

In-Year Admissions Guide

to Devon schools

for the academic year 2017-18



Contents

A letter from Dawn Stabb, Head of Education and Learning	1
Co-ordinated admissions	2
In-Year transfers	3
You must apply to transfer schools	4
Three Easy Steps	5
Equally ranked preferences and the application process:	6
Published Admission Numbers (PANs) - residency - moving house	
How do parents apply?	7
Oversubscription criteria in Devon schools	8
Looked After Children and formerly Looked After Children - exceptional need - designated or catchment area - children of staff - sibling - faith - feeder school - Pupil Premium - nursery - selective schools and aptitude - which criterion will apply to a child? address and sibling changes - reasons for your preference	
Which Year Group is my Child in for 2017-18?	10
Other points to consider for admission:	11
multiple-birth siblings - children of UK service personnel - parents with shared responsibility - waiting lists - information on the application form - academy and foundation conversions - School Admissions Code - The Department for Education - The Education and Skills Funding Agency - Children's Education Advisory Service - The Office of the Schools' Adjudicator	
Questions: what will we do with your application? which schools can you apply for through this process? which schools can you NOT apply for through this process? can you apply from abroad? will your preference be met? what if the school is full in your child's Year Group? what if a school is oversubscribed? what if a school is NOT oversubscribed? what if you name a school twice? what if you only name one school? what if you just want your local school? what if you don't apply? what if you don't want a particular school? what if you only complete a Supplementary Information Form (SIF)? what if you don't complete a SIF? what if you change your mind? when will you know the result? what should you do when you receive an offer? what to do if your application is refused - waiting lists and the right of appeal? what if the school doesn't tell the LA whether a place is available? which schools have opted out of In-Year co-ordination? should I opt for Home Education instead?	9
Fair Access Protocol	16
School Transport	17
how do I check if my child is eligible? how are distances measured? what if I have expressed a preference for a school because of religion or belief? if I am refused free transport can I appeal? if free transport is withdrawn can I appeal? do I have to apply for free transport? Church of England parishes? travelling to school - other local authority areas and transport	
Rising 5s and In-Year admissions	19
options for parents - deferred admission - delayed admission for summer-born children	15

- early admission	
Other LAs and sources of independent advice	20
Advisory Centre for Education (ACE) - Devon Information Advice and Support (DIAS) - direct.gov	
Glossary and Definitions	21
New schools	23
Contact details for Devon Admissions	24
Devon's In-Year common application form - the D-CAF	
Devon's single preference In-Year common application form - the D-CAF6	
Information about individual schools - contact details - capacity - Published Admission Number - feeder links to other schools - oversubscription criteria - age range - type of school - what happened last year	new.devon.gov.uk/schools/ school
Step by Step Normal Round Admissions Guide	devon.cc/stepbystep

A Letter from Dawn Stabb, Education and Learning



Dawn Stabb, Head
of Education and
Learning,
Devon County Council

As a parent, 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 for you but also to help your child achieve their full potential in a warm and caring environment in school.

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. Even so, parents will still want to apply for admission to a new school, either because they have moved home to another part of the county or the country or just because they believe that their child would benefit from a fresh start at a new school. These are what we call In-Year Admissions.

Most Devon schools are a part in our In-Year Co-ordinated Admissions Scheme and parents can apply for admission via the Local Authority. A small number of schools have opted out and applications should be made direct to them.

If your child has an EHCP (an Education, Health and Care Plan) or a Statement of Special Educational Need, you should discuss a school transfer with our 0-25 Special educational Needs Team rather than make an application through the Admissions Service.

The information in the In-Year Admissions Guide is for the academic year 2017-18 and describes the process for parents to apply for a transfer. The In-Year Admissions Guide is accompanied at new.devon.gov.uk/schools/school which gives admissions information about each state-funded school in Devon and those close to the Devon border. Together, they form Devon's composite prospectus for admissions. We also produce an online In-Year Admissions Guide at devon.cc/stepbystep. All three elements are provided online but paper versions can be made available on request.

If you have any queries about the admissions process, please contact the Education Helpline on 0345 155 1019.

Co-ordinated Admissions

While most school admissions are at the normal round - the first opportunity to join a school in Reception or Year 7 - many children start in a school after the normal round, during the school year. These are called In-Year admissions and occur when children move house or their parents want them to have a fresh start in a new school. Devon receives around 6000 In-Year applications for admissions throughout the year, including during school holidays and many more enquiries and requests for information and advice.

Local Authorities have to co-ordinate applications for normal round admissions but don't have to for In-Year applications. Nevertheless, Devon chooses to offer co-ordination as it believes this helps parents, children and schools. It greatly minimises the risks of children being without a school place. Children who are missing education are at greater risk of safeguarding issues and, of course, will miss out on part of their education.

Co-ordination ensures that decisions in response to applications are made in a fair, consistent and transparent manner and that parents are able to make applications to one body even if they are interested in more than one school. In Devon, co-ordination means managing applications for any state-funded school in the Devon County Council area. Parents name the Devon schools they want to apply for on one form, no matter where the child lives. This is called expressing a preference for a school. Parents can't **choose** which school their child attends, but can choose the schools they apply for. In most cases, parents are successful but it does very much vary from one school to another. A number of schools are filled at the normal round and have no vacancies for In-Year applications.

For own admission authority schools, academies, studio, free, foundation and voluntary aided (VA) schools and UTCs, the admission authority for the school is the governing body or the academy trust of the school itself. They'll have their own admission policies and some have an extra form for parents

to fill in. These Supplementary Information Forms (SIFs) enable parents to provide evidence that their child should have a higher priority for admission. This is generally evidence of a religious faith or that the child has a parent employed by the school. If a parent doesn't complete a SIF, the application will still be considered but it won't be assessed against all of the school's admission criteria. The chances of that child being offered a place at the school may be reduced.

Devon County Council is the admission authority for community and voluntary controlled (VC) schools. Many own admission authority schools use the same admission criteria as Devon's community and VC schools. The criteria for each school are published in their admissions policies available at devon.cc/schoolpolicy.

It is important for parents to know how applications are prioritised for any school they are interested in as this can help to assess the chances of getting a place at the school. Parents should think realistically about whether they would get a place before making an application.

When a school has more applications than it has places available each school has oversubscription criteria which are used to prioritise them, to decide the order in which applicants will be offered places. However, oversubscription criteria only apply when there are more applications than places. If the school has a vacancy there are very limited grounds when an application can be refused.

Parents have the right of appeal against a decision to refuse admission to a school and there will be a waiting list.

The LA operates a Fair Access Protocol which is a safety net for unplaced children.

Not all Devon schools take part in In-Year co-ordination. Schools can determine an admissions policy which provides for applications to be made direct to them rather than via the LA.

In-Year transfers

Moving to a new school is an important step for any child. Sometimes it is necessary because of a house move to a new area. Sometimes it is a matter of parental preference to look for a fresh start. If you are not moving address and would like to change your child's school, you should take the following into consideration:

- How will your child cope with learning new rules and having to do things differently, or possibly having missed important work?
- For secondary school children during Key Stage 4, will the new school not only be able to offer a place, will they be able to match the GCSE subjects and examination boards?
- If your child has brothers or sisters at the same school, transferring one child may affect the others. Will it be difficult for you to have children attending different schools? 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? Some schools in Devon are full and may not be able to offer you a place.
- Will there be an entitlement to free school transport to a new school? If not, how will you get your child to and from school?
- Will moving schools resolve the difficulties you feel there are at the current school or simply move them elsewhere, without the existing support?
- Is your move influenced by any recent or ongoing intervention by social care or other agencies prompted by the school? Concerns are likely to be followed up at any school and this may be more effective where your child has adults around them who know them.
- Do you feel under pressure to remove your child from the current school?
- In addition to reading this, we advise that you sit down with your child and ask them why they want to move to a different school. If they mention that they are being bullied or not getting on with other pupils, you should speak to your child's class teacher or headteacher first in order to try and resolve the situation. All schools have an 'Anti-Bullying Policy' that must be followed. If, after doing this, you still

have major concerns or are unhappy about the way the school is dealing with your complaint, you should make an appointment to speak to the headteacher. You may also write to the Chair of Governors.

Nevertheless, parents have the right to transfer to a new school whether there is a house move or not. Whether a new school is in the best interests of a child is a matter for a parent to decide - we very much encourage parents to discuss any potential move with staff and the headteacher of the current school to try and resolve any problems.

If your child already has a school place locally then a transfer to a new school will usually only take place at the beginning of a term or half term. If both headteachers agree that a quicker move is necessary, the move can take place earlier.

Admission to a new school where a child has moved and does not have a local school place should always take place as quickly as possible.

Sometimes, where a child is struggling and may be at risk of being permanently excluded, a Managed Move to another school can be helpful in securing a fresh start with additional support from the schools themselves and the LA. Further advice can be sought from the LA's Inclusion Service.

You must apply to transfer schools

As a parent of a child interested in transfer to a state-funded school in Devon, you can name up to three different schools on our common application form the D-CAF in the order you would most like your child to attend. Your most preferred school would be Preference 1. You don't have to name three schools. When you do this, you are expressing a preference for the school you wish your child to attend. Preference is not the same as choice: you cannot **choose** a particular school. We will always try to provide a place according to your preference but some schools will already have been filled at the normal round of admissions. Inevitably, some applications will be refused so we advise any parent to consider putting more than one school, including one designated for your child's home address (the catchment school). To be offered a school place, you must make a formal application:

- even if you have another child already on roll at the school
- even if your child attended a nursery or other Early Years setting on the same site
- even if it is the school designated for your address

No places are held in reserve in case you are not offered a place at another school, change your mind or apply later than you could have done. If you aren't successful with any application, you can't assume that there will still be a vacancy at your designated school: it may be full. We advise every parent to consider naming a designated school as one of the preferences.

If your application is refused:

- we will make an alternative offer if your child is not already on roll at a school within a reasonable distance from home
- we won't make an alternative offer for you if your child is already on roll at a school within a reasonable distance. We will assume your child will remain at that school unless you name other schools as preferences.

Do

- Do make sure that the schools you are interested are in Devon - not Torbay or Plymouth.
- Do complete a D-CAF common application form and name 1, 2 or 3 schools OR
- Do complete a D-CAF6 Common Application Form if the school you are interested in offers one to you (see page 7) OR
- Do apply using the school's own application form if they have one (see page 15)
- 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 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 a parent's first preference 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.

Don't

- Don't assume that you don't need to apply for your designated school – you must tell us you want a place.
- Don't assume that you don'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 if you don't want a place there.

Three Easy Steps

1

Research

- read this booklet
- read the individual school information in the Admissions Directory at devon.cc/stepbystep
- find out what the schools have to offer your child
- if possible, visit schools you're interested in
- know which school is designated for your child's address
- understand what equally ranked preference means (see page 7)
- be aware of the school transport policy (see page 17)
- check whether the school you are interested in requires applications direct to them rather than via the LA (see page 15)

2

Apply

- apply online using the Citizen's Portal at www.devon.gov.uk/admissionsonline OR, if that's not possible,
- complete a local authority common application form (D-CAF)
- apply on the form given to you in-school (D-CAF6) OR
- apply using the school's own application form
- consider completing a Supplementary Information Form if there is one for the school
- express a preference for 1, 2 or 3 schools
- consider naming your designated school as one of your preferences
- provide accurate and complete information
- if you don't apply, the schools you prefer may be filled

3

Apply on time

- apply as soon as you know what school you would like and when you want your child to transfer
- don't apply further in advance than 8 school weeks (16 school weeks if you or your partner are UK service personnel)
- hand it in to the school you prefer the most or send it to the Admissions Service.

Equally Ranked Preference and the application process

The application process enables parents to express a preference for any state-funded school in Devon. We will do our best to meet your preference by co-ordinating applications with schools. We publish information about schools to help parents in choosing their preferences.

Each school will have a website and most have a prospectus. We would advise parents to look at information for any school being considering as a preference. There are details about schools in the Admissions Directory at devon.cc/stepbystep.

There are reports of recent school inspections at www.ofsted.gov.uk.

The Department for Education publishes school achievement and attainment tables at www.education.gov.uk/schools/performance.

All preferences will be considered on the basis of equal ranking. This means that the schools parents put on the application form will be considered without reference to whether they were ranked first, second or third. If a parent could be offered a place at more than one of the preference, the offer will be for the school the parent ranked the highest that is able to offer a place. The co-ordinated admissions process ensures that, as far as it is practical, every parent living in a local authority area who has applied on time receives a single offer of a school place on the same day.

Admission authorities will not know a parent's order of preference. This is because they don't need to know it to reach a decision so parents 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. Parents should apply for schools in the order they would most like a place.

Published Admission Numbers (PANs)

All schools must have a PAN for their normal intake year. This is the number of places planned for at that school for this intake. The PAN is the number of places when the school believes it is

full. PANs for are listed at devon.cc/schoollist.

The PAN is the minimum number of places available for the normal round intake and for the first year in school. PANs can be increased but not easily reduced. After the first year, they become less rigid as the AN - the Admissions Number for that Year Group. While there is an expectation that the number of places available is the same, it can rise or fall depending on the school's circumstances. A school that had planned to operate with 3 classes in a Year Group may only have demand for 2 and so could reduce the AN.

ANs can be reviewed at the end of each academic year or earlier if necessary and apply to individual Year Groups.

Residency

Applications are considered on the basis of the address from which a child will be attending school. 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 admissions 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.

Moving House

You must inform us immediately of a change of address, even if details of a future change of residency were included on the application form. You may be required to provide supporting evidence to show the place of residency has changed: documents that can be used are tenancy agreements (if applicable), council tax and utility bills, child 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.

How do parents apply?

1. By applying online through the Citizen's Portal at www.devon.gov.uk/admissionsonline. This is the same facility that has been available for normal round applications for a number of years. To do this, you will need to register if you haven't already done so. You may want to also complete a school Supplementary Information Form (SIF) if you feel your child should have additional priority based on faith. Not all schools have a SIF and you would only need to complete a SIF if you want that additional priority. OR, if that isn't possible for you

2. Apply by using the paper application form, the D-CAF (the Devon Common Application Form). This is available by calling the My Devon helpline on 0345 115 1019. OR

3. Apply on a common application form given to you in school, the D-CAF6. This is provided only where:

- you have a single school you would like
- the school has a confirmed vacancy
- your child is not on roll already at a local school
- your child does not have an EHCP (Education, Health and Care Plan)
- your child has not been permanently excluded from school
- you are not in dispute with another person with parental responsibility for your child

The D-CAF6 is a formality which enables the LA to maintain accurate and up to date records about transfers and vacancies in schools. They enable children new to an area to get into school as quickly as possible, with a formal offer letter from the LA to follow.

OR

4. Apply on a school application form for those schools that have opted out of In-Year co-ordination. Schools must tell the LA about every application they receive and about the outcome of the application.

Please note that we'll only discuss your application with you or someone you write to tell us we can discuss it with.

If a school has more applications than places, decisions have to be taken about how to prioritise them. The admissions authority for each school will have consulted on and published oversubscription criteria in advance so it is clear to everyone how the applications will be prioritised. These criteria are only used if the school is oversubscribed so, if there are spare places, it doesn't matter if your child lives outside the school's catchment or is not of that school's faith.

In most cases, there won't be more than one application at the same time for the same Year Group in a school and the decision whether a place can be made available is about whether there is a vacancy or whether admitting another child - any child - would cause prejudice to efficient education or the efficient use of resources at that school. Priority under the school's oversubscription criteria is then only really about where the child would be placed on a waiting list if the application were refused.

Oversubscription criteria in Devon schools

Below are the criteria used by the different schools in Devon. Not all apply to each school - you can see which criteria each school uses in their own admissions policies at devon.cc/schoolpolicy.

Please note that meeting these criteria doesn't guarantee a place, they simply influence how much priority a child has for a place at that school. Oversubscription criteria are reviewed annually and can change from one year to the next.

Looked After Children (LAC) and formerly Looked After Children priority

Every school has to have this as the number one priority (it could be LAC of the school's faith for a faith school). At the normal round we wouldn't anticipate that a LAC would be refused admission because of the small number of eligible children across the county. For in-year applications, the school may be full already. Nevertheless, there is a stronger presumption in favour of a Looked After Child being admitted as the threshold for prejudice to efficient education is higher than for other children. When we say children who were formerly Looked After, we mean those children who were immediately adopted or made the subject of a child arrangements order or special guardianship order when they stopped being Looked After. Every state-funded school in Devon complies with this legal requirement. When we say Looked After Child, it has the same general meaning as a Child in Care. Applications must be made by the person or the LA with parental responsibility, not by a foster carer. A carer's views will be important.

If you are an adoptive parent, you don't have to mention this on an application form if you don't want to though if you don't, your child cannot be prioritised under this criterion.

Please note that Devon's policy is for Looked After children to be admitted to schools that are rated Good or Outstanding by Ofsted. Other schools would be considered in exceptional circumstances.

Exceptional Need priority

For most Devon schools, priority is given if a parent can demonstrate an exceptional need to attend that school - and ONLY that school. There may be very challenging circumstances but for admissions priority, the circumstances must mean that ONLY that school can meet the child's needs. Every request will be considered on its own merits. However, you should be aware that a preference to attend a school because friends are expected to go there, convenience for transport arrangements or child-care are NOT considered to be exceptional need. Exceptional need priority is agreed only in a very small number of cases across the county. Successful requests will have independent supporting evidence which must indicate why that school is required, not simply describe the medical or social need. Where exceptional need is agreed, the application is prioritised - it isn't a guarantee of admission.

It isn't expected that a parent would request priority on exceptional needs grounds for a second or third preference - neither could be the ONLY school that the parent believed could meet the child's needs.

It is your responsibility as a parent to provide supporting evidence to be considered under this criterion.

Designated or catchment area priority

Almost every address in Devon has a designated primary and a designated secondary school. A small number have more than one. Children living in a school designated area will have priority for admissions over other children. This doesn't mean that they are guaranteed admission.

Where an address is in the designated area for a school and is further than the walking distance of two miles for primary children and three miles for secondary children, there is an entitlement to free transport in Devon. This applies only to one primary and one secondary school for each address. Where there is more than one, we will nominate one of the schools for entitlement to free transport on designated school grounds.

Priority for Admission: oversubscription criteria

Children of staff priority

Most Devon schools give priority to children of members of staff who have been working there for at least two years though it can also apply where the member of staff has been recruited within the previous two years ago to fill a vacancy for which there was a skills shortage. Staff priority can only be at one school, where he or she is employed. It is not available for several schools in an academy chain or a federation of schools.

Sibling priority

Most schools give priority to children who have a brother or sister at the school or at another named school with close links to it. The sibling must be at that school or a school specifically named in the school's admissions oversubscription criteria.

Faith priority

Voluntary aided, voluntary controlled and some academy schools have a formal faith character and can prioritise applicants on faith grounds - usually regular attendance at a church for a minimum period of time. This is verified by a school Supplementary Information Form (SIF).

Feeder school priority

This does not apply for In-Year admissions.

Pupil Premium priority

Schools can prioritise children who are eligible for the Pupil Premium, Service Pupil Premium or the Early Years Pupil Premium. Only two schools have taken this up: South Devon UTC and Colyton Grammar School.

Nursery priority

This does not apply for In-Year admissions.

Selective schools and Priority for Aptitude

All primary schools are comprehensive which means that they don't use selection tests. This also applies to Devon secondary schools, except for Colyton Grammar School which admits children who have demonstrated academic ability at an entrance test (called the 11+ at the normal round) St Lukes Science and Sports College admits up

to 10% of its intake according to sporting aptitude. The remaining spaces are open to all children as they would be at the other Devon secondary schools.

Which criterion will apply to a child?

Oversubscription criteria are numbered in priority order and can combine so that, typically, 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.

Address and Sibling changes

We will consider a new address if there is evidence of the move. We will confirm when a new address has been accepted. Evidence may not be required where the school is undersubscribed or where a new address makes the child a lower priority for admission (further away from the school or outside a designated area).

If you have another child who is offered a place at the school after the closing date for applications but before the processing date and you tell us about it in writing, he or she will be counted as a sibling in this application process. After the first offers, siblings will count once they are on roll.

While we may verify your information, it is a parental responsibility to make sure information is complete, accurate and up to date. If you are unsure what information you should provide, how the criteria may affect your application or any other query, you should ask for advice - either in school or by contacting the Admissions Service.

Reasons for your preference

There is space on the form to tell us about the reasons for your preference. This doesn't mean the decision whether a place can be offered will be affected - you must demonstrate that there is an exceptional need for that to happen and for that to be an oversubscription criterion for the school.

Which Year Group is my Child in for 2017-18?

The table below shows the chronological Year Groups - based on children's dates of birth. Year Groups in England run from the beginning of September to the end of August. Parents can request admission to a different Year Group, for instance where a child's birthday is close to the end of August, where the child has missed a significant amount of education or is progressing particularly quickly.

the large majority of children are taught in their chronological or normal Year group, including most children with an Education, Health and Care Plan or a Statement of Special Educational Need. There can be difficulties in a child's education career by being out of the normal Year Group and parents are advised to discuss this with their child's head teacher before requesting a place in a different Year Group.

It is for the admissions authority for a school to respond to a request for admission outside the chronological Year Group. It will consider a request on the merits of each case and must give reasons for its decision. In many cases, schools will be able to meet a child's needs in his or her chronological Year Group, adapting the curriculum as necessary.

Where an application for admission to a different Year Group is refused, a parent will have the right of appeal UNLESS a place is offered in the school in the chronological Year Group in any case. There is no right of appeal where a request for admission is refused for a child who would be 3 years of age on admission.

Date of Birth	From	To	Ages
Sixth Forms			
Year 13	1 Sept 1999	31 Aug 2000	17-18
Year 12	1 Sept 2000	31 Aug 2001	16-17
Secondary schools			
Year 11	1 Sept 2001	31 Aug 2002	15-16
Year 10	1 Sept 2002	31 Aug 2003	14-15
Year 9	1 Sept 2003	31 Aug 2004	13-14
Year 8	1 Sept 2003	31 Aug 2005	12-13
Year 7	1 Sept 2005	31 Aug 2006	11-12
Primary schools			
Year 6	1 Sept 2006	31 Aug 2007	10-11
Year 5	1 Sept 2007	31 Aug 2008	9-10
Year 4	1 Sept 2008	31 Aug 2009	8-9
Year 3	1 Sept 2009	31 Aug 2010	7-8
Year 2	1 Sept 2010	31 Aug 2011	6-7
Year 1	1 Sept 2011	31 Aug 2012	5-6
Reception	1 Sept 2012	31 Aug 2013	4-5

Other points to consider for Admission

Multiple birth siblings

We can't guarantee that places will be available for twins (or triplets). If one twin can be offered the final place, we will try to offer the other twin but it is possible that a school may not be able to admit more than its PAN or Admission Limit. **If this is the case, it will be for you to decide whether to accept one place or to seek places for both twins elsewhere.**

Children of UK service personnel

Places will be allocated in advance of the family arriving in the area for children of UK service personnel. The 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.

Applications for children from service families will be considered up to 16 school weeks in advance of the place being required rather than up to 8 school weeks for other children.

Parents with shared responsibility

Only one home address will be accepted for a child. Each admission authority will make a decision on what it accepts as the child's home address, if necessary, according to its own admissions policy. This may be set out by a court order. Schools will consider all information submitted by either parent.

Very rarely, two 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. Where this does not happen and, in the absence of a court order, a place will not be held open at one school once a child has physically started at another school. Where a non-resident parent applies for a child to transfer schools and the resident parent is not in agreement with the transfer, it is likely that the application will not be approved. We would advise all parents to try and seek an amicable resolution and to take appropriate legal advice as necessary.

Where a parent who is not the applicant wishes to know which school has been allocated, we would expect that parent to approach the applicant for information. On request and where there is no legal obstacle to sharing the information, we will inform both parents of the offer.

Waiting Lists

Waiting lists are kept in case places arise at schools which were full. They are kept in priority order using each school's oversubscription criteria. This means a child's position could go down as well as up. In-Year applicants who don't have a school place will take priority for admission over children on a waiting list and may be allocated a place under the Fair Access Protocol. **Lists are recalculated on 1 September at the end of the normal round of admissions to remove priority for children who attended a linked or feeder school. This priority does not apply for In-Year admissions.**

Information on the application form

It is a parent's responsibility to provide accurate and up-to-date information on an application. You should find out about the school you are interested in and the information required. This will include telling us about brothers and sisters at a school where this would give priority for admission, telling us if your child has an Education, Health and Care Plan or telling us if your child is Looked After by a local authority or was Looked After.

For some Devon schools, you may also need to complete a Supplementary Information Form (a SIF) if you want your application to be prioritised on faith grounds.

Any additional information for consideration should be included with the application.

When you apply you need to make sure that the information you give is complete and accurate. If there is clear evidence that a parent has given fraudulent or misleading information, particularly to gain an advantage over others and if the correct information would have meant they'd be refused

a place in a particular school the offer will be withdrawn. Places have been withdrawn in the past – please be aware of this when completing and signing the application form.

Places are offered on the basis of the address from which your child is to attend school. This may be different to the address your child lived at when the application was considered. If your circumstances change during the process or if you know your circumstances are going to change (for example, you move house or know you will be moving house before your child starts at the school) you must tell us in writing. If we or the school are unable to get in touch with you, your school place may have to be offered to another child. If you decide that you no longer require a place that we have offered, please let us know in writing as soon as possible.

Academy and Foundation conversions

A number of 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. Academies and foundation schools are legally bound to manage admissions fairly in the same way as all other state-funded schools.

School Admissions Code

School admissions are managed under the statutory requirements of the government's School Admissions Code 2014. The School Admissions Appeals Code 2012 provides statutory guidance on the appeals process. Both are available at www.education.gov.uk/publications

The Department for Education is responsible for education and children's services in England. The DfE is a ministerial department, supported by nine agencies and public bodies.

The Education and Skills Funding Agency is an executive agency of the DfE, managing funding to support all state-provided education. The ESFA has a role in dealing with complaints about academies.

Children's Education Advisory Service 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.

The Office of the Schools' Adjudicator (OSA)

A local authority, parent or other interested party can object against any admissions policy believed to be unfair and in breach of the School Admissions Code or other relevant legislation. Decisions of the Adjudicator are binding.

Questions

What will we do with your application?

We will verify the details on your application with data we already hold. If we can't match details, we may contact you for clarification.

We will inform the schools you name of the application and ask them for a decision whether a place is available unless it is clear that you will be offered a place at a school you preferred more.

Schools won't be informed whether they were your first, second or third preference as that information is not required by them to operate their oversubscription criteria or to make a decision on whether a place is available.

We will make an offer at the school you most wanted that can offer a place or, if your application is refused, we will reach a decision under the Fair Access Protocol if your child is eligible under its terms (see page 15).

Which schools can you apply for through this process?

You can apply for participating state-funded school in the county of Devon.

Which schools can you NOT apply for through this process?

- for a school outside of Devon
- for an independent (private) school
- for the UTC and studio school in Devon
- for sixth forms and Further Education Colleges
- for some schools that have opted out of In-Year co-ordination (see page 15)

Will your preference be met?

Your preference will be met, unless doing so would 'prejudice the provision of efficient education or the efficient use of resources'. That's the principal legal reason to refuse an application and generally occurs when the Year Group is full.

What if the school is full in your child's Year Group?

The application will still be considered and a place may be made available if the admissions authority

believes it can offer a place without prejudicing efficient education or the efficient use of resources.

If your child meets the criteria for the Fair Access Protocol, you may be offered a place even if the school is full (see page 16).

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 generally be offered at least up to the school's PAN or AN.

What if a school is NOT oversubscribed?

Your application should not normally be refused if a school is undersubscribed. 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 - except that you must be able to get your child to and from school. If your child is abroad, you must be able to demonstrate that he or she will be able to enter the country - either because there is a right of abode in the UK or there is a valid visa.

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 may have preferred over the school you are offered.

What if you only name one school?

You only need to name one school. If you are refused, we will not consider an alternative if your child is already on roll at a suitable school or receiving Elective Home Education. By that we mean one within a reasonable distance from home. If you are new to the area and your child doesn't have a suitable school place, we will suggest an alternative to you but it is for you to say which alternative schools you would like. 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 one won't affect whether a place can be allocated there.

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 have attended. You may have other plans for your child's education or are moving away from the area. You must make an application.

What if you don't apply?

Applying for In-Year admission is a parental responsibility. The Admissions Service will not consider your child for admission to a school unless there is an application. Children who are missing education (CME) will come to the attention of the Education Welfare Service who will require a parent to make arrangements for suitable education or will consider issuing a School Attendance Order naming a school.

What if you don't want a particular school?

You shouldn't name a school if you don't want a place there - we will always try to meet your preference so you shouldn't name a school if you actually don't want it. If we can't offer you a place at one of your preferences and your child does not already have a suitable school place 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 the nearest one available, you may be responsible for getting your child to and from school.

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

Everyone must complete a common application form from the local authority. The school you're interested in may have a SIF that asks for information about priority you think your child should have - but you must complete the local authority form as well.

Can you apply from abroad?

We will accept applications while a child is not in

the country if he or she has a right of entry into the UK - a citizen of an European Economic Area country for instance - or has a valid visa permitting entry.

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 local authority form your application will be processed. If the school does provide a SIF and you don't complete it, your child can't be prioritised according to the relevant criteria.

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. You can amend your application with new preferences and the first application will be disregarded. Please ensure the same person signs a fresh application. If you change your mind after your child has transferred, you can submit a fresh application but a further transfer may be delayed until the beginning of the next term or half-term.

Transferring school can be disruptive for a child's education whatever the reason for transfer. A new school will be necessary where there is a house move to a new area but the general advice in other cases is to avoid transfers if possible, especially at key times in a child's schooling such as preparation for exams and towards the end of a Key Stage.

When will you know the result?

For Devon-resident children, we'll tell you about the school place offered for your child as soon as we can. We ask own admissions authority schools to respond with a decision within 5 school days of being told about your application.

What should you 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.

Questions

The school will be in contact with you shortly after the offer is made and all future contact should be between you and the school. If you don't wish to accept an offer for any reason, please confirm this in writing either to us or to the school and letting us know what arrangements you are making for education instead.

If you don't respond to the school, we will try and make contact with you. If we can't then the offer may be withdrawn and the place offered to another child. You should be aware of this 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

If you have been refused a place, 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 admissions authority for the school. When we inform you of the decision, we will explain how the appeals process works. If you are refused a place, you can also make additional preferences. If you appeal for a place at a school, the offer we have made is not affected - you don't risk that place by appealing elsewhere.

If you are refused a place at the Atrium Studio School, Bideford College, Brayford Primary Academy, Colyton Grammar School, Pilton Bluecoat Church of England Academy, Umberleigh Academy, Sparkwell All Saints Primary School or the Steiner Academy Exeter you will need to contact the school to find out about their appeals process.

What if the school doesn't tell the LA whether a place is available?

Schools are required to respond with a decision promptly. If the decision is significantly delayed, the LA will reach a decision on whether to inform the parent that the application has been refused so that he or she can submit an appeal. The LA may also consider whether it is necessary to direct the school to admit or request that the Secretary of state directs an academy to admit.

Which schools have opted out of In-Year Co-ordination?

The following schools have consulted on and determined an admissions policy for 2017-18 which requires parents to complete a school application form and submit it direct to the school:

The Atrium Studio School
Brayford Primary Academy
Pilton Bluecoat Church of England Academy
South Devon UTC
Sparkwell All Saints Primary School
Steiner Academy Exeter
Umberleigh Academy

These schools must inform the LA of all applications and their outcomes. All schools must still participate in the Fair Access Protocol and could be required to admit a child that had been refused admission.

Should I opt for Home Education instead?

If you feel that you are under pressure to take your child off roll for any reason - because of poor attendance or problems with behaviour and discipline in school, we would advise you to think carefully before opting for Elective Home Education. EHE can be a very positive experience for some children but you should not underestimate the commitment involved. It is rarely the case that the best option for a child is to come out of school in response to difficulties or if there has not previously been a history of successful home education - especially in Key Stage 4.

A decision to Home Educate should be for positive reasons, not to get away from in-school issues. The Elective Home Education Team can advise parent about what is involved in Home Education. You should be aware that the LA does not provide tutors or equipment to support Home Education.

It can be difficult securing readmission to a school for parents who quickly realise that Home Education is not a viable option in their circumstances.

Fair Access Protocol

Each LA must operate a FAP as an admissions safety net for children who would otherwise not be able to access a suitable place quickly. It is a compromise between the needs of the child and an acknowledgement that the school would experience prejudice to efficient education by admitting another child.

The following groups of children are considered vulnerable and will be eligible for allocation under the FAP:

- a) children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) children who have been out of education for two months or more;
- c) children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) children who are homeless;
- e) children with unsupportive family backgrounds for whom a place has not been sought;
- f) children who are carers;
- g) children with special educational needs, disabilities or medical conditions (but without a Statement or an Education, Health and Care Plan);
- h) children of serving UK service personnel posted to a new area;
- i) children new to an area who are unable to be offered a place at a school preferred by the parent;
- j) children referred by a school considered to exhibit challenging behaviour.

In most cases, the FAP will apply where a child is new to an area, doesn't have a school place and parental preference is refused. It won't apply where an application to transfer from one local school to another is refused as the child already has access to education. A child may satisfy one or more of these criteria but have a school place. He or she would not then be allocated under the FAP.

For primary age children, the LA will first look to allocate a place at the catchment school and will try to make a place available close to the home

community. In most cases, this will result in a place being allocated at the closest school to home - even where this was a preference that was refused.

For secondary age children, a similar process is followed. A place will be allocated at the catchment school provided it has not exceeded its PAN or AN by more than an additional 3%. If it has, the nearest alternatives will be considered in distance order, again up to an additional 3% above the PAN. If that is not possible, a place will be allocated at the catchment school even if the 3% figure has been reached.

Places cannot be held in reserve. Applications that rely on a new address must include evidence of that address to be considered to be submitted. Evidence of an address in catchment must have been received for applications to be considered under the Fair Access Protocol.

Places are not allocated to schools under the FAP on a rota and the LA will protect a school from a disproportionate number of FAP allocations.

The responsibility for operating the FAP lies with the LA. Where a school refuses a parent's application, it is for the LA to decide whether the child is eligible under the Protocol. Allocations need not be in accordance with parental preference and a parent may still appeal for a place at a school even if parental preference has been refused.

All schools, including those that have chosen not to participate in In-Year co-ordination must participate in the LA's FAP.

School transport

Every Devon child of statutory school age is entitled to free school transport if they are attending the closest school to home and it is further than a walking distance of two miles for primary children or three miles for secondary children. There is additional entitlement for secondary age children from low income households and for a primary or secondary age child in this county to attend a single catchment school. If there is more than one catchment school for an address, free transport on catchment grounds is limited to one - that will be the school Devon recognises for the purposes of catchment school transport. Our online maps show which this will be across the county - see devon.cc/schoolareamaps.

Parents can express a preference for a place at any school, but that doesn't mean there will be free school transport. It is important to check whether there is an entitlement and, if not, consider carefully how your child is going to get to that school for the whole of the time he or she is there.

Transport is not provided for non-entitled students such as foreign exchange students, taking friends home to tea and to work experience placements and induction days.

How do I check if my child is eligible?

If you apply for a place at the catchment school for your child's home address and that is more than two miles away by the shortest walking route, (for primary schools) or more than three miles (for secondary schools) you will be entitled to free transport. You can check your child's catchment school at devon.cc/schoolareamaps or by calling 0345 155 1019.

Sidmouth residents should be aware that Sidmouth CofE Primary School operates two sites for children in Reception and Years 1 and 2: the former All Saints' Infants and Sidmouth Infants' Schools. Transport on designated school grounds is only available to the nearer of the two sites to the home address.

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).

What if I have expressed a preference for a school because of religion or belief?

You should consider how you will get your child to school. If you prefer a school on the grounds of religion or belief please be aware that Devon will only provide transport to the designated or nearest school to home (more than two miles away via the shortest available walking route). Secondary-age children from low income households are entitled to free transport to the nearest faith school between 2 and 15 miles from home.

St Michael's CofE Primary Academy, Exeter - the entire parish constitutes the admissions designated area for St Michael's and covers a number of other Exeter school designated areas. There is no transport entitlement on designated school grounds to St Michael's.

Whose responsibility is transport to school?

You must make sure that your child gets to and from school. If you are entitled to free transport for your child, that responsibility is met when you take up your entitlement. Otherwise you must make your own arrangements. You are encouraged to consider the practicalities of getting to a school which is not in walking distance if it isn't the designated or nearest.

If I am refused free transport can I appeal?

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 need for

support is demonstrated. There is a further right of appeal to a panel consisting of County Councillors.

If free transport is withdrawn can I appeal?

Yes, 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?

If your child is starting school at the designated or nearest school to the home address in September and lives more than the walking distance from that school, the Education Transport Team will contact you, normally by email, during May or June to let you know your child is entitled to free school transport. If you haven't been contacted, please ring 0345 155 1019 for advice.

Church of England Parishes

The catchments for some faith schools include parishes which extend further than the areas which have been accepted for transport entitlement 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 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 designated areas we recognise for transport purposes by visiting devon.cc/schoolareamaps.

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 St Helen's Church and to Lady Modiford's Church of England primary schools.

Travelling to school

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 designated school on time your child may be allocated to a school further from home. If this happens any transport arrangements 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.

If your child does not have a Statement of Special Educational Need or an Education, Health and Care Plan and is attending a mainstream school, please contact us on 0345 155 1019 if they have special needs or medical issues that affect their ability to get to school or to use the transport that is provided.

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.

Rising 5s and In-Year Admissions

Children must be in full-time education by the start of the term following their fifth birthday. They don't have to be in education before then. When a child starts school as a four year old, before they legally have to be in full-time education, they are known as Rising 5s. You may, though, want to apply In-Year following a house move or because you have changed your mind about where your child should start school.

Options for parents

As with normal round admissions, when you are offered a place in Reception, you have the following options:

1. full-time admission
2. part-time up to statutory school age
3. defer admission up to statutory school age and take up your Early Years Entitlement hours in a pre-school setting
4. defer admission up to statutory school age within the same academic year and make other arrangements such as your child remaining at home
5. decline the offer and delay admission to the next academic year

You can't take a part-time place in Reception and **free** sessions in a pre-school setting. You could arrange for additional pre-school hours but you would have to pay for them. The part-time option in Reception is a parental right though parents cannot insist on a particular pattern of attendance.

Deferred admission

As a parent, you have the right to defer your child's admission until the statutory school age: 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. Your 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.

Summer-born children can't automatically defer admission and enter school in a Reception class in the following September. Parents must make a another In-Year application for a Year 1 place after the summer half-term. It is possible that this class may have been filled during the Reception year. A place will not have been reserved.

Delayed admission for summer-born children

You may wish your child to start in Reception an academic year later than normal. Although it is not necessary, such a request is often supported with social, medical or educational evidence from a relevant professional who is independent of your family. If your request is agreed by the admission authority for the school, you must then reapply in the next normal round. A place isn't guaranteed a year in advance as the application will be considered alongside all other applications - there is no additional priority on the grounds that the application is for a delayed place. Please contact us or the schools you are interested in for further information. It is advisable to consider more than one school in case the school you want is unable to offer a place.

There is a right to request delayed admission on any grounds you wish; there is not a right to that request being allowed by a school.

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 school admissions authority will say whether they agree or not. There is no right of appeal against this decision.

Other LAs and sources of independent advice

If your child lives in Devon, near to the border of another local authority (LA) area, you may want to make a preference for a school in that area as well as, or instead of, a Devon school. If this is the case, you must apply to Devon for Devon schools and contact the other LA for advice about admissions there.

If your child lives outside England and you wish to apply for a place in a Devon school ahead of a move to the area, you can apply to Devon. However, if your child is not a citizen of a European Economic Area country or Switzerland, we will not accept an application until your child has entered this country or you can provide a valid visa permitting entry.

If we receive an application for a school outside Devon or for an independent school or for a Devon school that has opted out of In-Year co-ordination, we will pass on the application as necessary and inform you that we have done so.

The contact details for the five neighbouring LAs:

Cornwall

- 0300 1234 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

Admissions to any school in another LA may require the completion of a Supplementary Information Form. Please contact the school or the relevant LA for further information.

The Advisory Centre for Education (ACE)

This is a charity which offers information about state education in England for parents of school-age children. Information booklets can be ordered at www.ace-ed.org.uk. You can call free on 0800 800 5793, or text AskACE on 68808.

Devon Information Advice and Support (DIAS)

This is a local, impartial, free and confidential service for parents and carers, children and young people 0-25 years old regarding Special Educational Needs and Disability. If you or your child receive SEN Support, have a Statement of SEN or an EHC Plan, they can provide you with information, advice and support about admissions and transition between schools. They can help you to understand your options, talk to you about the admissions process, help you to find the right person to talk to and support you with admission appeals. For leaflets about starting or changing schools: www.parentpartnershipdevon.org.uk or call 01392 383080.

Advice is also available from Contact a Family - SEN National Advice Service on 0800 808 3555 and from Coram Children's Legal Centre - Family, Child and Education Legal Advice Line on 0800 020 008.

[Direct.gov website](#)

This website provides information and links on many subjects, including school admissions.

Glossary and Definitions

Academy, free, voluntary aided and foundation schools may use their own definitions for terms used in their admissions policies. Where one of these schools doesn't define their terms, the Devon definitions will be the default definition. You can view our full glossary for school admissions and transport at devon.cc/admissionarrangements.

Academy - a state-funded school independent of local authority control. It must comply with the School Admissions Codes.

Admission Number - the equivalent of PAN for Year Groups after the normal intake year. This is the minimum number of places available in the Year group in the school. It is often the same as the PAN originally set for that year group as it entered school but may be changed in response to a change in circumstances in the school.

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 local authority but were then immediately adopted or made the subject of a child arrangements order or made the subject of a special child arrangements order. For 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 admitting authority with responsibility for deciding arrangements for admission.

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).

Education, Health and Care Plan - the replacement for Statements; 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.

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.

This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address.

In-year admissions - these take place after a Year Group has begun at a school - during Years Reception to Year 6 in a primary or junior school, Reception to Year 2 in an infant school, Year 7 to 11 in a secondary school or Year 9 to 11 in a studio school or UTC. 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.

In Year admissions to a sixth form are managed by the establishments themselves - none are co-ordinated by the LA.

LA - local authority, eg Devon County Council.

Linked schools - also known as feeder or contributory schools. These are primary and junior schools with particular links with a secondary school or infant schools with links to a junior school for normal round transition and the curriculum. Brings priority - but not a guarantee - for admission to the secondary school. This priority ONLY applies at normal round, not for In-Year admissions.

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.

PAN - the Published Admission Number. The minimum number of places available in the first year at a school, eg Reception or Year 7.

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

Statement of SEN - Special Educational Needs, sometimes requiring a Statement or EHC Plan for a child. A child with a Statement of SEN which names a school must be admitted to that school.

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, as a consequence 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.

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 admissions authority.

New schools

In any academic year, it is possible that new schools will open and others may close. Details will be published online in the Admissions Directory at devon.cc/stepbystep which will be updated whenever a new school or a school closure is confirmed.

Trinity Church of England Primary School is a voluntary aided school to be located at Newcourt in Exeter, between Countess Wear and The Topsham School. It is intended to primarily serve the new housing developments in that area. It will eventually be a two-form entry primary school with an intake of 60. Please note the opening of this school will be 2017-18 with places only available in Reception in the first year. Further information is available at www.exeter.anglican.org/schools/admissions-appeals/new-exeter-school/

Contact details for Devon Admissions

The Education Helpline - myDevon customer service centre
for help and support please call 0345 155 1019

Calls to all numbers starting 0345 will be charged at no more than the national rate for 01 or 02 numbers and will count towards inclusive minutes in a mobile phone contract. The lines are open from 8am to 8pm Monday to Friday and 9am to 4pm on Saturday. Our team of advisers are able to answer most enquiries. If not you will be put into contact with officers in the School Admissions Service.

School Admissions Service

Some enquiries will be referred to officers with knowledge of the admissions process for normal round primary school admissions, normal round secondary school admissions or in-year school admissions. The postal address is: Room L102, County Hall, Topsham Road, Exeter EX2 4QG.

Our email addresses are:

primaryschooladmissions@devon.gov.uk for normal round admissions to primary phase schools

secondaryschooladmissions@devon.gov.uk for normal round admissions to secondary phase schools

admissions@devon.gov.uk for in-year admissions to primary and secondary phase schools

If you write to the School Admissions Service, please include your child's full name and date of birth. Wherever possible, we will write back to you by email.

Further information is available at:

devon.cc/admissions or www.devon.gov.uk/admissions

devon.cc/admissionarrangements or www.devon.gov.uk/admissionarrangements

devon.cc/admissionsonline or www.devon.gov.uk/admissionsonline

You can also contact the LA for advice:

Inclusion Service - Managed Moves, exclusions

Education Welfare Service - including attendance

0-25 SEN Team - for children with additional needs