

Application for primary admission - September 2015

Use this form if:

- your child lives in the Devon local authority area;
- your child was born between **1 September 2010 and 31 August 2011** (inclusive);
- your child is due to start in the Reception class of a Primary or Infant School in September 2015;
- even if you wish to defer admission to later in the school year;
- even if one or more of your preferences is for a school outside of Devon.

Your application may be considered late if submitted after **15 January 2015**. Return it to the **School Admissions Team, Room L102, County Hall, Exeter EX2 4QU** or your first preference.

You can express a preference for up to three schools and tell us about any reasons for your preferences. If any of your preferences are for **Academies or Free, Voluntary Aided, Foundation Schools**, you may want to provide evidence for particular criteria by completing a school Supplementary Information Form as well as this form.

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

Section A - Details about your child

Forename(s)		Surname/Family Name	
Home Address			
Postcode			
This must be the address where your child is normally resident. If you expect to move from this address before September 2015, you must let us know as this may affect your application. Evidence of a new address will be necessary - the Admissions Team will confirm with you whether a change of address is accepted.			
School currently attended			
		Date of Birth	Gender (M or F)
Is your child in the care of a local authority or was your child in care until adopted, made the subject of a residency order or special guardianship order?			Yes / No
If Yes, which Local Authority?			
Does your child have a Statement of Special Educational Need or an Education, Health and Care Plan?			Yes / No
Are you moving due to a new posting as Service or Crown Servant Personnel?			Yes / No

Section B - Details about you

Your Title (eg Mr, Mrs, Ms, Miss, Dr)	Forename
Home Address (if different from your child's)	Surname/Family Name
	Postcode
	Telephone (Daytime)
	Your relationship to your child
Email address	
Do you have parental responsibility for your child?	Yes / No

Section C - Your preferred schools

1) First preference school (where you would most like a place)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the First Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

Section C - Your preferred schools

2) Second preference school (where you would like a place if one is not available at your first preference school)

Name of school

Reasons for your preference

Does your child have an exceptional social or medical need for a place at this school?

Yes/No

Please provide details. (You should read about exceptional social and medical need in the First Step.)

Does your child have a sibling attending this school?

Yes/No

Name of sibling:

Date of Birth

3) Third preference school (where you would like a place if one is not available at your first or second preference school)

Name of school

Reasons for your preference

Does your child have an exceptional social or medical need for a place at this school?

Yes/No

Please provide details. (You should read about exceptional social and medical need in the First Step.)

Does your child have a sibling attending this school?

Yes/No

Name of sibling:

Date of Birth

Section D - Your declaration and signature

You may be asked to provide proof of your child's date of birth.

You may be asked to provide proof of your address.

Devon takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If we offer a place at a school and then discover that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the offer may be withdrawn. This has happened in previous years. Where a place has been offered based on false information, we can withdraw the offer even after your child has started at school.

You understand that a parent may make only one application with up to three schools for a child. If you make more than one application, your later application will render your earlier application invalid.

You understand that admission to a school which is neither the closest available to your child's home or the school designated for the address may affect your entitlement to Education Transport from the Local Authority. You are strongly advised to read the information in the First Step booklet regarding the Education Travel Policy.

You must apply using a Common Application Form from your child's home local authority.

I/we confirm that the details provided are accurate.

I/we understand that transport to a preferred school which is neither the designated nor the nearest school may be my/our responsibility.

I/we will advise the School Admissions Team direct of any changes to circumstances affecting this application or the offer of a school place including changes of address, preferences for schools and the allocation of a place to a sibling at any school I/we have named on this form.

I/we confirm that I have read and understood information in the Local Authority admissions booklets or had access to do so.

Your signature

Name (please print)

Date

Your signature

Name (please print)

Date

We encourage both parents to be in agreement over preferences but only one signature is required.

Please return this form to your child's school or the School Admissions Team by 15 January (or as soon as possible, with reasons why you feel your application should be considered on time).

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 other areas of the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code, should the information given be found to be fraudulent then

the offer of a school place can be withdrawn. If you would like further information about Data Protection please see: **www.devon.gov.uk/data_protection** or contact the Corporate Information Governance Team at **dpoffice@devon.gov.uk**. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.