If your child is in Year 6 of a state-funded primary or junior school and you don't make an application, we may allocate a place at a secondary school.

We will only allocate a place if your child is coming to the end of their time at a state-funded school - Year 2 in an infant school or Year 6 in a junior or primary school. You should not rely on this process allocating the school you want without an application.

What about children at all-through schools?

If your child is in Year 2 or Year 6 of an all-through school, we will assume you want to stay at that

school. The school place is not at risk. You can, however, apply to transfer to Year 3 of a junior school or to Year 7 at a secondary school if you wish. It can be helpful to let us know either way.

What if you don't want a particular school?

Don't name a school if you don't want a place there - we will always try to meet your preference. If we can't offer you a place at one of your preferences, the school we offer might be one you didn't want. No places are held in reserve. Where a place is offered at a school further away than could have been offered, you may be responsible for getting your child to and from school.

What if you only complete a Supplementary Information Form (SIF)?

You won't have made a valid application if you just complete a SIF - you must complete the LA common application form as well. Similarly, if you complete a selection test registration form and your child sits the test - you must complete the LA common application form as well.

What if you don't complete a SIF?

If you don't feel your child is eligible for priority on, for example, faith grounds at that school then there is no need to complete a SIF. So long as you complete the LA form your application will be processed. If the school provides a SIF and you don't complete it, your child can't be prioritised according to the relevant over-subscription criterion.

What if you change your mind?

If you change your mind about the schools you prefer or the order of your preferences, let us know immediately. If it's before the closing date, you can amend your application with new preferences and the first application will be disregarded.

Please ensure the same person updates or signs a fresh application. If it is after the closing date, a change of preference or new request may be considered for the second round of offers. It's likely that some schools will be full, and we may not be able to offer you the place you want.

Your new or updated application will be considered as late if you cannot establish there was a good reason for not being able to make it on time.

What if your application is late?

Late applications will receive the offer of a school place but not at the expense of an application which was on time or considered to be on time. Unless you can demonstrate that you were unable to apply by the closing date - you may have moved house, or an illness or other circumstance prevented you from applying on time - your application will be considered as late. Where a change of preference is because of updated information about a new school, we will consider it to be on time up to the processing date.

Children whose applications were on time will be allocated a school place before late applications. If you are late, it may be that your local or catchment school is full.

Application after closing date but before the processing date:

- your application will be on-time if your reason for missing the closing date is accepted by the admissions authority for the school. It will be considered alongside other applications and a place offered on the offer date
- your application will be late if your reason is not accepted by the admissions authority for the school. It will be considered after on-time applications and a place offered on the offer date.

Application after the processing date:

No further applications or changes of preference will be accepted for the offer date. It may not be possible to consider changes in circumstances. Late applications will go forward alongside all others pending to a second round of allocations on the second offer date. All outstanding applications will be considered together for the second offer date.

Application after the second processing date:

These will be processed as they are received. Places will be offered when there are vacancies or the child's name will be added to the waiting list in order of the school's own oversubscription order.

Application after 31 August:

These will be considered as in-year admissions.

When will you know the result?

On the National Offer Date for primary and secondary places. If you apply online, you will receive an email on the offer date. It is your responsibility to keep your email address updated. You can also log into your online account on the offer date to find out which school has been offered. Only applications submitted using the online facility will receive an offer by email. We will send a letter by second class post on the offer date where it is expedient to do so.

What to do when you receive an offer.

If we've met your preference and your child lives in Devon, we assume the offer is accepted. We don't expect you to write to tell us you accept it – you can tell the school. Your school will be in contact shortly afterwards and all future contact should be between you and the school. If you don't wish to accept an offer, please confirm this in writing or email to the LA. This should be by the person who made the application as we will not accept that an offer has been declined by a third party.

If you don't respond to the school when it gets in touch with you, we will also try and contact you. If we can't then the offer may be withdrawn, and the place offered to another child. You should be aware of the offer date if you are likely to be away on holiday and unable to access your emails or post.

What to do if your application is refused - waiting lists and the right of appeal

Your child's name will be placed on a waiting list, and you will have the right of appeal to an Admissions Appeal Panel, independent of the school's admission authority. When we inform you

of your offer, we will explain how the appeals process works. If you are refused a place, you can also make additional preferences. The offer is not affected if you appeal. You don't risk that place by appealing elsewhere. If you are refused at a school in another LA area you should contact the school to find out about their appeals process.

Can I apply for other schools if I am unhappy about the offer I received?

Yes. You can add further preferences or remove existing preferences. You can also change the order of your preferences. The new set of preferences will be considered for the second round of offers and later.

Could my offer be withdrawn?

Ordinarily, no. Your offer will remain unless

- you turn it down in writing
- the offer was made in error
- you are offered a higher preference
- if you have provided us with fraudulent or misleading information on your application form (for instance a false claim to be living at a particular address or a false claim to have a sibling link) which prevented an offer to a child who would have been given the place, we may withdraw your offer of a place.

We or the admission authority may investigate any concerns or allegations about an application and may withdraw the offer if it is considered that there is sufficient evidence that an applicant has made a fraudulent claim or provided misleading information. If a place is withdrawn, the child will be offered a place at an alternative school that still has places available. This may be further away from home than would have been offered previously.

When will I get a place if my child is on the waiting list?

You should not assume that a place will be offered to children on a waiting list. This can only happen where other children decline their offer (if they are moving away from the area, if they have arrangements confirmed for an independent

school or elective home education, if they are themselves offered a place from the waiting list for a higher preference or if they are successful at appeal for another school). Neither the LA nor the school can guarantee when or if places will become available.

You should be aware that your child's place on the waiting list may fall. This can happen where other children with a higher priority for admission make an application for the school, where a child's priority increases because they move closer to the school or where the random allocation element of a school's tie-breaker impacts on your child's position on the waiting list.

Waiting lists do not operate on a first-come, first-served basis. There is no priority according to how long a child's name has been on it.

Once the new school term starts in September, admissions are managed under the In-Year Co-ordinated Admissions Scheme and the In-Year Fair Access Protocol. Children may be allocated places ahead of children on a waiting list.

What if my child is educated out of their normal age group?

Some children are educated out of their normal age group. This could be, for example, if they have been back-yearred or if they are summer-born and had Delayed Admission into Reception. At the end of their Year 6 in primary school, they would be of Year 8 age moving into secondary school. In these circumstances, parents will need to seek agreement from the admission authorities of their preferred school(s) that they can apply for Year 7, rather than having to go straight into Year 8.

To do this, you should approach your preferred schools in advance and get their views. The Admissions Team can assist in this process so that you can ask for your child to continue being educated out of their normal age group. You should not assume that there will be agreement and simply apply out of your child's normal age group.

Glossary and Definitions

Schools may use their own definitions for terms used in their admissions policies. The definitions below will be used unless otherwise specified in a school policy.

Academy - a state-funded school, independent of LA control. It must take part in normal round co-ordinated admissions.

All-through school - a school which admits children to primary and secondary year groups. Children in Year 6 automatically have a place in Year 7 though they can apply for another secondary school.

Catchment area - see Designated area.

Children in Care - see Looked After Children.

Children formerly Looked After or formerly in Care - children who were looked after by or provided with accommodation by Devon County Council or any other LA but were then immediately adopted or made the subject of a child arrangements order or made the subject of a special child arrangements order. It includes children who were adopted out of state care outside England. For most admissions purposes, they are considered as if they were still in Care.

Community schools - state schools in England which are wholly owned and maintained by the LA which is the admission authority with responsibility for deciding arrangements for admission.

CSA – compulsory school age. This is from the start of the term after a child's fifth birthday. It doesn't mean the child has to be in a state-funded school: it could be any form of full-time education, including Elective Home Education.

Designated area - also known as a catchment area. The geographical area served by a school. Children living in a school's designated area will have a higher priority for a place. Residence "in-area" does not guarantee admission. There is an additional entitlement in Devon to free transport where a child attends a school that is designated for the home address (minimum distances apply).

Direction to admit – the LA must consider whether a school should be directed to admit a child where it believes an application has been unlawfully refused.

Education, Health, and Care Plan - a document that acknowledges and makes provision for a child's special educational needs. A child with an EHC Plan naming a school must be admitted.

Fair Access Protocol is an admissions safety net to ensure that children who would otherwise be without access to suitable education are offered a school place. Applies to in-year admissions only, Reception up to Year 11.

Foundation schools - maintained by the LA but where the governing body is responsible for admission and appeal arrangements.

Free schools- academies governed by non-profit charitable trusts.

Home address - We will not accept more than one address as the child's home address. Where we ask for evidence of the address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this - for example, where a house move is at very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided. The terms of a child arrangements order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a child arrangements order, the LA will consider the home address to be with the parent with primary day to day care and control of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes.

Infant Class Size - classes are limited to 30 children with a single teacher in Reception, Year 1, and Year 2. Where there is an appeal, the Panel can only consider the information that was known at the time the original application was made, not new information or changes in circumstance.

In-year admissions - these take place after a Year Group has begun at a school - during Years

Reception to Year 6 in a primary, Years 3 to 6 in a junior school, Reception to Year 2 in an infant school, Years 7 to 11 in a secondary school or Years 10 to 11 in a studio school or UTC.

LA - local authority, eg Devon County Council.

Linked schools - also known as feeder or contributory schools. These are schools with links with a secondary school for transition and the curriculum. Brings priority - but not a guarantee - for admission to the secondary school.

Looked After Children - cared for or looked after by or provided with accommodation by Devon County Council or any other local authority. Also known as Children in Care.

Oversubscription criteria - the rules used to prioritise applications and decide who should be offered a place when there are more applications than places. They are not used where a school has fewer applications than there are places available.

Oversubscription criteria for in-year admissions will be the same as at the normal round transfer except that there will be no reference to attendance at a linked pre-school.

PAN - the Published Admission Number. The minimum number of children to be admitted to a school at the normal round of admissions where there are sufficient applications.

Parents - A parent is any person who has parental responsibility of care for the child. When we say parent, we also mean carer or guardian.

Preference - The school named in an admissions application. When we say "expressing a preference" we mean making an application that names a school.

Sibling - a brother or sister - This will be a full, adopted half or stepbrother or sister and will include a full, adopted half or stepbrother or sister living at a different address. Foster children will count as those living within the foster household or where appropriate, the natural parental home address.

SLA – School leaving age. This is the last Friday in June in the academic year when a child reaches the age of 16.

Supplementary Information Form (SIF) - All parents who list their preferred schools on an LA common application form are regarded as having

made valid applications. An additional form may also allow applicants to be considered under faith criteria for faith schools, where there is an Exceptional Need to attend the school, because of a parent being a member of staff at the school, for boarding schools and for selective schools. In all cases, a Common Application Form must be completed. It is a parent's responsibility to check whether a SIF is required and to provide evidence if that is necessary.

Voluntary Aided schools - these schools have a religious ethos. The governing body is responsible for admission and appeal arrangements. These schools usually prioritise children of their faith.

Voluntary Controlled schools - these are schools in England which are maintained by the local authority with a Foundation (generally religious) which appoints some of the governing body. The LA is the admission authority.

Further information and support

Independent Admissions Appeals Panels

consider appeals by parents whose children have been refused admission to their preferred school. Members of the independent panels consider the cases put forward by the parents and the schools and decide whether the appeal should be upheld. Appeals for any school in Devon can be heard by the Devon Panel.

The Department for Education (DfE) is responsible for education and children's services in England. The DfE is a ministerial department, supported by several agencies and public bodies. www.gov.uk/government/organisations/department-for-education

The Education and Skills Funding Agency (ESFA) is an executive agency of the DfE, managing funding to support all state-funded education. The ESFA has a role in dealing with complaints about academies. <http://www.gov.uk/government/organisations/education-and-skills-funding-agency>

A parent, LA, or other interested party can object to **The Office of the Schools' Adjudicator (OSA)** against any admissions policy believed to be unfair and in breach of the School Admissions Code or other relevant legislation. <http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

The Children's Education Advisory Service (CEAS) is a service organisation funded by the Ministry of Defence. It was established to provide information and support to service families and eligible MOD civilians on all aspects of the education of their children in the UK and overseas. <http://www.gov.uk/government/groups/the-childrens-education-advisory-service-ceas>

Diocese Boards of Education offer specialist information, advice and support to schools, academies, trusts, and federations where schools have a recognised religious character.

Exeter Diocese, Church of England

<https://exeter.anglican.org/schools/>

Salisbury Diocese, Church of England

<https://www.salisbury.anglican.org/schools>

Catholic Diocese of Plymouth

<https://www.plymouth-diocese.org.uk>

ACE Education Advice and Training

ACE provides independent advice and information on state education for parents and carers.

<http://www.ace-ed.org.uk/>

0300 0115 142

Devon Information Advice and Support (DIAS)

DiAS offers information and advice about special educational needs and disabilities (SEND). It supports children and young people with SEND, and their parents and carers. The service is impartial and confidential.

<https://devonias.org.uk/>

devondias@devon.gov.uk

01392 383080

Neighbouring LAs

The contact details for the five neighbouring LAs:

Cornwall

0300 123 101

schooladmissions@cornwall.gov.uk

www.cornwall.gov.uk/admissions

Dorset

01305 221060

admissions@dorsetcc.gov.uk

www.dorsetforyou.com/schooladmissions

Plymouth

01752 307469

school.admissions@plymouth.gov.uk

www.plymouth.gov.uk/schooladmissions

Somerset

0845 456 4038

schooladmissions@somerset.gov.uk

www.somerset.gov.uk/admissions

Torbay

01803 208908

pupil.services@torbay.gov.uk

www.torbay.gov.uk/schooladmissions

Term Dates for 2024-25

These are the school terms recommended by Devon County Council, giving 197 days for the academic year. Each school should nominate 5 staff training days and 2 occasional holidays from this, giving 190 days when children are expected to attend a maintain school. Each can also choose to vary its school terms. Academies do not have the same legal requirement to deliver 190 days.

School's dates are available on school websites and at www.devon.gov.uk/schools/school

		September 2024					October 2024				
M		2	9	16	23	30		7	14	21	28
T		3	10	17	24		1	8	15	22	29
W		4	11	18	25		2	9	16	23	30
T		5	12	19	26		3	10	17	24	31
F		6	13	20	27		4	11	18	25	
		November 2024					December 2024				
M			4	11	18	25	2	9	16	23	30
T			5	12	19	26	3	10	17	24	31
W			6	13	20	27	4	11	18	25	
T			7	14	21	28	5	12	19	26	
F		1	8	15	22	29	6	13	20	27	
		January 2025					February 2025				
M			6	13	20	27		3	10	17	24
T			7	14	21	28		4	11	18	25
W		1	8	15	22	29		5	12	19	26
T		2	9	16	23	30		6	13	20	27
F		3	10	17	24	31		7	14	21	28
		March 2025					April 2025				
M		3	10	17	24	31		7	14	21	28
T		4	11	18	25		1	8	15	22	29
W		5	12	19	26		2	9	16	23	30
T		6	13	20	27		3	10	17	24	
F		7	14	21	28		4	11	18	25	
		May 2025					June 2025				
M			5	12	19	26	2	9	16	23	30
T			6	13	20	27	3	10	17	24	
W			7	14	21	28	4	11	18	25	
T		1	8	15	22	29	5	12	19	26	
F		2	9	16	23	30	6	13	20	27	
		July 2025					August 2025				
M			7	14	21	28		4	11	18	25
T		1	8	15	22	29		5	12	19	26
W		2	9	16	23	30		6	13	20	27
T		3	10	17	24	31		7	14	21	28
F		4	11	18	25		1	8	15	22	29
School holidays					School term time				Bank holidays		

Year Groups for 2024-25

Year group	Born between		age	Key Stage
Reception	1 September 2019	31 August 2020	4-5	1
1	1 September 2018	31 August 2019	5-6	1
2	1 September 2017	31 August 2018	6-7	1
3	1 September 2016	31 August 2017	7-8	2
4	1 September 2015	31 August 2016	8-9	2
5	1 September 2014	31 August 2015	9-10	2
6	1 September 2013	31 August 2014	10-11	2
7	1 September 2012	31 August 2013	11-12	3
8	1 September 2011	31 August 2012	12-13	3
9	1 September 2010	31 August 2011	13-14	3
10	1 September 2009	31 August 2010	14-15	4
11	1 September 2008	31 August 2009	15-16	4
12	1 September 2007	31 August 2008	16-17	5
13	1 September 2006	31 August 2007	17-18	5

List of Devon Schools 2024-25

The PAN is the number published for the first intake to the school in September 2024. For All-through schools, the number of places available in Year 7 is more than the Year 7 PAN. It is the capacity of the registration groups in place, accommodating Year 6 pupils who have moved up to Year 7 and new Year 7 admissions for external students. Please contact sixth forms for information about the PAN and number of places available.

DfE	Type of school	Phase	School	PAN
2400	Community	Primary	Abbotskerswell Primary School	15
3305	Academy	Primary	All Saints Church of England Primary School (Axminster)	20
3608	Academy	Primary	All Saints Marsh Church of England Academy	17
2017	Academy	Primary	Alphington Primary School	60
2200	Foundation	Primary	Appledore School	30
2401	Academy	Primary	Ashburton Primary School	30
3070	Academy	Primary	Ashleigh CofE Primary School	30
2201	Community	Primary	Ashwater Primary School	8
4024	Free	Secondary	Atlantic Academy	60
3100	Academy	Primary	Aveton Gifford CofE Primary School	15
3300	Voluntary Aided	Primary	Awliscombe Church of England Primary School	15
4021	Academy	Secondary	Axe Valley Academy	150
2000	Academy	Primary	Axminster Community Primary Academy	30
3771	Academy	Primary	Bampton Church of England Primary School	20
2085	Foundation	Primary	Bassetts Farm Primary School	60
2206	Academy	Primary	Beaford Community Primary & Nursery School	15
3115	Academy	Primary	Bearnes Voluntary Primary School	15
3303	Academy	Primary	Beer Church of England Primary School	16
2094	Academy	Primary	Bere Alston Primary Academy	30
3101	Academy	Primary	Berry Pomeroy Parochial Church of England Primary School	15
3053	Voluntary Controlled	Primary	Berrynarbor Church of England Primary School	12
3768	Voluntary Aided	Primary	Bickleigh Down Church of England Primary School	60
3165	Academy	Primary	Bickleigh on Exe Church of England Primary School	22
4019	Academy	Secondary	Bideford College	300

4019	Academy	Sixth Form	Bideford College Sixth Form	30
2210	Community	Primary	Bishops Nympton Primary School	10
2211	Foundation	Primary	Bishops Tawton Primary School	24
2402	Community	Primary	Bishopsteignton School	30
3056	Academy	Primary	Black Torrington Church of England Primary School	8
2403	Academy	Primary	Blackawton Primary School	20
3102	Academy	Primary	Blackpool Church of England Primary School	45
2601	Academy	Primary	Boasley Cross Community Primary School	10
2717	Academy	Primary	Bolham Community Primary School	15
2404	Community	Primary	Bovey Tracey Primary School	40
2002	Community	Primary	Bow Community Primary School	20
2042	Academy	Primary	Bowhill Primary School	75
2212	Academy	Primary	Bradford Primary School	10
2472	Community	Primary	Bradley Barton Primary School and Nursery Unit	60
2213	Academy	Primary	Bradworthy Primary Academy	30
3001	Voluntary Controlled	Primary	Brampford Speke Church of England Primary School	10
3002	Voluntary Controlled	Primary	Branscombe Church of England Primary School	10
2214	Academy	Primary	Bratton Fleming Community Primary School	20
4053	Academy	Secondary	Braunton Academy	150
2230	Academy	Primary	Brayford Academy	7
2602	Academy	Primary	Bridestowe Primary School	12
3057	Academy	Primary	Bridgerule Church of England Primary School	10
2051	Academy	Primary	Brixington Primary Academy	60
2004	Academy	Primary	Broadclyst Community Primary School	60
3003	Voluntary Controlled	Primary	Broadhembury Church of England Primary School	8
2408	Academy	Primary	Broadhempston Village Primary School	10
2409	Academy	Primary	Buckfastleigh Primary School	30
2218	Foundation	Primary	Buckland Brewer Primary School	10
3004	Academy	Primary	Burlescombe Church of England Primary School	12
2215	Foundation	Primary	Caen Community Primary School	60
2476	Community	Primary	Canada Hill Community Primary School	45

2720	Foundation	Primary	Castle Primary School	60
3151	Academy	Primary	Chagford Church of England Primary School	30
3104	Academy	Primary	Charleton Church of England Academy	12
2006	Academy	Primary	Cheriton Bishop Community Primary School	10
2007	Community	Primary	Cheriton Fitzpaine Primary School	15
2410	Academy	Primary	Christow Primary School	12
3105	Voluntary Controlled	Primary	Chudleigh Church of England Community Primary School	60
3106	Academy	Primary	Chudleigh Knighton Church of England Primary School	15
4054	Academy	Secondary	Chulmleigh Community College	150
2219	Academy	Primary	Chulmleigh Primary School	30
2220	Academy	Primary	Clawton Primary School	15
3777	Community	Primary	Clyst Heath Nursey and Community Primary School	45
2008	Foundation	Primary	Clyst Hydon Primary School	10
2009	Community	Primary	Clyst St Mary Primary School	30
4009	Academy	Secondary	Clyst Vale Community College	180
4009	Academy	Sixth Form	Clyst Vale Community College Sixth Form	17
2411	Academy	Primary	Cockwood Primary School	12
5400	Academy	Secondary	Colyton Grammar School	155
5400	Academy	Sixth Form	Colyton Grammar School Sixth Form	56
2096	Academy	Primary	Colyton Primary Academy	30
2222	Academy	Primary	Combe Martin Primary School	30
4112	Academy	Secondary	Coombeshead Academy	210
4112	Academy	Sixth Form	Coombeshead Academy Sixth Form	30
2011	Foundation	Primary	Copplestone Primary School	30
3152	Voluntary Controlled	Primary	Cornwood Church of England Primary School	15
2025	Community	Primary	Countess Wear Community School	45
4013	Academy	All-through	Cranbrook Education Campus	60 - 60
4010	Foundation	Secondary	Cullompton Community College	180
2015	Community	Primary	Culmstock Primary School	20
3107	Academy	Primary	Dartington Church of England Academy	45
6905	Academy	All-through	Dartmouth Academy	30 - 30

6905	Academy	Sixth Form	Dartmouth Academy	
4101	Academy	Secondary	Dawlish College	150
2431	Community	Primary	Decoy Primary School	60
2416	Community	Primary	Denbury Primary School	17
3108	Academy	Primary	Diptford Parochial Church of England Primary School	12
2417	Foundation	Primary	Doddiscombesleigh Primary School	10
3454	Academy	Primary	Dolton Church of England Primary School	10
3308	Academy	Primary	Drake's Church of England Primary School	15
2418	Academy	Primary	Dunsford Community Academy	12
2419	Academy	Primary	East Allington Primary School	15
2223	Community	Primary	East Anstey Primary School	7
2224	Academy	Primary	East Worlington Primary School	10
2207	Community	Primary	East-The-Water Community Primary School	60
2204	Academy	Primary	Eden Park Academy	30
2603	Academy	Primary	Ermington Primary School	25
3153	Academy	Primary	Exbourne Church of England Primary School	12
2043	Foundation	Primary	Exeter Road Community Primary School	30
2420	Community	Primary	Exminster Community Primary	60
4012	Academy	Secondary	Exmouth Community College	390
4012	Academy	Sixth Form	Exmouth Community College Sixth Form	15
2022	Academy	Primary	Exwick Heights Primary School	60
3311	Voluntary Aided	Primary	Farway Church of England Primary School	8
3312	Voluntary Aided	Primary	Feniton Church of England Primary School	30
2225	Foundation	Primary	Filleigh Community Primary School	15
2226	Academy	Primary	Fremington Primary School	60
2044	Academy	Primary	Gatehouse Primary Academy	60
3059	Voluntary Controlled	Primary	Georgeham Church of England (VC) Primary School	15
3060	Voluntary Controlled	Primary	Goodleigh Church of England Primary School	10
3061	Voluntary Controlled	Primary	Great Torrington Bluecoat Church of England Primary School	75
4055	Academy	Secondary	Great Torrington School	200
2604	Academy	Primary	Gulworthy Primary School	10

2718	Foundation	Primary	Halberton Primary School	13
2228	Community	Primary	Halwill Community Primary School	15
3604	Academy	Primary	Harbertonford Church of England Primary School	15
2229	Foundation	Primary	Hartland Primary School	20
2605	Community	Primary	Hatherleigh Community Primary School	30
3012	Academy	Primary	Hawkchurch Church of England School	8
3779	Community	Primary	Haytor View Community Primary School	30
2012	Community	Primary	Hayward's Primary School	60
2448	Community	Primary	Hazeldown School	60
2723	Foundation	Primary	Heathcoat Primary School	60
2047	Academy	Primary	Hemyock Primary School	30
2421	Academy	Primary	Hennock Community Primary School	7
3062	Academy	Primary	High Bickington Church of England Primary Academy	12
2255	Academy	Primary	Highampton Community Primary School	7
2432	Community	Primary	Highweek Community Primary and Nursery School	60
2607	Academy	Primary	Holbeton Primary School	15
3063	Voluntary Controlled	Primary	Holsworthy Church of England Primary School	45
4056	Academy	Secondary	Holsworthy Community College	120
3064	Academy	Primary	Holywell Church of England School	14
4004	Academy	Secondary	Honiton Community College	150
4004	Academy	Sixth Form	Honiton Community College Sixth Form	20
2048	Community	Primary	Honiton Primary School	60
2608	Foundation	Primary	Horrabridge Primary and Nursery School	30
2231	Community	Primary	Horwood and Newton Tracey Community Primary School	14
2087	Academy	Primary	Ide Primary School	15
3065	Voluntary Controlled	Junior	Ilfracombe Church of England Junior School	90
2232	Community	Infant	Ilfracombe Infant and Nursery School	120
3110	Academy	Primary	Ilsington Church of England Primary School	12
2233	Foundation	Primary	Instow Community Primary School	20
2423	Foundation	Primary	Ipplepen Primary School	30
4006	Academy	Secondary	Isca Academy	168

4184	Academy	Secondary	Ivybridge Community College	360
4184	Academy	Sixth Form	Ivybridge Community College Sixth Form	25
3111	Academy	Primary	Kenn Church of England Primary School	15
3013	Voluntary Controlled	Primary	Kentisbeare Church of England Primary School	25
2234	Community	Primary	Kentisbury Primary School	8
2424	Academy	Primary	Kenton Primary School	15
2050	Community	Primary	Kilmington Primary School	15
4109	Academy	Secondary	King Edward VI Community College	150
4109	Academy	Sixth Form	King Edward VI Community College Sixth Form	30
2235	Foundation	Primary	Kings Nympton Community Primary School	10
2257	Foundation	Primary	Kingsacre Primary School	30
4110	Academy	Secondary	Kingsbridge Community College	203
4110	Academy	Sixth Form	Kingsbridge Community College Sixth Form	35
2425	Community	Primary	Kingsbridge Community Primary School	60
3112	Voluntary Controlled	Primary	Kingskerswell Church of England Primary School	60
2065	Free	Primary	Kingsteignton School	30
2427	Academy	Primary	Kingswear Community Primary School	12
3755	Academy	Primary	Lady Modiford's Church of England Primary School	15
3307	Academy	Primary	Lady Seaward's Church of England Primary School	15
2026	Community	Infant	Ladysmith Infant and Nursery School	90
2027	Community	Junior	Ladysmith Junior School	90
3154	Academy	Primary	Lamerton Church of England Primary School	8
2236	Academy	Primary	Landkey Community Primary Academy	30
2079	Community	Primary	Landscore Primary School	60
3606	Academy	Primary	Landscope Church of England Primary School	15
2237	Community	Primary	Langtree Community School and Nursery Unit	12
2260	Academy	Primary	Lapford Community Primary School	15
3155	Academy	Primary	Lew Trenchard Church of England Primary School	12
2612	Academy	Primary	Lifton Community Academy	25
3028	Voluntary Controlled	Primary	Littleham Church of England Primary School	30
2049	Academy	Primary	Littletown Primary Academy	60

2428	Community	Primary	Loddiswell Primary School	15
2613	Academy	Primary	Lydford Primary School	8
3014	Voluntary Controlled	Primary	Lympstone Church of England Primary School	30
3455	Voluntary Aided	Primary	Lynton Church of England Primary School	17
3114	Voluntary Controlled	Primary	Malborough with South Huish Church of England Primary School	15
2610	Academy	Primary	Manor Primary School, Ivybridge	30
3607	Voluntary Aided	Primary	Marldon Church of England Primary School	30
2045	Foundation	Primary	Marpool Primary School	60
2238	Foundation	Primary	Marwood School	17
2622	Community	Primary	Mary Tavy and Brentor Community Primary School	15
4020	Free	All-through	Matford Brook Academy	60 - 150
3753	Academy	Primary	Meavy Church of England Primary School	16
2052	Academy	Primary	Membury Primary Academy	7
2614	Community	Primary	Milton Abbot School	15
2715	Community	Primary	Modbury Primary School	30
2095	Free	Primary	Monkerton Community Primary School	60
2239	Community	Primary	Monkleigh Primary School	15
2028	Foundation	Primary	Montgomery Primary School	60
3462	Academy	Primary	Morchard Bishop Church of England Primary School	20
2430	Academy	Primary	Moretonhampstead Primary School	25
3320	Academy	Primary	Mrs Ethelston's Church of England Primary Academy	25
2053	Academy	Primary	Musbury Primary School	10
2258	Academy	Primary	Newport Community School Primary Academy	60
5404	Academy	Secondary	Newton Abbot College	240
5404	Academy	Sixth Form	Newton Abbot College Sixth Form	80
3156	Academy	Primary	Newton Ferrers Church of England Primary School	15
2054	Community	Primary	Newton Poppleford Primary School	30
2055	Community	Primary	Newton St Cyres Primary School	20
2029	Community	Primary	Newtown Primary School	30
2240	Academy	Primary	North Molton Primary School	15
2615	Academy	Primary	North Tawton Community Primary School and Nursery	30

3157	Academy	Primary	Northlew and Ashbury Parochial Church of England Primary School	7
3015	Voluntary Controlled	Primary	Offwell Church of England Primary School	17
4183	Academy	Secondary	Okehampton College	250
4183	Academy	Sixth Form	Okehampton College Sixth Form	30
2616	Academy	Primary	Okehampton Primary School and Foundation Unit	90
2727	Academy	Primary	Orchard Vale Community School	45
3316	Academy	Primary	Otterton Church of England Primary School	12
2056	Foundation	Primary	Ottery St Mary Primary School	60
2036	Academy	Primary	Our Lady and St Patrick's Roman Catholic Primary School	30
3452	Academy	Primary	Our Lady's Catholic Primary School, Barnstaple	30
2241	Foundation	Primary	Parkham Primary School	10
3066	Voluntary Controlled	Primary	Parracombe Church of England Primary School	8
3016	Voluntary Controlled	Primary	Payhembury Church of England Primary School	15
3451	Academy	Junior	Pilton Bluecoat Church of England Academy	66
4060	Academy	Secondary	Pilton Community College	270
2205	Community	Infant	Pilton Infants' School	60
3328	Voluntary Aided	Primary	Pinhoe Church of England Primary School	60
3017	Voluntary Controlled	Primary	Plymtree Church of England Primary School	15
2617	Academy	Primary	Princetown Community Primary School	10
4003	Academy	Secondary	Queen Elizabeth's	210
4003	Academy	Sixth Form	Queen Elizabeth's Sixth Form	15
3772	Voluntary Aided	Primary	Rackenford Church of England Primary School	14
3317	Academy	Primary	Rockbeare Church of England Primary School and Pre-school	12
2093	Free	Primary	Roundswell Community Primary Academy	60
2474	Academy	Primary	Rydon Primary School	60
3124	Academy	Primary	Salcombe Church of England Primary School	12
3019	Academy	Primary	Sampford Peverell Church of England Primary School	15
2059	Community	Primary	Sandford School	30
2060	Community	Primary	Seaton Primary School	60
2440	Academy	Primary	Shaldon Primary School	30
2618	Community	Primary	Shaugh Prior Primary School	10

2243	Community	Primary	Shebbear Community School	10
2071	Free	Primary	Sherford Vale School	60
2244	Community	Primary	Shirwell Community Primary School	8
2062	Community	Primary	Shute Community Primary School	12
3020	Academy	Primary	Sidbury Church of England Primary School	25
3318	Academy	Primary	Sidmouth Church of England Primary School	90
4011	Academy	Secondary	Sidmouth College	150
4011	Academy	Sixth Form	Sidmouth College Sixth Form	10
3022	Voluntary Controlled	Primary	Silverton Church of England Primary School	20
2441	Academy	Primary	South Brent Primary School	30
4108	Academy	Secondary	South Dartmoor Community College	240
4108	Academy	Sixth Form	South Dartmoor Community College Sixth Form	25
4017	UTC	KS4	South Devon UTC	150
4017	UTC	Sixth Form	South Devon UTC Sixth Form	25
4057	Foundation	Secondary	South Molton Community College	150
2245	Community	Primary	South Molton Community Primary School	45
3459	Voluntary Aided	Primary	South Molton United Church of England Primary School	30
2619	Academy	Primary	South Tawton Primary School	30
2216	Foundation	Primary	Southmead School	60
2021	Free	Primary	Sparkwell All Saints Primary School	15
2089	Foundation	Primary	Spreyton School	6
3306	Academy	Primary	St Andrew's Church of England Primary Academy	20
3752	Voluntary Aided	Primary	St Andrew's Church of England Primary School	30
2061	Academy	Primary	St Andrew's Primary School	60
3605	Voluntary Aided	Primary	St Catherine's Church of England Primary School	30
3008	Academy	Primary	St David's Church of England Primary School	15
2031	Academy	Primary	St Gabriels Church of England Primary School	30
3461	Voluntary Aided	Infant	St George's Church of England (VA) Infant and Nursery School	60
2242	Community	Primary	St Giles-on-the-Heath Community School	15
3450	Academy	Primary	St Helen's Church of England School	30
2082	Free	Primary	St James Church of England Primary and Nursery School	30

4016	Academy	Secondary	St James School	196
3603	Academy	Primary	St John the Baptist Roman Catholic Primary School, Dartmouth	12
3773	Academy	Primary	St John's Catholic Primary School, Tiverton	30
3310	Academy	Primary	St Joseph's Catholic Primary School, Exmouth	30
3610	Academy	Primary	St Joseph's Catholic Primary School, Newton Abbot	30
2013	Academy	Primary	St Leonard's (CofE) Primary School	90
4028	Academy	Secondary	St Luke's Church of England School	196
3457	Voluntary Aided	Junior	St Margaret's Church of England (Aided) Junior School	60
3005	Voluntary Aided	Primary	St Martin's CofE Primary & Nursery School	60
3301	Academy	Primary	St Mary's Catholic Primary School, Axminster	20
3602	Academy	Primary	St Mary's Catholic Primary School, Buckfast	30
3069	Voluntary Controlled	Primary	St Mary's Church of England Primary School, Bideford	60
3751	Voluntary Aided	Primary	St Mary's Church of England Primary School, Brixton	15
2030	Academy	Primary	St Michael's Church of England Primary Academy	60
3128	Voluntary Controlled	Primary	St Michael's Church of England Primary School	60
2005	Academy	Primary	St Nicholas Catholic Primary School	45
4607	Voluntary Aided	Secondary	St Peter's Church of England Aided School	261
2057	Academy	Junior	St Peter's Church of England Junior School	30
3304	Voluntary Aided	Primary	St Peter's Church of England Primary School	40
3163	Academy	Infant	St Rumon's Church of England Infants School	30
3323	Academy	Primary	St Sidwell's Church of England Primary School and Nursery	30
2032	Academy	Primary	St Thomas Primary School	30
2442	Academy	Primary	Starcross Primary School	30
2246	Academy	Primary	Sticklepath Community Primary Academy	60
3023	Academy	Primary	Stockland Church of England Primary Academy	15
3024	Voluntary Controlled	Primary	Stoke Canon Church of England Primary School and Pre-school	15
2443	Academy	Primary	Stoke Fleming Community Primary School	30
2444	Academy	Primary	Stoke Gabriel Primary School	15
2033	Community	Infant	Stoke Hill Infant and Nursery School	90
2034	Community	Junior	Stoke Hill Junior School	90
2445	Foundation	Primary	Stokeinteignhead School	15

2446	Community	Primary	Stokenham Area Primary School	30
2709	Academy	Primary	Stowford School	60
3460	Voluntary Aided	Primary	Swimbridge Church of England Primary School	15
4182	Academy	Secondary	Tavistock College	240
4182	Academy	Sixth Form	Tavistock College Sixth Form	50
2623	Foundation	Primary	Tavistock Primary & Nursery School	60
2088	Academy	Primary	Tedburn St Mary School	17
5402	Academy	Secondary	Teign School	210
5402	Academy	Sixth Form	Teign School Sixth Form	23
4120	Academy	Secondary	Teignmouth Community School, Exeter Road	180
4120	Academy	Sixth Form	Teignmouth Community School, Exeter Road Sixth Form	25
3774	Academy	Primary	Teignmouth Community School, Mill Lane	40
3309	Voluntary Aided	Primary	The Beacon Church of England (VA) Primary School	30
2070	Academy	Primary	The Clinton Church of England Primary School	10
2003	Academy	Primary	The Duchy School Bradninch	30
2609	Community	Primary	The Erme Primary School	25
2461	Community	Primary	The Grove School	45
4001	Academy	Secondary	The Ilfracombe Church of England Academy	210
4001	Academy	Sixth Form	The Ilfracombe Church of England Academy Sixth Form	30
4005	Academy	Secondary	The King's School	180
4005	Academy	Sixth Form	The King's School Sixth Form	30
4059	Academy	Secondary	The Park Community School	300
2090	Community	Primary	The Topsham School	30
4029	Free	All-through	Thomas Hall School	60-30
3025	Voluntary Controlled	Primary	Thorverton Church of England Primary School	15
3612	Academy	Primary	Thurlestone All Saints Church of England Academy	19
2719	Academy	Primary	Tidcombe Primary School	30
3319	Voluntary Aided	Primary	Tipton St John Church of England Primary School	15
4192	Foundation	Secondary	Tiverton High School	280
2092	Academy	Primary	Totnes St John's Church of England Primary School	30
2046	Voluntary Aided	Primary	Trinity Church of England Voluntary Aided Primary and Nursery School	60

2721	Foundation	Primary	Two Moors Primary School	60
2072	Academy	Primary	Uffculme Primary School	30
5405	Academy	Secondary	Uffculme School	216
2710	Academy	Primary	Ugborough Primary School	25
2248	Academy	Primary	Umberleigh Primary Academy	8
3026	Voluntary Controlled	Primary	Uplowman Church of England Primary School	8
2073	Community	Primary	Upottery Primary School	15
3313	Academy	Primary	Webber's Church of England Primary School	12
2624	Academy	Primary	Wembury Primary School	30
3123	Academy	Primary	West Alvington Church of England Academy	12
2209	Community	Primary	West Croft School	90
2249	Community	Primary	West Down School	15
4023	Academy	Secondary	West Exe School	260
2058	Foundation	Primary	West Hill Primary School	30
2064	Academy	Primary	Westcliff Primary Academy	60
2067	Free	Primary	Westclyst Community Primary School	60
2074	Community	Primary	Whimple Primary School	20
2039	Academy	Infant	Whipton Barton Infants and Nursery School	60
2040	Academy	Junior	Whipton Barton Junior School	60
2625	Academy	Primary	Whitchurch Community Primary School	30
2463	Academy	Primary	Widecombe-in-the-Moor Primary	10
2722	Academy	Primary	Wilcombe Primary School	30
2075	Community	Primary	Willand School	60
2084	Academy	Primary	Willowbank Primary School	60
2724	Community	Primary	Willowbrook School	60
2252	Foundation	Primary	Winkleigh Primary School	30
3068	Academy	Primary	Witheridge Church of England Primary Academy	20
3011	Voluntary Controlled	Primary	Withycombe Raleigh Church of England Primary School	90
3620	Voluntary Aided	Primary	Wolborough Church of England (Aided) Nursery and Primary School	30
3321	Voluntary Aided	Primary	Woodbury Church of England Primary School	30
3322	Voluntary Aided	Primary	Woodbury Salterton Church of England Primary School	15

2716	Academy	Primary	Woodlands Park Primary School	60
2001	Academy	Primary	Woodwater Academy	45
2253	Academy	Primary	Woolacombe School	30
2254	Foundation	Primary	Woolsery Primary School	20
3375	Academy	Primary	Wynstream Primary School Academy	60
2626	Academy	Primary	Yealmpton Primary School	30
2091	Academy	Primary	Yeo Valley Primary School	30
2076	Academy	Primary	Yeoford Community Primary School	10

List of Schools in other LA areas supported by Devon 2024-25

The Devon Admissions Team provides advisory support for the following schools in Bournemouth, Christchurch and Poole (839-), Cornwall (931), Dorset (838), Plymouth (879), Somerset (933), and Torbay (880). This includes support for the schools and their admission authorities with policy formulation, consultation, ranking applications, general admissions advice and at appeal. In-Year applications should be made to the relevant LAs.

DfE	Type of school	Phase	School	PAN
880-3615	Academy	Primary	All Saints Babbacombe Church of England Primary School	30
880-3103	Academy	Primary	Brixham Church of England Primary School	30
879-3763	Academy	Primary	Cathedral School of St Mary	17
839-3686	Academy	Primary	Christ the King Catholic Primary School	60
880-3600	Academy	Primary	Collaton St Mary Church of England Primary School	30
880-2000	Academy	Primary	Ellacombe Church of England Academy	50
880-3619	Academy	Primary	Galmpton Church of England Primary School	30
879-3761	Academy	Primary	Holy Cross Catholic Primary School	45
933-4274	Academy	Secondary	Holyrood Academy	232
933-4274	Academy	Sixth Form	Holyrood Academy Sixth Form	20
880-3119	Academy	Primary	Isham Church of England Academy	25
908-2052	Academy	Primary	Jacobstow Community Academy	15
879-3762	Academy	Primary	Keyham Barton Catholic Primary School	30
908-3183	Academy	Primary	Marhamchurch Church of England Primary Academy	20
933-2110	Academy	Primary	Neroche Primary School	30
879-4605	Academy	Secondary	Notre Dame RC School	140
879-4605	Academy	Sixth Form	Notre Dame RC School Sixth Form	100
879-2699	Academy	Junior	Old Priory Junior Academy	30
880-2438	Academy	Primary	Oldway Primary School	90
880-3614	Academy	Primary	Our Lady of the Angels Catholic Primary School	30
879-3760	Academy	Infant	Plympton St Mary's CofE Infant School	30
838-2014	Academy	Primary	Portesham Church of England Primary School	15
880-3617	Academy	Primary	Priory Catholic Primary School	30

880-2473	Academy	Primary	Roselands Primary School	45
880-3613	Academy	Primary	Scared Heart Catholic Primary School	30
880-2468	Academy	Primary	Shiphay Learning Academy	60
838-3670	Academy	Primary	St Augustine's Catholic Primary School	30
879-4002	Academy	Secondary	St Boniface Catholic College	80
879-3757	Academy	Primary	St Budeaux CofE Primary Academy	20
838-3400	Academy	Primary	St Catherine's Catholic Primary School, Bridport	30
879-3162	Academy	Primary	St Edward's Church of England Primary School and Nursery	30
879-2001	Academy	Primary	St George's Church of England Primary Academy	15
908-3463	Academy	Primary	St John's Catholic Primary School, Camborne	30
879-3765	Academy	Primary	St Joseph's Catholic Primary School, Plymouth	30
839-3611	Academy	Primary	St Joseph's Catholic Primary School, Poole	60
880-3601	Academy	Primary	St Margaret Clitherow Catholic Primary School	30
908-3184	Academy	Primary	St Mark's Church of England School, Mortenstow	12
838-3401	Academy	Primary	St Mary and St Joseph's Catholic Primary School	30
880-3616	Academy	Primary	St Marychurch Church of England Primary School	30
838-3404	Academy	Primary	St Mary's Catholic First School, Dorchester	30
908-3718	Academy	Primary	St Mary's Catholic Primary School, Bodmin	30
908-3388	Academy	Primary	St Mary's Catholic Primary School, Falmouth	30
838-3402	Academy	Primary	St Mary's Catholic Primary School, Marnhull	30
908-3306	Academy	Primary	St Mary's Catholic Primary School, Penzance	30
839-3612	Academy	Primary	St Mary's Catholic Primary School, Poole	60
838-3406	Academy	Primary	St Mary's Catholic Primary School, Swanage	30
879-2002	Academy	Primary	St Matthew's Church of England Primary and Nursery Academy	90
880-2005	Free	Primary	St Michael's Church of England Academy	30
879-2003	Academy	Primary	St Paul's Roman Catholic Primary School	30
879-3759	Academy	Primary	St Peter's Church of England Primary School	30
879-3766	Academy	Primary	St Peter's Roman Catholic Primary School	30
880-3618	Academy	Primary	Torre Church of England Academy	45
880-3120	Academy	Primary	Upton St James Primary School	15
880-3121	Academy	Primary	Warberry Church of England Academy	60

Contact Details for Devon County Council

You can call the My Devon Call Centre on 0345 155 1019 to speak to an advisor who will connect you to the relevant teams if necessary.

School Admissions	admissions@devon.gov.uk
Independent Appeals Panel	appeals@devon.gov.uk
Admissions for Children in Care	educate.childrenincareadmissions-mailbox@devon.gov.uk
Admissions and Transport Policy	schoolsadmissionpolicy-mailbox@devon.gov.uk

D-CAF1 – School Admissions Application Form



Normal Round Admission to Primary School

At the first intake into a state-funded Primary, Infant or First School 2024-25.

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Reception in September 2024, your child will have been born between **1 September 2019 and 31 August 2020** (inclusive). Applications can be submitted for a place out of a child's chronological year group. Use this form even if you plan to defer admission to later in the school year or, if your child was born between April and August, you are considering delayed admission to September 2025.

Name or "express a preference for" 1, 2, or 3 schools. You don't need to name 3 schools, but we advise parents who apply for a school which is not the catchment school to consider naming more than 1 and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools at <http://devon.cc/schoolpolicy>)

You are strongly advised to read the Step by Step Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email admissions@devon.gov.uk

Applications may be considered late and at a disadvantage if submitted after **15 January 2024**. This form cannot be used after 31 August 2024.

You can apply online at www.devon.gov.uk/admissionsonline

Section A – details about the child	
Applications for children with an Education, Health and Care Plan will be forwarded to the SEND Statutory Service (0-25). This will not affect the school this child will attend. Please tell us here if this child has an EHCP.	YES / NO
Schools are not obliged to admit a child who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this child has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	Reception
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	
The address must be where the child is normally resident. If you expect to move from this address before September 2024, you must let us know as this may affect your application. The Admissions Service will confirm with you whether a change of address is accepted and whether evidence is required.	
New address if moving, with postcode	
Moving date	

Current school or setting		
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO	
If so, please give contact details		
Is this child a member of a UK Service or Crown Servant family being relocated?	YES / NO	
Is this child a multiple birth child – a twin or a triplet etc?	YES / NO	
Is this child eligible for Pupil Premium funding?	YES / NO	
Section B – details about the applicant		
Forename		
Surname		
Address if different to the child		
Email address		
Daytime telephone number		
Relationship to the child		
Do you have parental responsibility for this child?	YES / NO	
Is this child subject to a private fostering arrangement?	YES / NO	
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO	
Is there a court order in place that might affect this application?	YES / NO	
If you have answered YES to any of the previous 3 questions, please give details		
Section C – details about the schools		
<p>You can name one, two, three or four schools as your preferences. It is important you name them in the order you would most like a place - if a place could be offered at more than one of the schools you name, a place will only be offered at your highest preference school that can offer a place.</p> <p>Check whether there is a Supplementary Information Form for Devon schools at http://devon.cc/schoolpolicy Check schools elsewhere direct with the school or the LA for that area.</p>		
First preference school – where you would most like a place		
Name of school		
Do you believe this child is eligible for sibling priority for this school?	YES / NO	
If so, please tell us the sibling's name and date of birth		

You can give reasons for your preference below if you wish:

Third preference school – where you would next like a place

Name of school	
Do you believe this child is eligible for sibling priority for this school?	YES / NO
If so, please tell us the sibling's name and date of birth	
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.	YES / NO
Are you selecting this school because you believe this child lives in the catchment area?	YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.	YES / NO

You can give reasons for your preference below if you wish:

Section D – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that your child is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

- I confirm that the details on this form are accurate.
- I understand I must inform the school or School Admissions Team if this child's circumstances change before admission; for example, there is a house move.
- I understand transport to a school I prefer which is not the nearest available or recognised as the designated school for transport purposes, in Devon or in a neighbouring county, may be my responsibility. I have read information on transport eligibility including exceptions to designated school eligibility at www.devon.gov.uk/school_transport and also at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas
- I understand it is my responsibility to check whether I am required by a school's admissions policy to complete a Supplementary Information Form (SIF) as necessary.
- I understand that where I have completed an Exceptional Social or Medical Need Supplementary Information Form it is my responsibility to provide supporting evidence from a relevant professional
- I have read the Step by Step admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the individual school admissions policies and the Local Authority's co-ordinated admissions scheme - for Devon at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies> or by contacting schools and LAs elsewhere as appropriate.
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at admissions@devon.gov.uk or 0345 155 1019.
- I understand that foreign nationals, who wish to apply for a state-funded school place, should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Your signature

Your name (please print)

Date

Return to the School Admissions Service, Room L60, County Hall, Exeter EX2 4QU or to the school you name as first preference between 15 November 2023 and 15 January 2024 (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by the named schools and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the school or visit www.devon.gov.uk/accesstoinformation/data-protection.

August 2023

D-CAF2 – School Admissions Application Form



Normal Round Transfer to Junior School

At the first intake into a state-funded Junior School for 2024-25.

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 3 in September 2024, your child will have been born between **1 September 2016 and 31 August 2017** (inclusive). Applications can be submitted for a place out of a child's chronological year group.

Name or "express a preference for" 1, 2 or 3 schools. You don't need to name 3 schools, but we advise parents who apply for a school which is not the catchment school to consider naming more than 1 and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools at <http://devon.cc/schoolpolicy>)

You are strongly advised to read the Step by Step Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email admissions@devon.gov.uk

Applications may be considered late and at a disadvantage if submitted after **15 January 2024**. This form cannot be used after 31 August 2024.

You can apply online at www.devon.gov.uk/admissionsonline

Section A – details about the child	
Applications for children with an Education, Health and Care Plan will be forwarded to the SEND Statutory Service (0-25). This will not affect the school this child will attend. Please tell us here if this child has an EHCP.	YES / NO
Schools are not obliged to admit a child who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this child has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	3
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	
The address must be where the child is normally resident. If you expect to move from this address before September 2024, you must let us know as this may affect your application. The Admissions Service will confirm with you whether a change of address is accepted and whether evidence is required.	
New address if moving, with postcode	
Moving date	

Current school or setting		
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO	
If so, please give contact details		
Is this child a member of a UK Service or Crown Servant family being relocated?	YES / NO	
Is this child a multiple birth child – a twin or a triplet etc?	YES / NO	
Is this child eligible for Pupil Premium funding?	YES / NO	
Section B – details about the applicant		
Forename		
Surname		
Address if different to the child		
Email address		
Daytime telephone number		
Relationship to the child		
Do you have parental responsibility for this child?	YES / NO	
Is this child subject to a private fostering arrangement?	YES / NO	
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO	
Is there a court order in place that might affect this application?	YES / NO	
If you have answered YES to any of the previous 3 questions, please give details		
Section C – details about the schools		
<p>You can name one, two or three schools as your preferences. It is important you name them in the order you would most like a place - if a place could be offered at more than one of the schools you name, a place will only be offered at your highest preference school that can offer a place.</p> <p>Check whether there is a Supplementary Information Form for Devon schools at http://devon.cc/schoolpolicy Check schools elsewhere direct with the school or the LA for that area.</p>		
First preference school – where you would most like a place		
Name of school		
Do you believe this child is eligible for sibling priority for this school?	YES / NO	
If so, please tell us the sibling's name and date of birth		

You can give reasons for your preference below if you wish:

Third preference school – where you would next like a place

Name of school		
Do you believe this child is eligible for sibling priority for this school?		YES / NO
If so, please tell us the sibling's name and date of birth		
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.		YES / NO
Are you selecting this school because you believe this child lives in the catchment area?		YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.		YES / NO

You can give reasons for your preference below if you wish:

Section D – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that your child is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

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- I understand it is my responsibility to check whether I am required by a school's admissions policy to complete a Supplementary Information Form (SIF) as necessary.
- I understand that where I have completed an Exceptional Social or Medical Need Supplementary Information Form it is my responsibility to provide supporting evidence from a relevant professional
- I have read the Step by Step admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the individual school admissions policies and the Local Authority's co-ordinated admissions scheme - for Devon at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies> or by contacting schools and LAs elsewhere as appropriate.
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at admissions@devon.gov.uk or 0345 155 1019
- I understand that foreign nationals, who wish to apply for a state-funded school place, should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Your signature

Your name (please print)

Date

Return to the School Admissions Service, Room L60, County Hall, Exeter EX2 4QU or to the school you name as first preference between 15 November 2023 and 15 January 2024 (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by the named schools and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the school or visit www.devon.gov.uk/accesstoinformation/data-protection.

August 2023

D-CAF3 – School Admissions Application Form



Normal Round Transfer to Secondary School

At the first intake into a state-funded Secondary School for 2024-25

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 7 in September 2024, your child will have been born between **1 September 2012 and 31 August 2013** (inclusive). Applications can be submitted for a place out of a child's chronological year group.

Name or "express a preference for" 1, 2, or 3 schools. You don't need to name 3 schools, but we advise parents who apply for a school which is not the catchment school to consider naming more than one and to include the catchment school. Parents applying for one or more selective schools should consider naming at least one non-selective school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools at <http://devon.cc/schoolpolicy>)

You are strongly advised to read the Step by Step Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email admissions@devon.gov.uk

Applications may be considered late and at a disadvantage if submitted after **31 October 2023**. This form cannot be used after 31 August 2024.

You can apply online at www.devon.gov.uk/admissionsonline

Section A – details about the child	
Applications for children with an Education, Health and Care Plan will be forwarded to the SEND Statutory Service (0-25). This will not affect the school this child will attend. Please tell us here if this child has an EHCP.	YES / NO
Schools are not obliged to admit a child who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this child has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	7
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	
The address must be where the child is normally resident. If you expect to move from this address before September 2024, you must let us know as this may affect your application. The Admissions Service will confirm with you whether a change of address is accepted and whether evidence is required.	
New address if moving, with postcode	
Moving date	

Current school or setting		
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO	
If so, please give contact details		
Is this child a member of a UK Service or Crown Servant family being relocated?	YES / NO	
Is this child a multiple birth child – a twin or a triplet etc?	YES / NO	
Is this child eligible for Pupil Premium funding?	YES / NO	
Section B – details about the applicant		
Forename		
Surname		
Address if different to the child		
Email address		
Daytime telephone number		
Relationship to the child		
Do you have parental responsibility for this child?	YES / NO	
Is this child subject to a private fostering arrangement?	YES / NO	
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO	
Is there a court order in place that might affect this application?	YES / NO	
If you have answered YES to any of the previous 3 questions, please give details		
Section C – details about the schools		
<p>You can name one, two or three schools as your preferences. It is important you name them in the order you would most like a place - if a place could be offered at more than one of the schools you name, a place will only be offered at your highest preference school that can offer a place.</p> <p>Check whether there is a Supplementary Information Form for Devon schools at http://devon.cc/schoolpolicy Check schools elsewhere direct with the school or the LA for that area.</p>		
First preference school – where you would most like a place		
Name of school		
Do you believe this child is eligible for sibling priority for this school?	YES / NO	
If so, please tell us the sibling's name and date of birth		

You can give reasons for your preference below if you wish:

Third preference school – where you would next like a place

Name of school		
Do you believe this child is eligible for sibling priority for this school?		YES / NO
If so, please tell us the sibling's name and date of birth		
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.		YES / NO
Are you selecting this school because you believe this child lives in the catchment area?		YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.		YES / NO

You can give reasons for your preference below if you wish:

Section D – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that your child is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

- I confirm that the details on this form are accurate.
- I understand I must inform the school or School Admissions Team if my child's circumstances change before admission; for example, there is a house move.
- I understand transport to a school I prefer which is not the nearest available or recognised as the designated school for transport purposes, in Devon or in a neighbouring county, may be my responsibility. I have read information on transport eligibility including exceptions to designated school eligibility at www.devon.gov.uk/school_transport and also at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas
- I understand it is my responsibility to check whether I am required by a school's admissions policy to complete a school entrance test Registration Form or Supplementary Information Form (SIF) as necessary.
- I understand that where I have completed an Exceptional Social or Medical Need Supplementary Information Form it is my responsibility to provide supporting evidence from a relevant professional
- I have read the Step by Step admissions guide or the In-Year admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the individual school admissions policies and the Local Authority's co-ordinated admissions scheme - for Devon at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies> or by contacting schools and LAs elsewhere as appropriate.
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at admissions@devon.gov.uk or 0345 155 1019.
- I understand that foreign nationals, who wish to apply for a state-funded school place, should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Your signature

Your name (please print)

Date

Return to the School Admissions Service, Room L60, County Hall, Exeter EX2 4QU or to the school you name as first preference between 1 September 2023 and 31 October 2023 (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by the named schools and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the school or visit www.devon.gov.uk/accesstoinformation/data-protection.

August 2023

D-CAF4 – School Admissions Application Form



Normal Round Transfer to a Key Stage 4 School

At the first intake into a state-funded Studio School or University Technical College for 2024-25.

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 10, your child will have been born between **1 September 2009 and 31 August 2010** (inclusive). Applications can be submitted for a place out of a child's chronological year group.

Name or "express a preference for" 1, 2 or 3 schools. You don't need to name 3 schools, but we advise parents who apply for a school which is not the catchment school to consider naming more than one and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools at <http://devon.cc/schoolpolicy>)

You are strongly advised to read the Step by Step Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email admissions@devon.gov.uk

Applications may be considered late and at a disadvantage if submitted after **31 October 2023**. This form cannot be used after 31 August 2024.

You can apply online at www.devon.gov.uk/admissionsonline

Section A – details about the child	
Applications for children with an Education, Health and Care Plan will be forwarded to the SEND Statutory Service (0-25). This will not affect the school this child will attend. Please tell us here if this child has an EHCP.	YES / NO
Schools are not obliged to admit a child who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this child has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	
The address must be where the child is normally resident. If you expect to move from this address before September 2024, you must let us know as this may affect your application. The Admissions Service will confirm with you whether a change of address is accepted and whether evidence is required.	
New address if moving, with postcode	
Moving date	

Current school or setting		
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO	
If so, please give contact details		
Is this child a member of a UK Service or Crown Servant family being relocated?	YES / NO	
Is this child a multiple birth child – a twin or a triplet etc?	YES / NO	
Is this child eligible for Pupil Premium funding?	YES / NO	
Section B – details about the applicant		
Forename		
Surname		
Address if different to the child		
Email address		
Daytime telephone number		
Relationship to the child		
Do you have parental responsibility for this child?	YES / NO	
Is this child subject to a private fostering arrangement?	YES / NO	
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO	
Is there a court order in place that might affect this application?	YES / NO	
If you have answered YES to any of the previous 3 questions, please give details		
Section C – details about the schools		
<p>You can name one, two or three schools as your preferences. It is important you name them in the order you would most like a place - if a place could be offered at more than one of the schools you name, a place will only be offered at your highest preference school that can offer a place.</p> <p>Check whether there is a Supplementary Information Form for Devon schools at http://devon.cc/schoolpolicy Check schools elsewhere direct with the school or the LA for that area.</p>		
First preference school – where you would most like a place		
Name of school		
Do you believe this child is eligible for sibling priority for this school?	YES / NO	
If so, please tell us the sibling's name and date of birth		

You can give reasons for your preference below if you wish:

Third preference school – where you would next like a place

Name of school		
Do you believe this child is eligible for sibling priority for this school?		YES / NO
If so, please tell us the sibling's name and date of birth		
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.		YES / NO
Are you selecting this school because you believe this child lives in the catchment area?		YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.		YES / NO

You can give reasons for your preference below if you wish:

Section D – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that your child is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

- I confirm that the details on this form are accurate.
- I understand I must inform the school or School Admissions Team if this child's circumstances change before admission; for example, there is a house move.
- I understand transport to a school I prefer which is not the nearest available or recognised as the designated school for transport purposes, in Devon or in a neighbouring county, may be my responsibility. I have read information on transport eligibility including exceptions to designated school eligibility at www.devon.gov.uk/school_transport and also at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas
- I understand it is my responsibility to check whether I am required by a school's admissions policy to complete a Supplementary Information Form (SIF) as necessary.
- I understand that where I have completed an Exceptional Social or Medical Need Supplementary Information Form it is my responsibility to provide supporting evidence from a relevant professional
- I have read the Step by Step admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the individual school admissions policies and the Local Authority's co-ordinated admissions scheme - for Devon at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies> or by contacting schools and LAs elsewhere as appropriate.
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at admissions@devon.gov.uk or 0345 155 1019.
- I understand that foreign nationals, who wish to apply for a state-funded school place, should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Your signature

Your name (please print)

Date

Return to the School Admissions Service, Room L60, County Hall, Exeter EX2 4QU or to the school you name as first preference between 1 September 2023 and 31 October 2023 (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by the named schools and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the school or visit www.devon.gov.uk/accesstoinformation/data-protection.

August 2023

D-CAF5 – School Admissions Application Form



To a School Sixth Form

At the first intake or for in-year admission into a state-funded Sixth Form College for 2024-25.

This form can be used by a student in their own name or by their parent (or carer). It can be used for admission to any state-funded sixth form within the county of Devon regardless of the home address of the student. Devon-resident students seeking admission to a sixth form outside Devon should approach the sixth form directly.

This form can be used for the normal round into year 12 or for in-year admissions into year 12 or 13. For year 12, the student will have been born between **1 September 2007 and 31 August 2008** (inclusive). Applications can be submitted for a place out of a student's chronological year group.

Check whether the sixth form asks you to provide evidence by completing a Supplementary Information Form as well as this form (check at <http://devon.cc/schoolpolicy>).

You are strongly advised to read the Step by Step Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email admissions@devon.gov.uk

Normal round applications for year 12 may be considered late and at a disadvantage if submitted after the closing date set by the sixth form you are interested in.

This form should only be used for external candidates, seeking to transfer to a new setting at year 12. Internal candidates moving on from year 11 to year 12 at the same setting are not required to make a formal application. (Internal and External candidates will be asked to complete an Options Form to indicate the courses they wish to study. An Options Form is not an admissions application form.)

Section A – details about the student

Applications for students with an Education, Health and Care Plan will be forwarded to the SEND Statutory Service (0-25). This will not affect the setting this student will attend. Please tell us here if this student has an EHCP.	YES / NO
Schools are not obliged to admit a student who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this student has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	
The address must be where the student is normally resident. If you expect to move from this address before September 2024, you must let us know as this may affect your application. The sixth form will confirm with you whether a change of address is accepted and whether evidence is required.	
New address if moving, with postcode	

Moving date	
Current school or setting	
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO
If so, please give contact details	
Is this student a member of a UK Service or Crown Servant family being relocated?	YES / NO
Is this student a multiple birth child – a twin or a triplet etc?	YES / NO
Is this student eligible for Pupil Premium funding?	YES / NO
Section B – details about the applicant	
Forename	
Surname	
Address if different to the student	
Email address	
Daytime telephone number	
Relationship to the student	
If you are the student and you are submitting the application, you do not need to answer the following questions in this section.	
Do you have parental responsibility for this student?	YES / NO
Is this student subject to a private fostering arrangement?	YES / NO
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO
Is there a court order in place that might affect this application?	YES / NO
If you have answered YES to any of the previous 3 questions, please give details	
Section C – details about the sixth form	
You can only name one sixth form or post-16 setting on this form. It cannot be used for Further Education College applications.	
Check whether there is a Supplementary Information Form at http://devon.cc/schoolpolicy	
Name of sixth form	
Do you believe this student is eligible for sibling priority for this school?	YES / NO

Your signature

Your name (please print)

Date

Return to the sixth form or post-16 setting you name before its published closing date for applications (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by the named setting and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.qcsx.gov.uk. For more information about Data Protection, please contact the setting or visit www.devon.gov.uk/accesstoinformation/data-protection.

August 2023