

## Application for In-Year Admission

For admissions to school once the Year Group has begun.  
For use only if your child lives in the Devon LA area – not including addresses in Torbay or the city of Plymouth – regardless of the schools you apply for.

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

1. Please indicate here with a reason if you require a decision on admission as a matter of urgency:

**Section 1 – About your child (or children)** \*please mark a cross in boxes where appropriate.

2. Legal Forename (and preferred name if different)	3. Surname (and preferred name if different)	4. Date of Birth	5. Gender	6. Year Group
7. Is your child (or any of your children) in Care or were they formerly in Care? If yes, please give details, including contact details for a social care officer:			<input type="checkbox"/> *Yes <input type="checkbox"/> No	
8. Does your child (or any of your children) have a Disability or Special Educational Needs? If yes, please give details:			<input type="checkbox"/> *No <input type="checkbox"/> Statement <input type="checkbox"/> Under statutory assessment <input type="checkbox"/> Disability	
9. 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:			<input type="checkbox"/> *No <input type="checkbox"/> PE - 1 only <input type="checkbox"/> PE - over 1 <input type="checkbox"/> FE - 1 or more	
10. What is the nationality of your child (or children)?	11. Home address:			
12. Are you or your partner a serving member of the regular UK Armed Forces with a posting to the area or Crown Servants returning from overseas to the area? <b>If yes, please submit an official letter that declares a relocation date and a Unit postal address or quartering area address with this application.</b>			<input type="checkbox"/> *Yes <input type="checkbox"/> No	
13. Current or most recent school(s) or form of education:				
14. Contact name and number for each school named:				

**Section 2 – About you**

15. Your title:	16. Forename:	17. Surname:
18. Your home address if different to your child:		19. Daytime Telephone:
		20. Mobile:
21. Email address:		
22. Relationship to your child (or children):		
23. Do you have parental responsibility for this child (or children)? <b>We will not accept an application from you unless you hold parental responsibility.</b>		<input type="checkbox"/> *Yes <input type="checkbox"/> No
24. Is there another person or body who could object to your application?		<input type="checkbox"/> *Yes <input type="checkbox"/> No
25. Is there a court order in place which affects your right to apply for a school place?		<input type="checkbox"/> *Yes <input type="checkbox"/> No
26. Does or will this child (or children) live with you under a private fostering arrangement? <b>We require applications from the birth or home parents or their written consent where children live with family or friends.</b>		<input type="checkbox"/> *Yes <input type="checkbox"/> No
27. Please give details if you have answered <b>YES</b> to any of questions 24, 25 or 26:		

**Section 3 – About the schools you prefer**

28. <b>Your First Preference School</b> – if you have different preferences for different children named in Section 1, please make it clear which school is for each child
29. You can use this space to give reasons for your preference:
30. Name and date of birth of any sibling on roll at this school:
31. <b>Your Second Preference School</b> – if you have different preferences for different children named in Section 1, please make it clear which school is for each child
32. You can use this space to give reasons for your preference:
33. Name and date of birth of any sibling on roll at this school:

34. <b>Your Third Preference School</b> – if you have different preferences for different children named in Section 1, please make it clear which school is for each child	
35. You can use this space to give reasons for your preference:	
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 you or your partner are employed by a school or academy or because your child would be eligible for the Pupil Premium and the school gives admissions priority on any of those grounds? Or does the school require your child to sit an entrance or aptitude test? <b>If YES to any of these, you may wish to complete a school Test Registration Form or Supplementary Information Form or arrange for a letter to be sent by a priest or minister.</b>	<input type="checkbox"/> *Yes <input type="checkbox"/> No
38. When would you like your child to be admitted to a new school?	
<b>Section 4 – About the reasons for your preferences</b>	
39. If you are applying for a school place because your child is moving to or has moved to a new area and does not have access to a school place within a reasonable distance, please tell us the <b>new</b> home address:	
40. Date of move:	
41. <b>For transfers between local schools only.</b> We will inform your child’s current school of your application unless you have strong reasons why we should not. This may enable you and the school to resolve problems and this may avoid the disruption of a school transfer. If you do not wish your child’s current school to be informed, please say why: <b>We will consider this in deciding whether to inform the school or other body such as the Education Welfare Service of your application to transfer schools locally.</b>	
42. Please give details if you have discussed a potential transfer with anybody at school or with an education, health or social care professional:	
43. You may ask your child’s headteacher or head of year to comment on your application for transfer:	
44. If your child has begun GCSE or other studies for external examination, please give details of subjects and examination boards. <b>Transfers during GCSE studies should be avoided wherever possible.</b>	

45. If you believe that your application meets criteria under the Fair Access Protocol specified in the D-CAF Notes, please say why:

46. 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.

### 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 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. For further information about Data Protection, please see: [www.devon.gov.uk/data\\_protection](http://www.devon.gov.uk/data_protection) or contact the Corporate Information Governance Team on 01392 384682. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.

**I confirm that the details in this application are accurate.**

**I understand that I must inform the school or Admissions if my child or children's address changes before admission.**

**I understand that transport to a school I prefer which is neither designated for my child's address nor the nearest available school, whether in Devon or a neighbouring county, may be my responsibility. I have read the information regarding transport eligibility, including exceptions to designated area transport eligibility, at [www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport) and [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps)**

**I have read the guidance contained in D-CAF NOTES.**

**I understand that it is my responsibility to complete a school Test Registration or Supplementary Information Form or provide a letter from a priest or church minister where this is relevant to my application.**

*Only one signature is required.*

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

My Name

Signature

Date

My Name

Signature

Date

Email to [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) or post to **School Admissions Team, One Capital Court, Sowton, Exeter EX2 7FW** or fax to **01392 383614** or hand it in to the school to which you would most like admission. The D-CAF notes need not be returned.

## DEVON COMMON APPLICATION FORM - D-CAF NOTES 2012-13

**Please read these notes before completing the D-CAF. If you are unsure about any question, please contact the School Admissions Team on 0845 155 1019.**

- For multiple children, please make 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.
  - 7, 8 and 9. Information may have to be verified by local authority officer.
  - 10. Applications are only accepted after entry to the UK for children who are not citizens of the European Union or European Economic Area countries. Evidence may be required.
  - 11. 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.
  - 12. Places are offered up to 12 weeks in advance in these circumstances. 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. 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. If we can't offer a place at any preference, we may offer an alternative or confirm your child's current school place.
  - 29. You can give any reasons why you would like a place at this school. You may have exceptional social, medical or educational reasons for your preference. 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 selective testing. See [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)
  - 38. 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.
  - 41. 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 may still inform the school and any other relevant agency where we believe there are safeguarding concerns which override your wishes.
  - 42. 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.**
- 43. 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.
  - 44. The school you have applied for will be able to advise on subject matches if your child transfers.
  - 45. Your application may be considered under the Fair Access Protocol. The following meet Fair Access Protocol criteria where we cannot meet your preference for school.

### **This is a safety net for children without a school place**

- out of education for 2 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
  - with special educational needs, disabilities or medical conditions (but without a Statement of Special Educational Needs).
- We will use the information you provide in deciding where to offer your child a school place. This may not be at a school you prefer.

**46. Please attach additional sheets of paper if necessary.**

For further information on admissions policies in Devon, go to [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements) or call 0845 155 1019.