

## Application for In-Year Admission to School

For admissions to school once the Year Group has begun. **Only for schools in the Devon LA area - not including schools in Torbay or the city of Plymouth - regardless of the child's home address.**

**You should read the D-CAF NOTES before completing this form.**

1. Please indicate here with your reasons if you require a decision on admission **urgently**:

2. When would you like your child to be admitted to a new school?

### Section 1 - About your child (or children) \*please mark in boxes where appropriate.

3. Legal Forename (and preferred name if different)	4. Legal Surname (and preferred name if different)	5. Date of Birth	6. Gender	7. Year Group
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8. Is your child (or any of your children) in Care or were they formerly in Care until made the subject of a child arrangements order, special guardianship order or adopted?  \*Yes  
 If yes, please give details, give details, including contact information for a social care officer:  No

9. Does your child (or any of your children) have a disability or special educational needs? If yes, please give details:  \*No  
 EHCP or Statement  
 under statutory assessment  
 disability

10. Has your child (or any of your children) been excluded from school, either permanently (PE) or for a fixed term (FT)? If yes, please give details:  \*No  
 PE - once  
 PE - more than one  
 FT - one or more

11. What is the nationality of your child (or children)?

12. Home address:

13. 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?  \*Yes, evidence attached  
**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.**  No

14. Current or most recent school(s) or form of education with a contact name and number at each school named:

## Section 2 - About you

15. Your title:

16. Forename

17. Surname:

18. Your address if different to your child (or children):

19. Daytime telephone number:

20. Mobile telephone number:

21. Email address:

22. Relationship to your child (or children):

23. Do you have parental responsibility for this child (or children):

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

\*Yes  No

24. Is there another person or body who could object to your application?

\*Yes  No

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

\*Yes  No

26. Does or will this child (or children) live with you under a private fostering arrangement?

**We require applications from the birth or home parents or their written consent.**

\*Yes  No

27. Please give details if you have answered **YES** to any of the questions 24, 25 or 26:

## Section 3 - About the schools you prefer

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

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

30. Name and date of birth of any sibling on roll at this school:

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

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

33. Name and date of birth of any sibling on roll at this school:

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

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

36. Name and date of birth of any sibling on roll at this school:

37. For any school named above, could your application be prioritised on religious grounds or because your child would be eligible for the Pupil Premium and the school gives admissions priority on any of those grounds?  \*Yes  
Or does the school require your child to sit an entrance or aptitude test?  No  
**If you answer YES to any of these, you may wish to complete a school Test Registration Form or Supplementary Information Form or arrange for a letter or statement to be submitted by a priest or minister.**

**Section 4 - About this application**

38. **For house moves** where your child does not have a school place within a reasonable distance, please state the **NEW** address and the **DATE** of the move:

39. **For transfers between local schools only.** We will inform your child's current school of your application unless you tell us you have strong reasons why we should not. This may enable you and the school to resolve problems and avoid a transfer. We will consider your reasons in deciding whether to inform the school or another body such as the Education Welfare Service about this application. **Please read the information "How might a school transfer affect my child?"**

40. Please give details if you have discussed a potential transfer with any person at school or with an education, health or social care professional:

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

42. If your child has begun GCSE or other studies for external examinations, please give details of subjects and examination boards. **Transfers during these studies should be avoided wherever possible as options may not be available.**

43. If you believe that your application meets criteria under the Fair Access Protocol as detailed in the **D-CAF NOTES**, please say why:

44. Continue here (and on other sheets if you need additional space) to answer questions or make any other comments. You can attach documents to your email if submitting this application by email.

**Please say so here if you have further material to include with your application:**

## Section 5 - Declaration

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](http://www.devon.gov.uk/data_protection).

By submitting this form you acknowledge that you have read, understood and agreed to this.

**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](http://www.devon.gov.uk/school_transport) and also at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps). I have read the guidance in the D-CAF NOTES.**

**I have read the information in "How might a school transfer affect my child?"**

**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 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"/>		

You can email this form to [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) or post it to **School Admissions Service, Room L102, County Hall, Exeter EX2 4QU** or hand it in to a school you name as your first preference. You do not need to return the D-CAF NOTES.

Your application will be considered along with any other applications for the same Year Group at the same school received by the School Admissions Service on the same working day.

## DEVON COMMON APPLICATION FORM - D-CAF NOTES 2014-15

Please read these notes before completing the D-CAF as a minimum; for further details or if you are unsure about any question, please contact the School Admissions Service on 0345 155 1019 or visit:

[www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) or [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

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

1. Some children need a school place more urgently, for example, children relocated at very short notice, those in refuge accommodation, Children in Care or those from Gypsy, Roma or Traveller Communities.
2. If your child doesn't have a local school place, this should be as soon as possible. If you wish your child to transfer from one local school to another, any offer will be for the beginning of the next term or half term unless both headteachers agree that a local transfer should take place sooner. **Moving schools unnecessarily will often have an impact on a child's education.**
- 8, 9 and 10. Information may have to be verified by local authority officer. An EHCP is an Education, Health and Care Plan.
11. Applications are only accepted after entry to the UK for children who are not citizens of the European Union or European Economic Area countries or where there is a short-term commercial private fostering arrangement. Evidence may be required.
12. This should be from where your child will attend school. You must tell us if you know or believe your child will move to a new address before admission. Evidence may be required.
13. Places are offered up to 8 weeks in advance for most schools. For UK service personnel, places are offered up to 16 weeks in advance. A child of a serving member of the regular armed forces new to an area admitted to a Key Stage 1 class will be a permitted exception to legislation limiting the number of children in a class. This does not automatically mean a place will be offered. Evidence may be required.
- 24 and 25. You must tell us if there is a court order which would affect your application. Even where there is no legal objection to your application, you are urged to reach agreement on preferences for schools with anybody holding parental responsibility who may disagree with your preference. Evidence may be required.
26. We require applications to be submitted by the home or birth family where a child lives with a host family under a commercial private fostering arrangement.
28. 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 with a place available. If we can't offer a place at any of your preference, we may offer an alternative or confirm your child's current form of education.
29. You can give any reasons why you would like a place at this school. You may feel you have exceptional social, medical or educational reasons for your preference THAT REQUIRE A PLACE AT ONE SPECIFIC SCHOOL.. Evidence may be required.
30. For many schools, an application will be prioritised if there is a sibling on roll at the school.
37. For a number of schools, an application will be prioritised if you satisfy criteria specific to the school, often faith-based. These schools ask you to complete a Supplementary Information Form or provide a letter from a priest or church minister to support your application. For other schools, there is a registration form for testing. See [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)
39. In many cases, a transfer between local schools can be avoided by speaking with the current school and resolving the problems prompting parents to consider a move. We will inform your child's current school unless you feel there is a reason not to. We will inform the school and any other relevant agency where we believe there are safeguarding concerns which override your wishes.
40. For transfers between local schools, we strongly advise parents to seek a resolution to perceived difficulties at the current school. **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. It is of particular importance 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.**
41. Comment from your child's current school may assist a new school to place your child in the most appropriate class. You are not required to provide comments from the current school.
42. The school you have applied for will be able to advise on subject matches if your child transfers.
43. Your application may 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. The following meet Devon's Fair Access Protocol criteria where we cannot meet your preference for school and your child does not already have a local school place. We will use the information you provide in deciding where to offer your child a school place. This may or may not be at a school you prefer.  
**This is a safety net for children without a school place**
  - out of education for two months or more
  - of Gypsies, Roma, Travellers
  - of refugees and asylum seekers
  - who are homeless
  - for whom no place has been sought
  - who are carers
  - of serving members of the armed forces posted to the area
  - with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan or Statement of Special Educational Needs).
44. Please attach additional sheets of paper or electronic attachments if necessary.

You do not need to return this page when submitting an application.