

Application for In-Year Admission to a Devon School

For admissions after the normal intake into a school for children regardless of their home address.
Only for schools in the Devon LA area - this does not include schools in Torbay or the city of Plymouth.

You should read the **NOTES** on Page 4 and ask for advice if you are unclear before completing this form.

Section 1 - About your child (or children - please make it clear where information does not relate to all)

Legal Forename (and preferred name if different)	Legal Surname (and preferred name if different)	Date of Birth	Gender	Year Group	In Care*	EHCP SEN*
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

*In Care includes formerly in Care. EHCP is an Education, Health and Care Plan; SEN is a Statement of Special Educational Need.

If your child is **in Care** or was **formerly in Care** until adopted or made the subject of a child arrangements or special guardianship order, please give contact information for a social care officer:

Current Home address for the child **including postcode**:

If your child is moving home, please give the **NEW** Home address including **postcode**:

Moving Date

Are you (or your partner) a serving member of the regular UK Armed Forces with a posting to the area or are you (or your partner) a Crown Servant returning from overseas?

If yes, please submit an official letter confirming the posting and relocation date and, if necessary, a Unit postal address or quartering area address with this application.

- Not applicable
 Yes, evidence attached
 Yes, evidence to follow

If your child is not currently present in the UK, please state his or her nationality. For non-European Economic Area nationals, a valid visa will be required, allowing entry into the UK before an application will be processed:

- Visa not required
 Visa required and attached
 Visa required but not available

Please name your child's current or most recent school or form of education, with a contact name and number:

Where a child is unable to secure a school place through this application process (usually because he or she is new to the area and schools are full), the **Fair Access Protocol** may be used to offer an appropriate local school quickly. There are additional questions at Section 4 below. Please answer them if you feel your child meets any Fair Access criterion.

- I believe my child meets Fair Access criteria below.

Section 2 - About you

Your title:	Forename:	Surname:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your address if different to your child's address:		Daytime telephone number:
<input type="text"/>		<input type="text"/>
		Mobile telephone number:
		<input type="text"/>
Email address - we may use this to reply to you:		<input type="text"/>

What is your relationship to your child?

Do you have parental responsibility for your child?

We will not accept an application from you unless you hold parental responsibility.

Yes No

Is there a court order in place which affects your right to apply for a school place?

Yes No

Is there another person or body who could object to your application? If Yes, please provide a name and contact details:

Yes No

Both parents have a right to be involved in a child's education unless there is a lawful reason to withhold information:

Will this child be living with you under a private fostering arrangement?

Please note that applications must be made by a child's birth or home parents.

Yes No

Section 3 - About the schools you prefer

When would you like your child to start at a new school?

Please give a date or say, for example, "at the start of next term"

Your First Preference School - please make it clear if you have different preferences for different children:

You can use this space to give reasons for your preferences:

Name and date of birth of a sibling on roll here:

Name of member of staff if claiming staff priority:

If you believe there is an exceptional need to attend this school and ONLY this school, do you attach supporting evidence?

We would expect this to be your first preference school. Please let us know if that is not the case.

Your Second Preference School - please make it clear if you have different preferences for different children:

You can use this space to give reasons for your preferences:

Name and date of birth of a sibling on roll here:

Name of member of staff if claiming staff priority:

Your Third Preference School - please make it clear if you have different preferences for different children:

You can use this space to give reasons for your preferences:

Name and date of birth of a sibling on roll here:

Name of member of staff if claiming staff priority:

Have you checked whether a Supplementary Information Form for additional priority or a school Test Registration Form are required by any of these schools you prefer?

Yes

No

Section 4 - About this application and Fair Access

For transfers between local schools only. We will tell your child's current school about this application unless you tell us here why we should not. We will consider your reasons in deciding whether to tell the school or another body such as the Education Welfare Service about this application.

Please give details if you have discussed a potential transfer with any person at school or with an education, health or social care professional and if your child is supported by any pastoral or educational packages in the current school:

Has your child been excluded from school, either Permanently (PE) or for a fixed term (FTE).

If yes, please give details:

- No
- PE - once
- PE - more than once
- FTE - one or more

You may ask your child's headteacher or head of year to comment on this application if you wish:

If your child has begun GCSE or other studies for external examinations, please give details of subjects, examination boards and status of coursework. **Transfers during these studies should be avoided wherever possible.**

Fair Access Protocol

Your application will be considered under the Fair Access Protocol if we cannot meet your preference because the schools you apply for are unable to make an offer and your child meets any of the criteria below. We will use the information you provide in deciding where to offer your child a school place which may or may not be at a school you prefer.

This is a safety net for children without a school place, not a means to gain additional priority for children seeking to move locally.

You can tell us why you feel your child meets any of these criteria.

- children returning from the criminal justice system or Pupil Referral Units
- children out of education for 8 school weeks or more
- children of Gypsies, Roma, travellers, refugees or asylum seekers
- children who are homeless
- children with unsupportive backgrounds; no place has not been sought
- children who are young carers
- children with SEN, disabilities or medical conditions - no EHCP or Statement
- children of serving UK service personnel posted to the area
- children new to an area unable to be offered a place preferred by a parent
- children referred by a school considered to exhibit challenging behaviour

Section 5 - Notes and Declaration

Please read these notes before completing the D-CAF.
If you are unsure about any question, please contact the School Admissions Service on 0345 155 1019 or visit www.devon.gov.uk/admissions or www.devon.gov.uk/admissionarrangements

For applications for more than one child, please make your answers clear where information does not relate to all of the children.

For transfers between local schools, we strongly advise parents to seek a resolution to difficulties at the current school. In many cases, a transfer between local schools can be avoided by speaking with the current school and resolving problems there. We will inform the school and any other relevant agency including where we believe there are safeguarding concerns which override your wishes for us not to inform them. **Children will often experience disruption to their education when they move schools** and a move will not always resolve issues which led to the application. This is particularly important for children once courses for public examinations have begun. Subjects may not be available and coursework may not be accepted under a different examination board. **Transfers during GCSE studies should be avoided wherever possible.**

You can express a preference for up to 3 schools on this form. The order you name them is their rank. If a place is available at more than one school, you will be offered a place at the school you ranked the highest. If we can't offer a place at any preference, we may offer an alternative. This "offer" may be the place your child already has locally. Please refer to school admissions policies which will confirm definitions of terms used, for example what is meant by sibling or a member of staff for the school.

Decisions on whether a place can be offered are based on where a child will be attending school from. You must tell us if you know or believe your child will move to a new address before admission. Places are offered up to 8 weeks in advance for most schools. For UK service personnel posted to the area, places are offered up to 16 weeks in advance.

We may ask for evidence to support your application and to verify information you provide.

Please attach additional sheets of paper or electronic attachments if necessary.

Data Protection. The information collected on this form will be processed and stored electronically by Devon County Council in compliance with the UK Data Protection Act. The data may be shared with schools and other areas of the Council but only for administrative or other service provision services and Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should the information provided be found to be fraudulent then the offer of a school place can be withdrawn even where a child has started at the school. For further information about Data Protection, see www.devon.gov.uk/data_protection. By submitting this form you acknowledge that you have read, understood and agreed to this.

Please note: where parents are in dispute about schooling, we will not process an application by a non-resident parent against the written preference to remain at the current school, expressed by the parent with whom the child lives for the majority of school days except where a court order makes provision in this area.

I confirm that the details on this form are accurate.

I understand I must inform the school or School Admissions Service if my child's address changes before admission.

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/schoolareamaps. I understand it is my responsibility to complete a school Test Registration Form or Supplementary Information Form or provide a letter or statement from a priest or minister where this would be relevant to my application.

Only one signature is required.

We encourage both parents to discuss and to be in agreement over applications.

My name	<input type="text"/>	My signature	<input type="text"/>
Date	<input type="text"/>		
My name	<input type="text"/>	My signature	<input type="text"/>
Date	<input type="text"/>		

Now send this form to admissions@devon.gov.uk or to **School Admissions Service, Room L102, County Hall, Exeter EX2 4QU** or hand it in to a school you name as your first preference.