

In-Year Co-ordinated Admissions Scheme 2026-27

for applications to State-funded schools
for admission into school from 1 September 2026 to July 2027.

- All Local Authorities (LAs) must co-ordinate applications at the normal round of admissions to state-funded schools in their areas, [see What is the purpose of this Scheme?](#)
- Admissions policies must make it clear that all parents **must** apply for admission, and
- How to apply for admission, see [How to apply for a place at the normal round](#) and [How to apply for a place at other times](#) and [Devon Exceptional Need Supplementary Form](#)
- When to apply, see [When to apply for a place](#)
- What happens after application, see [What happens after an application is made](#)
- What happens when an application is successful, see [Outcomes of the application process](#)
- What happens when an application is **not** successful, see [Outcomes of the application process](#) and [Admission Appeals](#).
- Our Scheme says how we consult and set it each year, see [Policy version](#)
- [Appendix 2](#) contains detailed information and definitions of the terms we use.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Scheme or admissions in general, please ask for advice from the school or the LA School Admissions Team.



In-Year Co-ordinated Admissions Scheme

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General Information and Contacts

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1

Equality and Safeguarding Statements

- 1.1 Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This Scheme will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 Devon County Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
- 1.3 Devon County Council acts as a Corporate Parent for Children in Care. This means that the LA has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This Scheme has been written to comply with this principle.

2

What is the Purpose of this Scheme?

- 2.1 This Scheme will make provision for parents to make applications for children to join schools in-year, that is after the normal round of admissions. It also provides for children to be offered a single school place in response to those applications.
- 2.2 This Scheme is made by Devon County Council, acting in accordance with The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the School Admissions Code 2021 and the School Admissions Appeals Code 2022 (Department for Education). It is mindful of good practice presented in previous Codes where it remains compliant with the latest Codes.

Where any part of this Scheme is identified at any time as not being compliant with the School Admissions Code 2021 or the School Admissions Appeals Code 2022, it will be amended without delay to meet the requirements of the Code. Amendments will be recorded in the Policy History below.

- 2.3 This Scheme applies to all types of [state-funded school](#) in the Devon County Council administrative area at [primary](#) and at [secondary phase](#), including all [admission authorities](#) for those schools. It does not apply to admission to special schools¹ or for boarding places in schools. Throughout this Scheme, references to school will be limited to state-funded schools: those maintained by the LA and academies and free schools.

Where Devon's [Normal Round Co-ordinated Admissions Scheme](#) manages applications for Devon-resident children for any state-funded schools in the country, this In-Year Scheme manages applications for schools within Devon only and provides for children whether they live in Devon or not.

- 2.4 This Scheme will be put to public consultation before being considered and determined by the Cabinet of Devon County Council, according to the statutory timetable for doing so under the School Admissions Code. This includes individual school admissions policy documents for community and VC schools². The admissions policy documents for own [admission authority](#) schools will also be the

¹ Information about admission to special schools is available from the Devon Statutory Special Educational Needs Team (SSEN Team).

² Admissions policies for individual community and voluntary controlled schools determined by the Cabinet of Devon County Council will remain the arrangements should a school convert to foundation or academy status. Necessary amendments will be made only with regard to changes of name and to confirm that admission authority responsibilities will be taken on by the governing body or trust of the school.

subjects of consultation where changes are proposed or where they have not been consulted on for 7 years. Consultation may be annually or otherwise before 7 years.

2.5 The Devon Schools Admissions Team will operate to meet the statutory responsibilities of Devon County Council, the LA for the County of Devon¹, with regard to admissions to school and to support schools in delivering their responsibilities. It will:

- act as admissions champion for children and families;
- offer advice to parents² and schools;
- monitor and challenge the admission arrangements and practices of schools within the Devon County Council area and schools in other LA areas where they affect the residents of Devon;
- operate this In-Year Scheme to co-ordinate admissions to Devon schools at other times during Year Groups Reception to 11;
- operate a [Normal Round Co-ordinated Admissions Scheme](#) to co-ordinate applications by parents and allocate places on behalf of schools for the first admission to a primary, infant, junior, secondary, studio school and university technical college (UTC)³;
- operate a [Hard to Place and In-Year Fair Access Protocol](#) to ensure children at risk of missing education In-Year are allocated a school place quickly, even where local schools have reached an admissions limit⁴;
- act as the admission authority for community and voluntary controlled schools;
- assist other schools in delivering their admissions responsibilities including ranking applications, operating their [oversubscription criteria](#) and managing waiting lists as required;
- support schools in the preparation and presentation of school admissions appeals;
- liaise with other teams within the LA and beyond where this assists in the planning of school places across the county;
- report no less than annually on school admissions within Devon as required to the Office of the Schools' Adjudicator and partner organisations across the county.

2.6 This Scheme also applies to [parents](#) who wish their children to be admitted to school in-year. Parents are required by law to make a formal, written application for admission to school.

2.7 The School Admissions Team acts for the LA to meet its statutory duties under:

- *The School Admissions Code 2021*
- *The School Admissions Appeals Code 2022*
- *The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012*
- *The Education (Pupil Registration) (England) Regulations 2006 (amended 2016)*
- *The School Standards and Framework Act 1998*
- *The School Admissions (Infant Class Sizes) (England) Regulations 2012*
- *The School Admissions (Appeals) (England) Regulations 2012*
- *The School Information (England) Regulations 2008*
- *Equality Act 2010*
- *Human Rights Act 1998*

¹ This excludes the areas covered by Plymouth City Council and Torbay Council.

² Any reference to parents will also include carers and guardians unless otherwise specified.

³ Normal Round Co-ordinated Admissions Scheme at www.devon.gov.uk/admissionarrangements

⁴ Hard to Place and In-Year Fair Access Protocol at www.devon.gov.uk/admissionarrangements

3.1 Key points:

All parents must apply for a school place – no places are guaranteed for siblings or for children living close to school or where members of the family have attended the school for many years.

This In-Year Scheme applies only to admission to a state-funded, mainstream school or academy that is located in the administrative area of Devon County Council, whether the child lives in Devon or in another LA area. Applications for admission to a school outside Devon must be made to that LA or to the school itself, according to local arrangements.

Applications are made either to Devon LA (see section 4.6),
OR at the school in certain circumstances (see section 4.7),
OR direct to the school if it has opted out of LA co-ordination (see section 4.8).

Applications to the LA are made using the Devon LA [common application form](#), online or on a paper version of the form (see Appendix 7).

Some schools require a [Supplementary Information Form](#) to be completed by parents who would like additional priority on certain grounds.

Applications can be made at any time but will not be considered further in advance than 8 school weeks² before the place is required (this is extended to 16 school weeks for children of UK service personnel families).

All applications will receive an offer or a refusal.

There is a [right of appeal](#) to an independent panel if an application is refused³.

There is a right to a place on a [waiting list](#) if an application is refused unless a school's own determined arrangements specify that a waiting list will not be open after the first term in the entry year to the school.

In all cases, applicants should assure themselves that the child has a right to receive education in a state-funded school. This will reflect the child's nationality and immigration status. Advice is available in Devon's [Education for Overseas Children](#).

3.2 Parents seeking an In-Year admission to school for the **2026-27** academic year can apply from around the summer half-term of **2026**, in the previous academic year.

3.3 Applications under this Scheme are managed using an equal preference system, as required under the School Admissions Code 2021:

- Parents can apply or express a preference for⁴ one, two or three state-funded mainstream schools anywhere in the Devon County Council area.
- Parents must rank those schools in the order they would most like to be offered a place.
- Schools will not be advised of the order of preference expressed by the parent.
- Each preference will be considered alongside all others for the same Year Group at the school that are received by 6pm on the same day, and a ranked or prioritised list produced using the school's [oversubscription criteria](#) only if there are more applications than places available at the

¹ Young people may make applications themselves if they will be 16 years of age when they require the place.

² This period is to allow time for the child to move home where necessary. It would also be sufficient time in most cases to enable an appeal to be heard where a request has been refused. Applications for admission further in advance will not be considered as it will not be possible to confirm whether a vacancy would be available as requested.

³ There will be no right to a place on a waiting list where a child is refused admission to a selective school if the reason for refusal is that the child did not meet the academic requirements to be admitted – also referred to as being eligible for admission.

⁴ To “apply for a place” or to “express a preference” or to “name a school on an application” have the same meaning.

school. If there are sufficient places available, in most circumstances applications will not be refused on the grounds that the school is over-subscribed.¹

- From these ranked preference lists, the LA will identify which children could be offered a place at more than one school. The LA will then offer a place at the school **ranked highest** for which a successful application has been made. Other lower ranked offers will be discarded, allowing further offers to be made to any children who are next on the schools' lists.
- Parents will have the right of appeal for any school at which an application has been refused. Children's names will be added to waiting lists automatically where they are kept. Schools must operate a waiting list until the end of the autumn term of the first year of admission and may continue to hold waiting lists so long as there is at least one child requiring a place.
- Where no preference can be met:
 - where the child is new to the area or does not already have appropriate education provision locally, the LA will make an alternative offer which may be done through its [Hard to Place and In-Year Fair Access Protocol](#);
 - where the child already has education provision locally, no alternative offer will be made unless specifically requested, in which case it will be at the closest school with an available vacancy. Otherwise, the current provision will remain in place. Parents will be able to make further preferences.

3.4 Parents are encouraged to choose which school they would like their children to attend. As this will mean that there is more demand than there are places at some schools, it is necessary to manage the choices of parents and the availability of places. This is done by enabling parents to apply for school places and reaching decisions in a clear, fair and consistent manner when a school is oversubscribed.

Parents can **choose the schools they apply for** but **cannot choose the school their children will attend**. In the large majority of cases in Devon, applications are not refused.

Some schools will have been filled at the normal round. No places can be held back for in-year purposes.

3.5 It is not necessary for a child to be resident in the Devon County Council administrative area for there to be an in-year application for or to attend a Devon school. Co-ordination of applications is conducted by the LA with schools located in the county **but not** across county borders.

A place will normally be allocated prior to actual residence within a reasonable travelling distance of home only on receipt of a solicitor's letter or rental agreement confirming the intention and date of moving to a named property. However, it is recognised that not all parents will be able to provide this information. Parents unable to provide these forms of evidence should contact the LA.

3.6 Where a child has an Education, Health and Care Plan², any application will be forwarded to Devon's SSEN Team for consideration and consultation with schools.

3.7 The offer of a school place by the LA will lapse if not taken up within 10 school days of a start date unless the school agrees in writing to hold the place. Parents may resubmit applications if the offer has lapsed.

Unless specified in an offer, the start date will be as specified in the application by parent or the date the offer is made, whichever is later.

3.8 All applications for admission must receive a response from the LA or, for applications direct to a school, from the school.

¹ It is not common for multiple applications to be received for the same year group in a school on the same day.

² Either issued or at the draft stage.

- 4.1 There will be a standard form for schools known as the Common Application Form. This is available to parents in hard copy and electronic format.¹ It enables parents **to apply for**, or **“to name”** or **“to express a preference for”** schools.

Devon In-Year forms may only be used for Devon schools. Where a school outside of the Devon County Council administrative area is named on an application, the LA will advise the applicant to contact the school or relevant LA.

Common application forms should be returned to the LA (either online or in paper copy) as soon as possible but no earlier than 8 school weeks in advance of the place being required².

The D-CAF will be used for admitting pupils into the first year of education at any school **after** the Year Group has begun or into any other Year Group at the school.

Parents of young people seeking to transfer to a sixth form may complete a D-CAF5 or other school form.³ However, applications will not be co-ordinated by the LA and parents are advised to contact the school. In either case, applications must be made direct to the establishment.

- 4.2 The common application form will:

- invite the parent to express up to three preferences for in ranked order of preference;
- invite parents to give their reasons for each preference if they wish to do so;
- explain that the parent will receive no more than one offer of a school place and that a place will be offered at the highest-ranking school for which they are eligible for a place and if a place cannot be offered at a nominated school, a place may be offered at an alternative school;
- specify where it must be returned.

- 4.3 The common application form will be available from the LA online and on request through the My Devon Call Centre.

- the common application form will be available at www.devon.gov.uk/admissions and in a paper version.⁴
- the common application form will be accompanied by a written explanation of the co-ordinated admissions scheme including details of neighbouring authorities.

- 4.4 The LA will take all reasonable steps to ensure that every parent resident in the LA area and beyond has access to a copy of the common application form together with guidance.

The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA to alert them to the process.

- 4.5 Parents can apply by completing:

- the online form at www.devon.gov.uk/admissionsonline; or
- a paper application form (D-CAF) returned to the LA; or
to the child’s current school; or
to a school named on the form;
- a paper D-CAF5, returned to the sixth form named on it; or
- (for sixth forms and schools that have opted out of co-ordination) a school application form, returned to the school.

All forms returned to schools will be forwarded to the LA. Schools may take a copy of each application form before forwarding it to the LA. They should keep a record of forms forwarded to the LA for processing.

¹ See Appendix 7 for the different application forms in Devon.

² Or 16 school weeks for children of UK service personnel.

³ A young person aged 16 or who will be 16 at admission, may submit an application in their own name.

⁴ The LA recognises that the large majority of applications at the normal round are submitted online.

Applications for sixth forms and schools that have opted out of co-ordination can be made on forms that are returned to the sixth form or school.

4.6 **Applications via the School Admissions Team: the D-CAF**

The D-CAF is a common application form with space for up to three preferences.

Parents apply by completing the D-CAF online or by handing, posting or emailing it¹ to the LA (the School Admissions Team at County Hall in Exeter). The LA will contact the schools named on the form to advise them of the preference.² Schools which are their own admission authority will inform the LA whether a place can be offered. The LA will take the views of community and VC schools into account.

- Where a place could be offered at more than one school, the LA will offer a place at the school ranked highest by the parent and inform all schools involved of the outcome.
- Where a place could be offered at only one school, the LA will offer a place and inform all schools involved of the outcome.
- Where no place could be offered at a preferred school, the LA will consider whether the child should be allocated a place, under Fair Access arrangements, OR send a formal refusal letter to the parent with the reason for refusal, information regarding the right of appeal and any waiting list. The LA will inform all schools of the outcome.

Where it is clear to the LA that the parent will be offered a place at a higher preference, the schools named as lower preference(s) will not be informed of the application.

The LA will forward the information on the D-CAF that a school would need to decide whether a school place can be offered but will not forward the D-CAF itself as this could tell the school which preference it was.

4.7 **Applications direct to a School³**

Unless the admission authority for a school has consulted on and determined admission arrangements for this academic year that require applications to be made direct to the school, all applications for In-Year admission to a mainstream Devon state-funded school must be made via the LA.

For schools that accept applications direct, parents should complete the school's own admissions application form.⁴

The school must offer or refuse admission according to the number on roll and its own admissions policy, including oversubscription criteria. The expectation is that the application will be successful except where the school can establish that there would be a prejudice to efficient education or the efficient use of resources should the child be admitted or where admission would breach Infant Class Size Legislation which limits a class with a single teacher to 30 children where all or the majority are of Reception, Year 1 or Year 2 age.⁵

- Where the application is successful, the school must make a formal offer to the parent.
- Where the application is unsuccessful, the school must send a formal refusal to the parent, with the reason for refusal, information regarding the right of appeal and any waiting list and refer the parent to the LA for advice.

¹ This may be in addition to a school Supplementary Information Form (SIF) where this is provided by the school to either arrange a selection test or aptitude assessment or to operate particular oversubscription criteria.

² This will include schools that require applications to be made direct to the school.

³ A school must first consult on and determine admission arrangements to opt out of In-Year Co-ordination and use its own in-year application form. Schools doing so will be named at section 4.10.

⁴ Parents may still apply using the D-CAF. Details of the application will be forwarded in all cases to the school.

⁵ For Children in Care, the expectation is that there would be a **significant** prejudice to efficient education. This is a higher threshold than the level of prejudice required to refuse admission to a child not in Care.

For all applications, the school must inform the LA on receipt of the application and also inform the LA of the outcome without delay.

As these applications are not co-ordinated by the LA, it is possible that parents may wish to also apply to other schools. This should be done at the same time to minimise the risk of the child being out of school unnecessarily.

4.8 A school may also lawfully refuse admission where a child has been twice permanently excluded and where the most recent exclusion was within the past two years.

4.9 Devon schools that do not participate in this Scheme in 2026-27:¹

5 Supplementary Information Forms (SIFs)

5.1 Some schools ask parents to complete a SIF where additional information is required by the school to apply its oversubscription criteria. This may be the case at faith schools for example. Parents should check whether a school they are interested in issues a SIF.

SIFs must be returned to the address on the form as soon as possible but no earlier than 8 school weeks in advance of the place being required² unless otherwise advised. Where they are received by the LA in error they will be passed onto the school.

5.2 SIFs for Devon schools and those academies in other LA areas supported by the Devon Admissions Traded Service will be available from the LA online at <http://devon.cc/schoolpolicy> and on request through the My Devon Call Centre.

School admissions policies include their SIFs.

5.3 SIFs are not application forms; parents must also complete a common application form and name the school on it for an application to be valid. Where SIFs are received directly by schools, the school should inform the LA without delay so it can verify whether an application form has been received from the parent, and, if not, contact the parent and request that they complete one.

5.4 Devon provides a common SIF for parents to use where they are seeking priority on the grounds that there is an Exceptional Medical or Social Need to attend a particular school and no other (where the school has this as an over-subscription criterion). This must be completed, and the parent must provide independent professional evidence of the need.

As this provision is to enable a parent to make a case that only THIS school can meet the exceptional need and no other, it is not expected that a parent will seek exceptional need at more than one school.

It will be the responsibility of the parent to complete this form and to provide supporting evidence as part of the admissions application.

6 Duplicate and Disputed Application Forms

6.1 Where conflicting preferences are received from more than one parent, the LA will contact both parents and request that they reach agreement on the preferences for school for the child. In doing so, the LA is concerned that more than one set of preferences from parents and more than one offer of a school place can be unsettling and distressing for the child.

Applications by parents are subject to General Data Protection Regulation. Information contained on an application form will not be shared with another party including another person with parental responsibility for the child without the agreement of the person who completed the form unless there is a legal requirement to do so. The LA **will** inform another parent that an application has been made

¹ To be updated after determination should any school policy be subsequently determined if necessary.

² Or 16 school weeks for children of UK service personnel.

and the schools named as preferences if requested to do so where both parents are entitled to an involvement in decisions about their children.¹

In the event that no agreement is reached and an offer is made to each parent, an offer will not be held open once the child has been physically admitted to another school.

School admission applications do not require both parents to be in agreement. Although the LA and schools would encourage parents to discuss their preferences for school and reach agreement, this is not always possible. Parents have the right to make applications and they will be processed by the LA and schools. Dispute resolution is not within the remit of the school admissions process. Disputes should be resolved by parents through discussion, mediation or by referral to the court system.

Where there are court orders in place that limit the actions of parents, it is for parties to the order to seek enforcement as necessary. The LA will ask a parent whether he or she wishes to withdraw an application where it appears the application may be in breach of an order.

Offers will not be held open for parents to apply to court for an order as this may disadvantage another child and their application for admission.

- 6.2 Where the outcome of preferences for more than one parent would result in duplicate offers being made for the same school, only one place will be offered for the child.
- 6.3 For in-year admissions, conflicting applications can be particularly upsetting and disruptive to children. If a non-resident parent² applies for a new school which would require the resident parent to take the children to and from school further from home, the LA will decline to process that application if it is against the wishes of the resident parent. This is to avoid a situation where the two parents make a series of applications to move between the schools.
- 6.4 A non-resident parent may instruct the school to remove the child from roll so that he can be electively home educated, against the wishes of the resident parent. It may be that the resident parent seeks readmission. The school should be mindful of this possibility and be prepared to readmit if the application is submitted within six school weeks.

Should the non-resident parent instruct the school to remove him from roll against the wishes of the resident parent, the school and LA may discuss the situation with both parents to seek a consensus in the child's best interests.

7 Changes of Parental Preference

- 7.1 Changes of parental preference will not be accepted verbally. A change in preference submitted by a different person will be considered as a duplicate or disputed application.
- 7.2 A change in preference can be made at any time, replacing the former preference.

8 When do parents make an In-Year Admissions Application?

- 8.1 Applications for In-Year admission for **2026-27** can be made to the LA from **1 June 2026** (from **15 March 2026** for children from UK service personnel families.) They can be submitted shortly before these dates but will only be processed by the LA from these dates.

Applications direct to schools should be made according to any timetable published by the schools in their admissions policies.

¹ No information will be shared if a parent provides evidence of legal grounds such as a court order that prevents access by the other parent.

² Children may live with both parents' addresses, with or without a Child Arrangements Order. By 'non-resident', we mean the parent with whom the child lives less than the other parent. We recognise the 'resident' parent as the one who is responsible education on more weekdays than the other.

- 8.2 Applications for In-Year admission for **2025-26** can be made up to the end of term in **July 2026** for immediate admission. These applications will be under the **2025-26** In-Year Co-ordinated Admissions Scheme. Places may not be made available for admission for less than 2 school weeks.¹
- 8.3 In-Year applications will be considered together in daily batches. Those received by 6pm on the same day will be considered together before those applications received by 6pm on the next day.
- 8.3 Where a place is offered at a school for in-year admission, arrangements should be made for the child to start as soon as possible, particularly where the child would otherwise be out of school.

9 Late Applications

- 9.1 There are no late applications for In-Year admission. They are submitted when the parent wishes to do so and considered no sooner than 8 school weeks before the place is required.²

10 Where no Application is Received

- 10.1 No place will be allocated for In-Year admission without an application. However, where a child who is resident in Devon is identified as a Child Missing Education (CME), the LA will work with the person or body with parental responsibility to ensure that appropriate education is put in place as soon as possible.

Children in Care to Devon who are placed in other parts of the country will not Miss Education. The LA will work with other LAs and schools to ensure places are secured in appropriate settings.

10.2 Applications for Sixth Form

The LA does not co-ordinate the application process for sixth forms. Applications for Devon sixth forms should be made direct to the establishments and not through this co-ordination Scheme. The LA will forward application forms for sixth forms it receives to the appropriate establishment.

11 What Happens after an Application is Made?

- 11.1 The admission authority for schools will decide on the priority each application will have and this will have an impact on the offers that the LA will make on behalf of schools. The LA will act as a clearing house for the allocation of In-Year places in schools on behalf of admission authorities. The LA will make a decision where:

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school that the parent has named.

11.2 Step 1

The LA will process all applications it receives on the same day, identifying all those for a Year Group at a school. It will verify that the information that is required to reach a decision has been received. Where, for instance, evidence of an address is necessary, that will be sought from the parent. The application will not be considered to have been made until this has been received.

Step 2

Within 2 school days, the LA will notify schools of applications that have been received for them. Irrespective of the parent's order of preference, it will send own admission authority schools all details from the application form necessary to apply their oversubscription criteria and rank applications.³

¹ Exceptions may be made for children from the Gypsy, Roma and Traveller communities or for any child where it is necessary for welfare and safeguarding reasons.

² Or 16 school weeks for children of UK service personnel.

³ As all schools must use equal preference, they will not be notified of the ranking made by parents on application forms.

Step 3

Within a further 5 school days,¹ own admission authority schools will rank its list of applications using its oversubscription criteria and information from SIFs as appropriate. They will inform the LA whether places can be offered to any of the applicants.² In most cases there will only be one application and the admission authority will only say whether a place can or can't be offered.

For community and VC schools, the school will inform the LA of any reasons why the LA should refuse admission to any of the applicants. This should be the view of the Governing Board.

Step 4

Within a further 3 school days, the LA will process the information from schools and where the child is:

- eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- eligible for a place at two or more of the nominated schools, the child will be allocated a place at whichever of these is the highest ranked preference.
- not eligible for a place at any of the nominated schools, the LA will refuse admission on behalf of the school(s) concerned unless the child would thereby remain out of suitable education and at risk of becoming a Child Missing Education. In this case, the LA will move to Step 5.

Parents should be notified of the outcome of their application within 10 school days and must be notified within 15 school days.

Step 5

Where a place is offered through this process and not referred to the Fair Access arrangements, the LA will inform schools of the children to be offered places on their behalf and inform the parent of the outcome. This will be by email if the parent where possible or by second class post. It will give the following information:

- the name of the school at which a place is offered;
- if appropriate, the reasons why the child is not being offered a place at any other school named on the application form;
- if appropriate, information about the statutory right of appeal against the decisions to refuse places at the other named schools;
- contact details for the school;
- the date by which parents should notify the LA in writing if they do not wish to take up the place that has been offered;

Step 6

Within a further 20 school days the LA will consider whether the child needs the offer of a school so that he or she does not become a Child Missing Education. The LA will consider whether a place must be offered under the Fair Access arrangements at a school that was minded to refuse admission. See section 12 below.

11.3 When making an offer, the LA will not inform parents of places still available at other schools unless requested to do so by the parent.

11.4 **Non-determination**

Where a school has not responded with a decision 15 school days after an application, the LA may interpret this as non-determination by the school's admission authority.

Where the LA decides that this is non-determination, it will:

¹ Under the School Admissions Code 2.30, the expectation of 5 school days for schools to respond to the LA is to meet the aim to notify parents within 10 school days. This is more ambitious than the statutory requirement to notify within 15 school days.

² Where a place can be offered by an admission authority on faith grounds, the LA may use this information to determine eligibility for Education Transport assistance. It should be provided whether or not the school is over-subscribed.

1. request that a decision is provided as a matter of urgency.
2. advise the parent that the school is not offering a place and of the right of appeal.
3. initiate the process to direct admission or to request a direction to admit.

It is anticipated that a decision will be provided and points 2 and 3 will not be necessary.

12 Admission for Hard to Place Children¹ and Fair Access Children

- 12.1 The 2021 Admissions Code recognises children to be vulnerable where they have not been able to secure a local school place in-year and so have been out of education for four or more weeks.² As this is a greater risk for children who have moved to a new area, Devon works with schools across the county to minimise this risk and place children at their local school wherever possible. By doing this, the LA and schools reduce the time children are out of school and avoids referrals to the In-Year Fair Access Protocol (Fair Access arrangements). See section 14.

These children are **Hard to Place** and will be allocated a school by the LA In-Year Hard to Place Panel (IYHPP). The IYHPP will form Tier 1 of the Devon LA and school approach to managing in-year admissions where a place cannot be secured through the standard process set out in this Scheme. Tier 2 will be the In-Year Fair Access Protocol Panel (Fair Access arrangements) which will consider children considered to be vulnerable under the requirements of the School Admissions Code.

Not all in-year applications that are refused will prompt consideration under the IYHPP. Applications for children to transfer from one local school to another or as expressions of parental preference to move from a fee-paying school or out of Elective Home Education may be refused on the grounds that the school is full. In these circumstances, no alternative offer will be made. Where an alternative is requested, it would be made at the closest school with a vacancy.

- 12.2 Children will be considered by the IYHPP where a formal admissions application has been refused and:

- The child cannot continue to attend his or her current school because of distance OR
- The child is required to leave a fee-paying independent school³ OR
- The child's Elective Home Education is deemed to be unsuitable by the LA.

- 12.3 Children will not be considered by the IYHPP where a formal admissions application has been refused and:

- The child could continue to attend the current school OR
- The child's Elective Home Education is deemed to be suitable by the LA.

- 12.4 The IYHPP will consist of no fewer than three of the following:

- Senior Policy Officer (Education)
- Senior Admissions Officer
- Admissions Officer
- Transport Officer
- Inclusions Officer
- one or more representative(s) of the Devon Schools Leadership Service

All will be voting members with the exception of an Admissions Officer involved in the original application and its refusal. A chair will be appointed for each meeting and will have a casting vote as necessary.

- 12.5 Parents will not be invited to attend an IYHPP meeting.

¹ This process replaces the former Devon Fair Access Protocol provisions for children new to an area and unable to secure a local place in-year which complied with The School Admissions Code 2014.

² Code s3.171

³ The LA will be mindful that a place at a fee-paying school may no longer be financially viable for the family. In these circumstances, the LA will accept that this child is required to leave the school.

- 12.6 The IYHPP will meet no less than bi-weekly during term time where required. Cases and their outcome will be recorded so that all cases can be monitored and reported effectively. Where a place is to be offered at a school that would otherwise be full, that admission will use provision available under the Fair Access arrangements.
- 12.7 In considering whether to offer a school place, the IYHPP will take into account:
- whether the application has been refused on lawful grounds;
 - parental preference;
 - whether the child is considered by the current or most recent education setting and the Devon Inclusion Service to be ready for mainstream school;¹
 - the numbers on roll and vacancies at the preferred school or schools;
 - whether there is a vacancy at an alternative school within a reasonable distance from the home;
 - the cost of potential transport arrangements;
 - how many children have been placed in this cohort at local schools during the previous 12 months;
 - the Ofsted rating of the school(s);
 - Infant Class Size Legislation;
 - efficient provision of education and the efficient use of resources at the school;
 - the views of schools identified as possible allocations;
 - exceptionally, whether a primary school classroom is so small that there would be particular health and safety concerns were there up to two additional children in the room.²
- 12.8 There will be a presumption in favour of fair distribution with no school being asked to admit disproportionately large numbers of children solely because it has vacancies.
- 12.9 When considering distances from home to school for Hard to Place children, these will be measured as for school transport, not using straight-line (admissions) measurements.
- 12.10 **For secondary-phase schools³**

Admissions applications may be refused where there would be a prejudice to efficient education or the efficient use of resources, usually when the PAN or AN⁴ has been reached. Where a secondary-age child is refused his or her in-year preference(s) and **does not** have access to suitable, local education, Devon's long-standing "3% over-PAN" approach will continue.⁵ The catchment school⁶ will admit up to one child per registration group above the level that it would be considered to be full. In doing so, the LA recognises there would be a prejudice to efficient education or the efficient use of resources but asks the school to admit on the grounds that the child is **Hard to Place**.

One child per registration group is the secondary school Hard to Place provision. This is also the school's Fair Access provision; children in each category will be counted as part of the school's Number on Roll.

¹ If the child is not considered to be ready for a mainstream school, he or she will be referred to the IYFAP. There will be a presumption that mainstream school will be suitable.

² Primary schools may set out a case that the classroom where the child would be placed is particularly small; this would normally not be accepted above 48m².

³ This includes university technical colleges (UTCs), secondary and studio schools and the year groups 7 to 11 in an all-through school.

⁴ The PAN is the Published Admission Number, the minimum number of places that must be made available during the intake year group. It becomes the AN, the Admission Number, after the intake year.

⁵ Three per-cent above the admission number was originally set with the then standard of a school with 6 registration groups of 30 and a Published Admission Number or PAN of 180. This made provision for a further 6 children, ie 3% of the PAN. Schools now operate with a range of registration group sizes. The principle of 1 additional child per group remains.

⁶ If there are two school catchments overlapping, the closest catchment school will be considered first. If there is a school without a catchment area that is closer than the catchment school, it will be considered first, as if it were the closest catchment school.

Where it reaches this Hard to Place threshold for any reason, the LA will then look to an alternative school until it too reaches its own threshold.

The In-Year Hard to Place Panel will look to secondary schools in this order:

- a) **the (closest) catchment school from the home address**¹ unless:
 - it has reached its Hard to Place threshold in the year group; OR
 - it is exempt from Hard to Place admissions;² OR
 - it has been required to admit³ the equivalent of its Hard to Place provision into this cohort in the last 12 months;⁴ OR
 - there is a school with a vacancy within a walking distance of 3 miles⁵ (which is not exempt and has not been required to admit the equivalent of its Hard to Place provision into this cohort in the last 12 months).

- b) **other schools beyond a walking distance of 3 miles with a vacancy successively further from the home address**, unless:
 - it is exempt from Hard to Place admissions OR
 - it has been required to admit the equivalent of its Hard to Place provision into this cohort in the last 12 months OR
 - the child would be required to travel an unreasonable distance.⁶

- c) **other schools successively further from the home address**, unless:
 - it has reached its Hard to Place threshold in the year group; OR
 - it is exempt from Hard to Place admissions OR
 - it has been required to admit the equivalent of its Hard to Place provision into this cohort in the last 12 months OR
 - the child would be required to travel an unreasonable distance.

¹ This will be the closest where there is more than one catchment school, preceded by a school without a catchment area if that is the closest to home.

² A school will be exempt from allocations under Hard to Place provision where:

- it opened within this academic year or the previous academic year;
- it has a current Ofsted rated of 4 (Inadequate) or it was 4 immediately prior to being closed and reopened after academisation or where it was a transfer of academy trust, where the reopening or transfer was in the past two years;
- the Devon Inclusion Service confirms that it has a particularly high proportion of children who have been permanently excluded from school;
- the Devon Inclusion Service confirms that it has a particularly high proportion of children who have challenging behaviour and this child also has challenging behaviour according to the criteria set out by the Department for Education - see School Admissions Code s3.10 footnote 76: **“For the purposes of this Code, behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil’s/other pupils’ education or jeopardise the right of staff and pupils to a safe and orderly environment”**;
- for Colyton Grammar School, the child is not eligible for admission to a selective school.

³ “Required to admit” admissions are:

- children in Care and those formerly in Care for admissions purposes;
- children with an EHCP, issued for behavioural reasons;
- children allocated under this IYHPP;
- children allocated under the IYFAP.

⁴ This is in the interests of fair distribution of children, to protect schools that have vacancies from being required to admit large numbers of Hard to Place children.

⁵ If there is more than one school with a vacancy, including the catchment school(s), they will be considered in distance order from the home.

⁶ This provision for Hard to Place children is intended to enable children to be educated within their community wherever possible. In considering reasonableness, the presumption will be against placing a child at a school which would require a journey of 20 minutes MORE than a journey to the catchment school. The LA recognises that these Hard to Place children have historically been admitted “over-PAN” and there is a general desire in schools not to turn away local families.

If all non-exempt schools within a reasonable distance have reached their own thresholds or have been required to admit the equivalent of their own Hard to Place thresholds into this cohort in the past 12 months, one additional child will be allocated to each school in the following order:¹

- The closest school to home if that is a school without a catchment area,
- The closest catchment school,
- The next closest catchment school,
- The nearest other non-catchment school,
- The next nearest other non-catchment school.

If necessary, this procedure will be repeated.

12.11 **For primary-phase schools²**

Admissions applications may be refused where there would be a prejudice to efficient education or the efficient use of resources, usually when the PAN or AN³ has been reached. Where a primary-age child is refused his or her in-year preference(s) and **does not** have access to suitable, local education, Devon's former Fair Access approach will continue. The catchment school⁴ will admit up to two children per classroom above the level that it would be considered to be full.⁵ In doing so, the LA recognises there would be a prejudice to efficient education or the efficient use of resources but asks the school to admit on the grounds that the child is **Hard to Place**.

Two children per classroom is the primary school Hard to Place provision. This is also the school's Fair Access provision; children in each category will be counted as part of the school's Number on Roll.

Where it reaches this Hard to Place threshold for any reason, the LA will then look to an alternative school until it too reaches its own threshold.

Children who are placed under this provision because there is no alternative within a reasonable distance from home will be considered as Permitted Exceptions to Infant Class Size Legislation.⁶

The In-Year Hard to Place Panel will look to primary schools in this order:

- a) **the (closest) catchment school from the home address⁷** unless:
 - it has reached its Hard to Place threshold in the year group; OR
 - it is exempt from Hard to Place admissions;⁸ OR

¹ There have been no previous instances where it has been necessary to do this for Hard to Place children.

² This includes primary, infant and junior schools and the year groups Reception to 6 in an all-through school.

³ The PAN is the Published Admission Number, the minimum number of places that must be made available during the intake year group. It becomes the AN, the Admission Number, after the intake year.

⁴ If there are two school catchments overlapping, the closest catchment school will be considered first. If there is a school without a catchment area that is closer than the catchment school, it will be considered first, as if it were the closest catchment school.

⁵ This means any class that the child could enter. A school with a PAN of 30, teaching children in one class per year group would be required to admit up to 2 children; a school with a PAN of 60 would be required to admit up to 4 children; a school with a PAN of 15, mixing 2 year groups together would be required to admit up to 2 children in that mixed class. The impact on the following year's mixed class, the "roll-forward prejudice" will be considered.

⁶ Code 2021 s2.16e.

⁷ This will be the closest where there is more than one catchment school, preceded by a school without a catchment area if that is the closest to home.

⁸ A school will be exempt from allocations under Hard to Place provision where:

- it opened within this academic year or the previous academic year;
- it has a current Ofsted rated of 4 (Inadequate) or it was 4 immediately prior to being closed and reopened after academisation or where it was a transfer of academy trust where the reopening or transfer was in the past two years;
- the Devon Inclusion Service confirms that it has a particularly high proportion of children who have been permanently excluded from school;
- the Devon Inclusion Service confirms that it has a particularly high proportion of children who have challenging behaviour and this child also has challenging behaviour according to the criteria set out by

- it has been required to admit¹ the equivalent of its Hard to Place provision into this cohort in the last 12 months;² OR
 - there is a school with a vacancy within a walking distance of 2 miles³ (which is not exempt and has not been required to admit the equivalent of its Hard to Place provision into this cohort in the last 12 months).
- b) **other schools beyond a walking distance of 2 miles with a vacancy successively further from the home address**, unless:
- it is exempt from Hard to Place admissions OR
 - it has been required to admit the equivalent of its Hard to Place provision into this cohort in the last 12 months OR
 - the child would be required to travel an unreasonable distance.⁴
- c) **other schools successively further from the home address**, unless:
- it has reached its Hard to Place threshold in the year group; OR
 - it is exempt from Hard to Place admissions OR
 - it has been required to admit the equivalent of its Hard to Place provision into this cohort in the last 12 months OR
 - the child would be required to travel an unreasonable distance.

If all non-exempt schools within a reasonable distance have reached their own thresholds or have been required to admit the equivalent of their own Hard to Place thresholds into this cohort in the past 12 months, one additional child will be allocated to each school in the following order:⁵

- The closest school to home if that is a school without a catchment area,
- The closest catchment school,
- The next closest catchment school,
- The nearest other non-catchment school,
- The next nearest other non-catchment school.

If necessary, this procedure will be repeated.

- 12.12 Where a place is not agreed under the standard in-year admission arrangements or by the IYHPP, the LA will take one or more of the following actions:
- Inform the applicant of the right of appeal
 - Reach a decision on whether the decision to refuse admission was lawful and, from that, whether the appeal can be defended by the LA on behalf of an own admission authority school

the Department for Education - see School Admissions Code s3.10 footnote 76: **“For the purposes of this Code, behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil’s/other pupils’ education or jeopardise the right of staff and pupils to a safe and orderly environment”**.

¹ “Required to admit” admissions are:

- children in Care and those formerly in Care for admissions purposes;
- children with an EHCP, issued for behavioural reasons;
- children allocated under this IYHPP;
- children allocated under the IYFAP.

² This is in the interests of fair distribution of children, to protect schools that have vacancies from being required to admit large numbers of Hard to Place children.

³ If there is more than one school with a vacancy, including the catchment school(s), they will be considered in distance order from the home.

⁴ This provision for Hard to Place children is intended to enable children to be educated within their community wherever possible. In considering reasonableness, the presumption will be against placing a child at a school which would require a journey of 20 minutes MORE than a journey to the catchment school. The LA recognises that these Hard to Place children have historically been admitted “over-PAN” and there is a general desire in schools not to turn away local families.

⁵ There have been no previous instances where it has been necessary to do this for Hard to Place children.

- Follow its direction to admit process
- Refer the case to the Fair Access arrangements

13

In-Year Fair Access Protocol

- 13.1 The School Admissions Code¹ sets out statutory requirements on LAs and schools with regard to unplaced and vulnerable children and those who are having difficulty in securing a school place as quickly as possible. Each LA must operate a Fair Access Protocol and each state-funded school in its area must participate in the locally agreed Protocol.
- 13.2 Devon's In-Year Fair Access Protocol is published separately at <http://devon.cc/lapolicies>
- 13.3 The Fair Access arrangements applies in limited circumstances and only:
- for in-year admissions
 - for children in year groups Reception to 11
 - for Devon-resident children, ie whose main home address for admissions purposes is in the Devon County Council administrative area
 - for Devon state-funded schools – not including special schools
 - where a child does not have access to a local school or other suitable education
- 13.4 The Fair Access arrangements does not apply:
- for normal round admissions, including applications between the national allocation date and 31 August
 - for young people in a sixth form
 - for children whose main home address for admissions purposes is not in the Devon County Council administrative area
 - for state-funded schools outside the Devon County Council administrative area
 - for special schools
 - for fee-paying, independent schools
 - where a parent has declined a suitable offer of a school place or withdrawn a child from a suitable school

14

Children with Education, Health and Care Plans (EHCPs)

- 14.1 Where an application is received for a child with an EHCP – issued or in draft form – the application will be forwarded to Devon's SEND Statutory Team. This Team will be responsible for consulting with schools and any amendments to the Plan which would enable the child to attend a new school.
- 14.2 A school must admit a child where it is named on the child's EHCP. This may be over the school's PAN or AN.

¹ School Admissions Code 2021 paragraph 3.14

15

Children in Care and those Previously in Care

- 15.1 All applications for admission for Children in the Care of a Local Authority should be supported by the LA's lead officer for their admission, acting on behalf of Children's Services and the Devon Virtual School. The officer may also act to support those children who were in Care but then immediately adopted or placed under a Special Guardianship Order or a Child Arrangements Order. This support extends to Children in Care to other LAs seeking admission to Devon schools.
- 15.2 There is a strong presumption in favour of admission for Children in Care, including to schools that would otherwise be full. They may not be refused on the grounds of challenging behaviour and thereby referred to the Fair Access arrangements, nor may they be refused on the same prejudice grounds as other children – ie when the school is full. To refuse admission to a Child in Care, there must be a **significant** prejudice to efficient education or the efficient use of resources.

16

When will Parents be told the Outcome of the Admissions Application?

- 16.1 The outcomes of an application will be:
- **Offer.** An offer will be made at a school named by the parent; or
 - **Refusal.** Application will be refused. Parent has the right of [appeal](#) and to a place on a waiting list; or
 - **Refusal with an alternative offer.** The LA may offer another school under the IYHPP or Fair Access arrangements. Parent has the right of [appeal](#) and to a place on a waiting list; or
 - An application would not be accepted for an independent school or a school in another LA area.

This decision must be communicated to parents within 15 school days and should be communicated within 10 school days.

- 16.2 Parents are not required to inform the LA that they will accept their offer.

Where a child does not start at the school within 10 school days of the date for which admission was offered, the offer will lapse. Parents can reapply for a place if required.

Parents who believe they will not be able to respond to an offer within this timescale, for example due to a prolonged period of absence from home, are advised to inform the LA in advance with alternative contact details so that the offer is not at risk of being withdrawn.

Where parents are aware, for instance, that a child's arrival in a new area will be delayed, they should let the school know. Prolonged delays may lead to the offer being withdrawn, particularly where another child has been refused and is ready to take the place up immediately.

17

The Right of Appeal

- 17.1 Parents who have been refused a preference and are dissatisfied with the school that has been allocated have the right of appeal to a Panel, independent of the admission authority for the school. This includes parents who have been offered a second or third preference who wish to appeal for a place at a school that has been refused. It also includes those who have been allocated an alternative school under the Fair Access arrangements.

School admissions appeals are **for admission** to a school that has been refused and not **against admission** to a school that has been allocated.

- 17.2 Parents should contact the Devon Admissions Service to request appeal forms. They will then be sent the relevant appeal forms by the Admissions Service, either electronically or in hard copy. Whenever possible, appeals will be heard alongside other appeals for the same school.

Where a school manages its own appeals arrangements, the parent will be directed to contact the school.

- 17.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel as soon as possible; they can be submitted at any time for in-year admissions.

- 17.4 Parents may appeal for any school for which their application for admission has been refused. They may not appeal for a place to a school where a higher preference was offered.
- 17.5 Students may appeal where admission would be after the 16th birthday. Their parents may appeal on their behalf.
- 17.6 An appeals timetable will be published online each year by **28 February** on the Devon admissions appeals website and may be published with a school's admissions policy for **2026-27**.

Appeals for in-year admission must be heard within 30 school days of their submission.

18 **Waiting Lists**

- 18.1 For Devon schools, where an application has been refused, the child will be placed on a waiting list for vacancies. The list will be kept in oversubscription criteria order by the LA unless, after the beginning of the **autumn term 2026**, it is passed to the school by mutual agreement. Waiting lists will be kept for the entire academic year so long as at least one name is on them unless a school that is its own admission authority has determined admission arrangements not to do so. The LA believes that it is good practice for waiting lists to be maintained so long as there is at least one name on them.¹ This ensures that parents are not required to be in very frequent contact with a school to check whether a vacancy has arisen. However, parents must confirm they wish their child to remain on a waiting list at the end of each academic year by re-applying.

Only children refused admission following a formal application will be added to waiting lists.

- 18.2 By the point when the In-Year Co-ordinated Scheme begins on **1 September** each year, waiting lists for secondary and junior schools will have been recalculated by admission authorities using the published oversubscription criteria. Children will no longer be attending linked or feeder schools from the end of the summer term.
- 18.3 Parents of children on a waiting list may be contacted from time to time to check they still want the child to remain on the list and will need to reapply at the end of each academic year.
- 18.4 Where two or more Year Groups in a primary-phase school are mixed in a class, waiting lists will be combined and vacancies filled from that combined list as appropriate.

Examples:

1. A mixed class of year 3 and 4 children. The Admission Number is 15. There are 14 year 3s and 16 year 4s. The class is full with 30 children.

An application for year 3 would be refused even though there are fewer than 15 year 3 children.

2. A mixed class of year 5 and 6 children. The Admission Number is 15. There are 12 year 5s and 16 year 6s. The class is not full; there are 28 children.

An application for year 6 would be successful even though there are more than 15 year 6 children.

3. A mixed class of year 1 and 2 children. The Admission Number is 15. There are 14 year 1 and 14 year 2s. The class is not full; there are 28 children. There is also a mixed 3 and 4 class with 16 year 3s and 13 year 4s. This class is not full; there are 29 children.

An application for year 2 would be refused. Even though the class for this year would not be full, the school already has 30 children who will be in next year's mixed class of new year 3 and 4 children. The 14 current year 2s will become 14 year 3s next year and they will be mixed with the 16 current year 3s who will become 16 year 4s next year: that class is already full at 30. This is called roll-forward prejudice.

19 **Admission out of a Child's Chronological Cohort**

¹ This will be the case for community and voluntary controlled schools.

- 19.1 Places will usually be offered in the Year Group according to the child's date of birth¹ but a parent may submit an application for a Year Group other than the child's normal or chronological Year Group. A request solely on parental preference grounds is a valid request though it can be helpful when supporting evidence, including the views of independent professional(s) working with the child, is also submitted. The admission authority for the school will decide on the most appropriate Year Group setting for the child on a case by case basis. It will give reasons in writing for any refusal to accommodate a parent's preference for admission out of the child's chronological Year Group. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal. Parents may then follow the school's complaints procedure.

Where the admission authority decides that a child is not of an appropriate age to be admitted to the school - for instance a parent seeking admission to school for a 3 year old child – it may refuse the application.

Approval for admission out of a child's chronological Year Group does not establish a priority within oversubscription criteria for the child.

- 19.2 A decision at one school does not bind another school.

Parents should not assume that, for example, delayed admission into Reception will be followed by a similar decision at a transfer to another school. The headteacher of another school may consider that the needs of a child whose admission to Reception was delayed can best be met with his or her chronological Year Group.

Similarly, a child whose education has been accelerated may be refused admission a year early to another school.

- 19.3 Where twins or other multiple birth siblings have birthdays recorded on their birth certificates on either side of midnight on **31 August**, the siblings will have been born in different academic years. In anticipation that parents will want the children to be admitted to school together, a parent may specify that both of the twins (or all triplets etc) be admitted to the same academic year. This will mean that one or more of the children is admitted out of his or her chronological cohort. Subject to paragraph 19.2, the expectation will then be that the children will continue to be taught with that cohort as their school career progresses.

20 Selection and Aptitude Testing – Secondary schools only

- 20.1 Some secondary schools are designated as selective or grammar schools. Children are admitted provided they have been successful at an entrance test. Other schools have up to 10% of places available to children who meet the school's criteria and can demonstrate aptitude in named subjects.

Where a selection or aptitude test is part of the school's admission arrangements, the admission authority for the school may make it clear to a parent that they must express a preference on the D-CAF. The school should inform the LA of all requests to sit a selection or aptitude test in order to ensure that a common application form is completed for each child.

- 20.2 It is the responsibility of the parent to make arrangements with the school to arrange to attend the selective testing. Parents must complete a registration form and return it to the school in order to arrange for the child to sit the selection test. While parents may express a preference for selective schools in another LA, they must make arrangements directly with the school.

Colyton Grammar School operates selection testing as part of its admission arrangements. An additional registration form must be completed in order to arrange for a child to sit a selection test.

There are no Devon schools operating aptitude tests as part of their admission arrangements for **2026-27**.

- 20.3 Parents who request that their child sits the selection or aptitude test will be informed of the outcome of the test or assessment before they are required to express preferences for school places.

¹ The Year Groups appropriate to dates of birth are detailed at Appendix 6.

- 20.4 Parents will be notified direct by selective schools of the outcome of testing. The LA will not enter into any correspondence with parents regarding the outcome of testing except where a parent has concerns that a school's admission arrangements have not been followed.

21 Home Address

- 21.1 The LA in its role as an admission authority will not accept more than one address as the child's home address. This is where a child is considered to be ordinarily resident for admissions purposes. Own admission authority schools are likely to take adopt the same policy. The terms of a child arrangements order or other court order may clarify the home address.

Where necessary to determine which address to recognise and in the absence of a court order, the LA will consider the home address to be with the parent with primary day to day care and control of the child on school days. In reaching this decision, evidence may be requested to show the address to which any Child Benefit¹ is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the LA or school 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 LA will determine the home address.

Where the LA asks 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. 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. Applicants who cannot provide this evidence should contact the LA or school. There is no intention to penalise families where there is a genuine reason why the usual evidence cannot be provided.

- 21.2 Parents are requested to provide accurate and up-to-date information on their application form.

In order to enable all parents to have confidence that applications are prioritised according to published oversubscription criteria and to minimise the risk of children gaining admission through the provision of fraudulent or misleading information, the admission authority for each school may investigate addresses. Where a child's home address changes after the allocation of places that change must be notified to the LA immediately. A decision will then be made by the admission authority in accordance with the oversubscription criteria as to whether he or she is still eligible for a school place. If not, the place may be withdrawn. The following will be taken into consideration:

- whether it was reasonable for the parent to believe on the date the offer was made that the child would attend school from the first address;
- whether a move was required at short notice due to unavoidable personal circumstances;
- whether the new address provides appropriate accommodation;
- whether a move into the catchment area or closer to the school is followed by a further move back to the original address or other address outside the catchment area or further away from the school;
- the address record of any other children in the family.

Any investigation into fraudulent addresses will be limited to the address at which the parent declared that the child would be attending school from when the decision to offer or refuse admission was made. A subsequent, newly declared address will not be taken into consideration.

- 21.3 Where concerns are expressed that an address has been given which is fraudulent or misleading, further information may be requested from the parent and an Education Welfare Officer may visit the address to establish whether residence is genuine.

- 21.4 While the purpose of investigations into a child's home address is to reduce the use of fraudulent addresses which gain an advantage over other children, parents should be assured that there will be no

¹ Child Benefit will not be an automatic determining factor. This benefit is not universal and does not necessarily reflect a child's main residence. Payment of the Benefit can take some time to follow the child after a change in living arrangements.

automatic withdrawal of the offer of a school place. No place will be withdrawn where the family circumstances are vulnerable and no parent should feel that unorthodox circumstances will be penalised.

- 21.5 A place may be withdrawn after admission where a fraudulent or misleading address has been used to gain advantage over other applicants. In considering whether this is appropriate, the admission authority will take into account the length of time the child has been attending. The School Admissions Code indicates that a place should not be withdrawn after a child has been on roll for more than a term.
- 21.6 Where an offer is withdrawn, the application will be reconsidered in the light of new information. It may be that the child is offered the place again, using the new information.

22 Where Age is Disputed

- 22.1 A parent may be required to provide evidence of the child's date of birth if he or she has not been previously admitted to a school in the United Kingdom. Where it is required, a short birth certificate is acceptable, as is a passport or a national identity card.
- 22.2 Where the child is in the Care of a LA and his or her age is unclear or in dispute, the child's age will be determined before the offer of a school place or as soon as is reasonably possible following the emergence of a dispute over age. Where necessary, the child will be referred to a social care officer for assessment.

23 Applications from outside the United Kingdom

- 23.1 Applications may be submitted from outside of the United Kingdom online or by sending an application form in the same way as they can be made within the United Kingdom. A child's nationality or immigration status will not be considered as part of an admissions application.¹
- 23.2 Where a child is resident in Devon or its environs and is living with a host family, the LA will contact the home family – the family abroad with whom the child is normally resident. All applications will be from the home family unless a reason why this is not possible is accepted by the admission authority for the school. This will be to ensure that the birth family is aware of the address at which the child is residing, gives authority to a member of the host family to seek a school place. The LA will also advise that that no fees are payable for the application, allocation or provision of a school place where a child is of statutory school age.

Parents must assure themselves that the child is entitled to access education in this country. Where a school believes that a child is not entitled to do so, it will refer the child to the Home Office. The child will not be refused admission or required to leave the school pending any action by the Home Office.

- 23.3 Children who are taken out of the area on prolonged visits or holidays are liable to be removed from the roll of a Devon school on the grounds that they are not "ordinarily resident" in the area and are therefore unable to attend the school. After 20 school days unauthorised absence or 10 school days unauthorised absence following authorised absence for a family holiday of up to 10 school days, where the child is not residing at the address from which he or she was attending school, an Education Welfare Officer may confirm to the school that the child is no longer ordinarily resident at that address and may be removed from the school roll.

24 UK service personnel and other Crown servants

- 24.1 Families of UK Service personnel and other Crown servants are subject to frequent movement at short notice. This can mean that children of such families are disadvantaged educationally. Admission authorities must allocate places in advance where the family is relocated by the Ministry of Defence, Foreign and Commonwealth Office or Government Communications HQ. In-Year applications for children of UK service personnel will be considered up to 16 school weeks in advance.

¹ Further guidance is available in "Education for Overseas Children" at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/admission-advice-international-arrivals/

- 24.2 Decisions on whether a place can be made available will be based on a Unit address in advance of a home address being confirmed. Where it is necessary to measure the distance to school for the purposes of deciding priority in relation to other applicants, the main entrance of the Unit will be used.
- 24.3 The child shall have a parent who is a serving member of the UK Services with a confirmed posting to the area or other Crown servant returning from overseas to live in the area. This does not include a member of the reserve forces moving from one part of the county to another without there being a posting. No additional places are created to meet demand created by postings to an area.
- 24.4 The School Admissions Code does not permit higher priority to be given to children of UK service personnel when admission authorities set over-subscription criteria. Neither does it provide for the consideration of family background when deciding whether a place should be made available.

25 Gypsy, Roma or Traveller families

- 25.1 Families from Gypsy, Roma and Traveller communities are subject to frequent movement at short notice. This can mean that children of such families are disadvantaged educationally and have additional challenges when accessing education. Children from Gypsy, Roma and Traveller communities have a higher risk of underachievement or exclusion from school.
- 25.2 The School Admissions Code does not permit higher priority to be given to children of Gypsy, Roma and Traveller communities when admission authorities set over-subscription criteria. Neither does it provide for the consideration of family background when deciding whether a place should be made available.
- 25.3 The term Gypsy, Roma and Traveller means:
- Gypsies, including Romanies, Romanichals, Welsh Gypsies/Kaale, Scottish Gypsies/Travellers; or
 - Irish Travellers, Minceir; or
 - Roma from Eastern and Central Europe; or
 - Showmen (Fairground people); or
 - Circus people; or
 - Boat Travellers / Bargees; or
 - New Travellers or New Age Travellers; or
 - (in addition to any above criterion) the parent is engaged in a trade or business of such nature that requires them to travel from place to place.

Some Gypsy, Roma and Traveller families live in houses or on permanent sites for at least part of the year. The nature of the parents' work may mean that they travel at other times of the year. The term 'travelling' means travelling as part of the parents' trade or business. It does not mean travelling as part of a holiday or extended holiday.

- 25.4 Schools should make provision to support children from Gypsy, Roma and Traveller families in enrolling, with particular reference to issues such as school uniform in order that their actions and requirements are not discriminatory. Parents will be asked to give as much notice as possible of dates when they will be travelling away to better plan on-going education and accurately record absence and attendance data.

26 School Uniforms

Individual schools will ensure that other policies do not undermine the principles of fair access. This includes a requirement for expensive school uniform, sportswear or school visits or other activities, unless arrangements are put in place to ensure that parents on low incomes can afford them. Here, low income should mean those parents entitled to the maximum level of working tax credit or where the child is eligible for free school meals. Schools where there is a uniform should:

- ensure it is widely available, not from an expensive sole supplier;
- not operate as sole suppliers in order to raise additional school funds;
- have arrangements so that no family feels unable to apply for admission on account of high uniform or specialist equipment costs;

- operate discreet schemes to reduce cost, widely publicised and clearly explained in admissions or other literature provided by the school.

27

Home-School Agreements

The LA recognises the benefits of clear understanding and agreement of expectations between schools, parents and children. Schools will not ask parents to sign, or express a willingness to sign, Home-School Agreements before they have been offered a place at the school. The offer of a school place will not be conditional on signing an Agreement.

28

School Charges

There is no charge to parents for applying for a place at any school, for admission or for the provision of education. No activities such as school visits are compulsory. A policy on charging for activities must be available on request from the school and can be viewed on school websites.

29

Education Travel

Parents should consider how their child would travel to and from school for the whole time he or she attends. Transport may be provided at no cost to the parent where the child is attending the catchment school or the closest school available. Where a parent does not make an application for a school, this will be considered to be a deliberate decision with regard to school places. If a place would have been made available at a school closer to home had the parent applied when they could have applied, there will be no automatic entitlement to Education Transport support to a school further away from home.

Parents should review the [Education Travel Policy](#) for further information regarding transport to and from school, particularly in relation to low-income families, children attending the nearest school to home on the grounds of belief and exceptions to eligibility on the designated school grounds.

Parents should not rely on other arrangements continuing for the time their child is at a particular school. This includes the provision of particular public service routes and lift-share arrangements.

Parents are encouraged to use sustainable transport methods to get their child to and from school.

30

Admission Numbers (ANs)

30.1 Each school will operate with a Published Admission Number (PAN) for its intake year(s).¹ This will be determined by the admission authority for the school as part of the admission arrangements. Once determined, this will be the minimum number of children to be admitted throughout that intake Year should there be sufficient demand.

30.2 In most cases, the PAN for a Year Group of children will become the Admission Number (AN) at the end of the intake year. It may be amended to reflect a change in circumstances at the school and so increased or decreased. Places will be offered to the AN and may offered above it if it is believed that there would be no prejudice to education or if the disadvantage to the child is considered to be greater than any prejudice to the school.

The AN is a guide when assessing whether a school is full. What matters for primary schools is whether the class(es) to which a child is seeking admission are full, whether or not the AN has been reached.

31

Admissions to Sixth Forms

31.1 There are no community or voluntary controlled sixth forms in the county of Devon.

Parents or young people seeking a place at a sixth form should contact establishments directly for admission.²

¹ Sometimes referred to as the working PAN for the year group.

² Young people over the age of 16 when admission is sought can apply for admission in their own right. They can also appeal against a decision to refuse admission. Parents may still act on their behalf.

Applications for In-Year admission may still be made using the D-CAF5 or the sixth form's own application form. All completed forms will be forwarded by the LA to the school. The LA will not process applications or make offers as part of a co-ordinated scheme for sixth form admission.

- 31.2 Each sixth form will produce a prospectus which will detail minimum entry requirements, a timetable for application and option forms to be submitted contact information and details of the courses available for students.

The admissions policy should also detail the academic criteria.

- 31.3 Young people moving on from Year 11 will be considered as internal candidates if they move on to Year 12 at the same school in the normal round intake. If they transfer in the normal round, leave and then seek readmission or if they delay readmission to their school's sixth form, they will be considered as external candidates. This means that they will be subject to the sixth form's Admission Number as well as the academic criteria.

32 Exceptional Need for Admission to a School

- 32.1 Devon's admission arrangements for community and VC schools allow for higher priority for children where there is an exceptional need for a child to attend a specific school and not another. The need must be specific to that school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend a specific school.

It is not expected that a parent will seek priority on exceptional needs grounds to more than one school. This will be limited to the first preference.

- 32.2 Most own admission authority schools in Devon operate with this oversubscription criterion.

33 Children and Young People who are Transgender

Children and young people who are transgender should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Devon's application forms ask for the child's gender in order to assist with identification. All schools and colleges will be supportive of their pupils' individual circumstances.

There are no single sex schools in the Devon County Council area. Devon does not manage in-year applications for admission to schools outside of the county and would refer any applications to the appropriate admission authority or co-ordinated scheme should an application for a school in another LA area be received, be they single sex or co-educational.

34 Objections

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. A formal objection must be made by **15 May 2025**.

35 Emergency arrangements

In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

Policy version:

This policy is considered for determination annually by the Cabinet of Devon County Council in February following a consultation hosted at www.devon.gov.uk/admissionarrangements between November and January.

Policy History				
Date	Summary of change	Contact	Implementation date	Review date
1 Nov 2016	2016-17 In-Year Scheme rolled forward to formulate the 2017-18 In-Year Scheme	Policy and Strategy Officer (Education)	9/2017	10/2017
10 Feb 2017	Scheme determined by the Cabinet of Devon County Council	As above	9/2017	10/2017
1 Nov 2017	2017-18 Scheme rolled forward to formulate the proposed 2018-19 In-Year Scheme	As above	6/2018	10/2018
10 Feb 2018	Scheme determined by the Cabinet of Devon County Council	As above	6/2018	10/2018
1 Nov 2018	2018-19 Scheme rolled forward to formulate the proposed 2019-20 In-Year Scheme	As above	6/2019	10/2019
15 Feb 2019	Scheme determined by the Cabinet of Devon County Council	As above	6/2019	10/2019
1 Nov 2019	2019-20 Scheme rolled forward to formulate the proposed 2020-21 In-Year Scheme	As above	6/2020	10/2020
14 Feb 2020	Scheme determined by the Cabinet of Devon County Council	As above	6/2020	10/2020
1 Nov 2020	2020-21 Scheme rolled forward to formulate the proposed 2021-22 and 2022-23 In-Year Schemes	Senior Policy Officer (Education)	6/2021	10/2021
12 Feb 2021	Schemes determined by the Cabinet of Devon County Council	As above	6/2021	10/2021
10 June 2021	Scheme amended in response to the revised School Admissions Code 2021 Amending the timescales for admissions applications to an aim of 10 school days, a maximum of 15 school days Creating a new section 12, moving provision for Hard to place children from the Fair Access Protocol into the Scheme Inserting priority for children adopted from Care overseas to criterion 1	As above	6/2021	10/2021
1 Nov 2021	2022-23 Scheme rolled forward to formulate the 2023-24 In-Year Scheme	As above	6/2022	10/2022
11 Feb 2022	2023-24 Scheme determined by the Cabinet of Devon County Council	As above	6/2022	10/2022
1 Nov 2022	2023-24 Scheme rolled forward to formulate the 2024-25 In-Year Scheme	As above	6/2023	10/2023
10 Feb 2023	2024-25 Scheme determined by Cabinet of Devon County Council	As above	6/2023	10/2023
1 Nov 2023	2024-25 Scheme rolled forward to formulate the 2025-26 In-Year Scheme	As above	6/2024	10/2024
1 Nov 2024	2025-26 Scheme rolled forward to formulate the proposed 2026-27 In-Year Scheme	As above	6/2025	10/2025

In-Year Co-ordinated Admissions Scheme – updated February 2025.

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14 Feb 2025	Scheme determined by the Cabinet of Devon County Council	As above	6/2025	10/2025
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Admissions Glossary and Definitions

<p>Appendix – Explanatory notes for Devon state-funded schools, both for primary and secondary-phase schools.¹ The oversubscription criteria for each school are detailed in their policies. Further information can be found at www.devon.gov.uk/admissions and in the Step by Step and the In-Year Admissions Guides at http://devon.cc/prospectus</p> <p>The purpose of this section is to give the reader an understanding of the admission process from Reception to Sixth Forms.</p>	
Admission authority	<p>This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are:</p> <p>Academy: the academy trust or multi-academy trust Community school: the LA Foundation school: the school's governing board Free school: the academy trust or multi-academy trust Studio school: the academy trust or multi-academy trust University Technical College (UTC): academy trust or multi-academy trust Voluntary Aided school (VA): the school's governing board Voluntary Controlled school (VC): the LA</p>
Admission Number (AN) or Published Admission Number (PAN)	<p>The PAN is the minimum number of places that will be made available at the normal round intake into a school. The PAN may be increased at any time. In exceptional circumstances, a child may be admitted above the PAN where the admission authority considers this to be necessary and appropriate.</p> <p>The PAN for admission to Year 7 at an all-through school and for Year 12 at any sixth form only relates to external candidates.</p> <p>The AN is the equivalent of the PAN after the intake year but should be seen as a guide rather than as a minimum. It is the number of places a school expects to provide in that Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school's accommodation or organisation.</p>
Appeal	<p>When an application is refused, this is very often because the school believes it would "prejudice the provision of efficient education or the efficient use of resources". (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the</p> <ul style="list-style-type: none"> • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies <p>An appeals service is available for all Devon state-funded schools before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.</p>

¹ Where a school policy differs, it will take precedence over these terms.

<p>Appeals Timetable</p>	<p>The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.</p> <p>Normal round intake: Allocation date for Reception or junior school Year 3: 16 April 2026 Deadline for appeal forms to be submitted: 31 May 2026 Appeals will be heard within 40 school days, by: 24 July 2026 Where possible, appeals that are submitted after 31 May will be heard by 24 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.</p> <p>Allocation date for Year 7 intake or studio school / UTC Year 10: 2 March 2026 Deadline for appeal forms to be submitted: 20 April 2026 Appeals will be heard within 40 school days, by: 23 June 2026 Where possible, appeals that are submitted after 20 April will be heard by 23 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.</p> <p>The allocation and appeal dates for the Year 12 intake are set by each sixth form.</p>
<p>Application</p>	<p>For normal round admissions, applications are considered to have been made on the National Closing Date (15 January for all-through, infant, junior and primary schools and 31 October for all-through, secondary and studio schools and UTCs) or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, including any supporting evidence that is required – for example, a new address or evidence of a Child’s in Care status or a Supplementary Information Form will amend the date on which the application is considered to have been made.</p> <p>It is an applicant’s responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.</p>
<p>Atypical admission schools</p>	<p>This term applies to studio schools and university technical colleges which admit students for Key Stage 4 and Key Stage 5.</p> <p>In Devon, this is the South Devon University Technical College.</p>
<p>Catchment Area</p>	<p>Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.</p> <p>Eligibility for catchment priority where this is part of a school’s arrangements is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>
<p>Children formerly in Care (Looked After) including Children adopted from state care outside England</p>	<p>These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.</p>

	<p>All admissions policies must give priority to Looked After and Previously Looked After Children and those adopted from state care outside of England. Guidance on what constitutes as state Care in any country will be available from the LA Virtual School.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances. Oversubscription criteria for each school are detailed in their policies.</p>
Chronological Year Group	<p>This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.</p>
Common Application Form	<p>This is the name for the application form provided by the LA and must be used for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is.</p> <p>Children who live outside England when the application is made should apply to the LA where the school is located. For in-year admissions, all applications are made on the Devon common application form, D-CAF.</p> <p>The large majority of applications in Devon are submitted online at devon.cc/admissionsonline. There are also paper versions of the forms:</p> <p>The D-CAF is Devon's common application form for In-Year admissions to any schools after the normal round, from Key Stage One to Four at any Devon state-funded school.</p> <p>The D-CAF1 is Devon's common application form for normal round applications to Key Stage One at primary and infant schools.</p> <p>The D-CAF2 is Devon's common application form for normal round applications to Key Stage Two at junior schools.</p> <p>The D-CAF3 is Devon's common application form for normal round applications to Key Stage Three at secondary schools.</p> <p>The D-CAF4 is Devon's common application form for normal round applications to Key Stage Four at studio schools and University Technical Colleges.</p> <p>The D-CAF5 is Devon's common application form for normal round applications to Key Stage Five at school sixth forms or post-16 provision.</p> <p>The D-CAF5 allows for a single preference to be made and returned direct to the sixth form. D-CAF and D-CAFs1 to 4 allow for up to three preferences to be made and returned to the LA.</p> <p>The D-CAF7 is Devon's common application form for normal round applications to Middle and High schools or others taking one-off intakes into other year groups.</p>
Compulsory School Age	<p>Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.</p> <p>Education can be in school or in Elective Home Education.</p> <p>Children are no longer of compulsory school age when they reach the School Leaving Age: the last Friday in the June of the academic year during which a child has their 16th birthday.</p>

Deferred admission	<p>Parents can choose to defer their child’s admission to a Reception class from the September after the fourth birthday to the start of the term after the fifth birthday. This will be the spring or summer term within the same academic year.</p> <p>Deferred admission children remain in their normal year group.</p> <p>The offer for a place will be held open for the child where a parent has informed the school. The place will not be offered to another child.</p>
Delayed admission	<p>Parents of summer-born children can request that their child’s admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth birthday which is the point at which they are required to be in suitable education. The decision rests with the admission authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must then make an application for admission in the appropriate normal round alongside all other applicants.</p> <p>As delayed admission children are then out of their chronological year group, parents should contact schools in good time before transfers to make a similar request to be admitted to the next school out of the chronological year group: for in-year moves or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child’s school history but are not bound by the decision to agree delayed admission previously taken.</p> <p>Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their chronological year group. Deferred admission is described above.</p> <p>Guidance on delayed admission is available from Devon County Council at www.devon.gov.uk/admissions.</p>
Distance measurement	<p>Measurements for school admissions purposes are straight-line from the establishment marker for a child’s home (the residential building) to the star marker for the school on Devon’s Geographical Information System, an electronic mapping system which can be viewed at: www.devon.gov.uk/schoolareamaps.</p> <p>Other mapping systems are not used for these purposes.</p>
Documentary evidence	<p>The admission authority – or the LA on its behalf – may request evidence of a child’s identity or address or that the person who made an application for admission was legally permitted to do so.</p> <p>Once a place has been offered to a child, a school may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.</p>
Education Transport	<p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by Devon County Council for Devon-resident children who:</p> <ul style="list-style-type: none"> • attend the catchment school recognised by the LA for transport purposes; • attend the closest school available; • (Children in Care only) the closest available Good or Outstanding school, as

	<p>rated by Ofsted.</p> <p>The home address must be further than a minimum walking distance according to the child's age: 2 miles for children at a primary, infant, or junior school and 3 miles for children at a secondary school. See Devon's Education Transport Policy for exceptions to catchment school eligibility.</p> <ul style="list-style-type: none"> • (low-income households) one of the three closest secondary schools if between 2 and 6 miles from home; • (low-income households) the closest faith secondary school if between 2 and 15 miles from home. <p>Children who do not live in Devon should apply to their LA for transport support.</p> <p>A school's admissions straight-line measurement policy does not apply to LA school transport decisions. It is possible that a school is the closest available for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA.</p> <p>Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting the offer of a school place.</p> <p>For sixth-forms: Supported transport is provided by the LA for Devon-resident students as a last resort, where no other means to support access to education is available. This is set out in the LA's Post-16 Education Transport Policy. Applications for transport must be made direct to the LA where a child lives.</p> <p>A discretionary bursary can be applied for by any student facing financial barriers to participation in education, such as the costs of transport, books and equipment. Full details are available on the college website.</p>
<p>Education, Health and Care Plans</p>	<p>An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other AN for the Year Group.</p> <p>Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.</p>
<p>Equally ranked preference scheme</p>	<p>When making an application, parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school.</p> <p>Schools are not informed by the LA whether an application is a first, second or third preference.</p> <p>Sixth form applications are not co-ordinated by the LA. Applications for admission for external candidates are submitted direct to each sixth form separately. There is therefore no equal ranked admission scheme as there is for children of statutory school age.</p>

<p>Exceptional Need to attend a school</p>	<p>A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school.</p> <p>Parents may request exceptional need priority for their first or only preference school.</p> <p>Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>
<p>Extended schooling</p>	<p>Further information on services beyond the normal school day is available from the school office or website.</p>
<p>Fair Access Protocol or In-Year Fair Access Protocol</p>	<p>All LAs are legally required to operate an In-Year Fair Access Protocol across their area and all state-funded schools must take part in the Protocol when it has been agreed. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted to a school even though the school is full and children have been refused admission.</p> <p>It is possible for a child to be refused admission to a school but allocated a place under the In-Year Fair Access Protocol, including when there are children on a waiting list.</p> <p>The In-Year Fair Access Protocol does not apply to sixth-form admissions.</p>
<p>Faith oversubscription criteria</p>	<p>Schools with a recognised religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>Eligibility for faith priority where this forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>
<p>Fees and charges</p>	<p>There is no charge for applying for a place at a state-funded school, for admission itself or for the provision of education. Neither the LA nor schools will not request donations before or during the admissions process and any donations made to a school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities should be available on request from each school's office.</p>
<p>General Data Protection Regulation</p>	<p>Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared:</p> <ul style="list-style-type: none"> • the preferences expressed, • the date of the application, • name of the applicant and • the outcomes of those preferences. <p>Details about the reasons for an application will not be shared with the other parent without the agreement of the applicant or where there is a lawful reason to share the information.</p>

Hard to Place	A child who has been refused in year admission to a school and who does not otherwise have access to suitable education close to home. The LA may seek a place at a school on behalf of a Hard to Place child when the school would otherwise be full.
Home Address	<p>Places are offered in a school based on the address from which the child will attend, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in catchment or relatively close to the school.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is not possible or is in dispute, 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 where parents don't 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 admission authority will determine the home address.</p> <p>Where we ask for evidence of a new 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. Parents who can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.</p> <p>For sixth-forms: The home address is only relevant for external candidates.</p>
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement where one is used by a school. Some schools ask parents to sign a Home-School Agreement after children have been offered a place as a positive way of promoting greater involvement in a child's education.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.
Linked School	<p>A school which works with another to develop curriculum links and to ease transition for pupils from infant school to junior school and from primary school to secondary school. Sometimes called a feeder school.</p> <p>Eligibility for linked or feeder school priority (if this is part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p> <p>For sixth-forms: There is no linked school priority for Devon sixth forms. Internal candidates from Year 11 who reach the required academic criteria are guaranteed a place in Year 12.</p>
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a LA.

<p>Member of staff</p>	<p>Many schools give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. All members of staff are an important part of the school community: teaching and non-teaching.</p> <p>Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she works for more than 50% of their duties.</p> <p>Where a parent is no longer a member of staff, priority on that basis will cease.</p> <p>All members of staff are considered to be important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority (if this is part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>
<p>Multiple birth siblings</p>	<p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one or more can be admitted within the PAN or AN, Devon schools will admit them all and exceed the PAN if necessary.</p> <p>In primary and infant schools, a child admitted as the 31st, 32nd or 33rd child in a class would be a permitted exception to Infant Class Size Legislation.</p>
<p>Nodal points</p>	<p>A nodal point is a geographical location, used when a school is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points.</p> <p>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</p>
<p>Normal Round Admissions</p>	<p>This is where a child joins the school at the first opportunity for admission to the Year Group - even if the start is deferred until later in the school year at a primary or infant school.</p> <p>All-through schools and schools with sixth forms will have a second normal round intake at Year 7 and Year 12 respectively.</p>
<p>Nurseries and pre-schools</p>	<p>Some primary and infant schools give admissions priority for children at a named school-run nursery. They will work with any local Early Years providers to make the transition into Reception as smooth as possible. All parents must apply for admission to Reception, regardless of where their Early Years provision has been.</p> <p>Priority may be limited to child who are eligible for Pupil Premium funding or more widely available: on the basis that more than half of the available Early Years Entitlement is taken up at that nursery. There must be no admissions priority linked to paid-for sessions at nursery.</p> <p>Eligibility for nursery priority (if this is part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>

Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2025 .
Offers	<p>When a place is offered by the LA on behalf of a school, it is assumed the offer will be accepted unless the parent advises otherwise. Schools will contact parents after the LA offer to make admission arrangements - if a parent doesn't confirm the place is required within 10 school days of the offer, the school or the LA will try to contact the parent again. If there is no response within 5 school days of that attempted contact, the offer may be withdrawn.</p> <p>It is important that when places are offered or refused it is done fairly and consistently. Where the LA or a school has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the child will attend school.</p> <p>Accurate information is particularly relevant for addresses. A school or the LA may ask for evidence of a child's home address as part of the decision-making process. If a parent believes that the child's address will change before admission, the school or LA must be informed. The parent may be required to provide evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if:</p> <ul style="list-style-type: none"> • they were offered in error, • the parent has not responded to an offer within a reasonable time, or • the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal. <p>Offers for in-year admission are to be taken up as soon as possible. Places can be held open pending a house move, up to the date when a parent applied for admission (in 8 or 16 school weeks). Where there is no house move, the child must be ready to start within 2 school weeks of the offer date.</p>
Overseas children	<p>All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status.</p> <p>Foreign nationals who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.</p> <p>Advice for parents of foreign nationals and children overseas is available at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/admission-advice-international-arrivals</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the relevant section of each school's admissions policy. Oversubscription criteria are not used where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion used by a school is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>

<p>Parent (or carer or guardian)</p>	<p>For school admission purposes, a parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A school or the LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements. Neither a school nor the LA will become involved in parental disputes.</p>
<p>Prejudice to efficient education</p>	<p>It is lawful to refuse admission where taking another child would cause a prejudice to “efficient education or the efficient use of resources” at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.</p> <p>In a mixed year group class, the PAN or AN for one year group may be reached but if there are vacancies in the class, a place may be offered. In reaching these decisions, the admission authority will consider the impact on class sizes in future years, assuming that all current pupils will still be on roll and that the next intakes will be up to the determined PAN. This is called future prejudice (see Admissions Appeals Code 3.10.)</p>
<p>Published Admission Number or PAN See also Admission Number</p>	<p>This is the minimum number of places available at the school at the normal round intake. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from local children living in a school’s catchment area and sensible, lawful school organisation. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a school believes it could admit more children, the PAN will be increased the PAN. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.</p>
<p>Pupil Premium</p>	<p>Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school’s oversubscription criteria.</p> <p>Children are eligible for Pupil Premium funding:</p> <ul style="list-style-type: none"> • who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds), • who have been adopted from care or have left care, • who are looked after by the LA, • who have a parent serving in HM Forces, • who have a parent who has retired on a pension from the Ministry of Defence. <p>Eligibility for Pupil Premium priority (if this is part of the school’s arrangements) is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>
<p>Service families</p>	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p>

	<p>Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families.</p>
<p>Sibling</p>	<p>'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place.</p> <p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>A sibling who has been offered an in-year place will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p>Children must be on roll in year groups Reception to Year 11 or in a school's sixth form or post-16 setting to be eligible as siblings for admissions purposes. Sibling priority cannot be given for children who attend a school nursery.</p> <p>Eligibility for sibling priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for each school are detailed in their policies.</p>
<p>Supplementary Information Form or SIF</p>	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren't seeking priority according to those criteria.</p> <p>An application form must also be completed in all cases.</p>
<p>Tie breaker</p>	<p>To distinguish between children in an admissions oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from the establishment marker for a child's address to the centre of the main entrance to the school site using Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>Where new-build properties are not yet displayed on the map, an estimate of the property location will be made using all available information.</p> <p>Measurements for transport purposes are not straight-line, they are according to the shortest walking or vehicular route.</p> <p>If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.¹</p>

¹ An elected member of Devon County Council or an officer not involved in the school admissions or appeals processes.

	<p>This will be used where it is necessary to distinguish between two or more addresses within 2 metres of each other.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all.</p>
Uniform	<p>Children attending many schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.</p>
Waiting Lists	<p>Schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the LA on behalf of the school and shared with the school. Waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Children's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position.</p> <p>Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date.</p> <p>When a place is offered from the waiting list, the offer will not be held open to allow time for the family to visit or revisit the school and decide again whether the place is still required. Offers must be accepted or declined by the end of the next school day following the offer. This is to ensure that other children on a waiting list can be offered quickly if necessary and the vacancy filled promptly.</p> <p>For sixth-forms: Sixth forms will operate a waiting list for Year 12 until the end of the autumn term. This will be maintained by the sixth form. Waiting lists will only contain the names of students who have formally applied and been refused admission.</p>

Deferring Admission into Reception

Child's fifth birthday	Can defer admission or attend part-time until the start of term in
1 September – 31 December 2026	January 2027
1 January – 31 March 2027	January 2027 OR April 2027
1 April – 31 August 2027	January 2027 OR April 2027 OR September 2027 by making a fresh application for a Year 1 place (from June 2027) or making a fresh normal round application for Reception in 2027-28

**Oversubscription Criteria – Community and Voluntary Controlled
Infant and Primary Schools 2026-27**

if there are more applications than places

Any child whose Education, Health and Care Plan names a school will be admitted to that school. Where the number of applications exceeds the number of places available in the year group at community and voluntary controlled infant and primary schools (the PAN) the following oversubscription criteria will be used to prioritise applicants:

1. **Looked after children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order² including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
2. **Priority will next be given to children who have an exceptional social or medical need which means they should attend this school rather than any other (or whose parents have such a need).** [*The applicant must complete an Exceptional Needs Supplementary Information Form, supported by evidence from a medical specialist or social worker, explaining the need and why it necessitates the child's attendance at this school*]
3. **Priority will next be given to children living within the catchment area set out in the map³ who are siblings⁴ of pupils on roll at this school or [for infant schools only] the [named linked junior] school.**
4. **Priority will next be given to other children living within the catchment area.**
5. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school or [for infant schools only] the [named linked junior] school.**
6. **Priority will next be given to children of members of staff⁵ who have been employed at this school⁶ for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
7. **Priority will next be given to other children.**

¹ Children who are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.

² An **adoption** order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A **child arrangements order** is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a **special guardianship order** as an order appointing one or more individuals to be a child's special guardian (or special guardians).

³ A copy of the catchment area is included in the admissions policy for each school and can be seen, in greater detail, at www.devon.gov.uk/achoolareamaps.

⁴ **Sibling** means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. **Siblings are those on roll in Reception to Year 6** or with a formal offer of admission to those year groups.

⁵ A child will be eligible if the **member of staff** is either the natural or adoptive parent or other person with parental responsibility or any person living in the same household and acting as the child's parent.

⁶ This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she works for more than 50% of their duties.

**Oversubscription Criteria – Community and Voluntary Controlled
Junior Schools 2026-27**

if there are more applications than places

Any child whose Education, Health and Care Plan names a school will be admitted to that school. Where the number of applications exceeds the number of places available for transfer from an infant school to Year 3 at community and voluntary controlled junior schools (the PAN) Devon will use the following oversubscription criteria to prioritise applicants:

1. **Looked after children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order² including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.**
2. **Priority will next be given to children who have an exceptional social or medical need which means they should attend this school rather than any other (or whose parents have such a need).** [*The applicant must complete an Exceptional Needs Supplementary Information Form, supported by evidence from a medical specialist or social worker, explaining the need and why it necessitates the child's attendance at this school*]
3. **Priority will next be given to children who are on roll at [the named linked infant] school.³**
4. **Priority will next be given to children living within the catchment area set out in our map,⁴ who are siblings⁵ of pupils on roll at this school or at [the named linked infant] school.**
5. **Priority will next be given to other children living within the catchment area.**
6. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school or at [the named linked infant] school.**
7. **Priority will next be given to children of members of staff⁶ who have been employed at this school⁷ for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
8. **Other children.**

Priority criteria 3 and 6 apply only at the normal round, not for in-year admissions.

¹ These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.

² An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

³ This priority only applies at the normal round, not for in-year admissions.

⁴ A copy of the catchment area is included in the admissions policy for each school and can be seen, in greater detail, at www.devon.gov.uk/achoolareamaps.

⁵ 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. **Siblings are those on roll in Reception to Year 6** or with a formal offer of admission to those year groups.

⁶ A child will be eligible if the member of staff is either the natural or adoptive parent or other person with parental responsibility or any person living in the same household and acting as the child's parent.

⁷ This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she works for more than 50% of their duties.

**Oversubscription Criteria – Community and Voluntary Controlled
Secondary Schools 2026-27**

There are no community or voluntary controlled secondary schools in Devon.

**The Year Groups for ranges of Dates of Birth
for the 2026-27 academic year**

	DOB from	DOB to
Sixth forms		
Year 14	01 Sep 2007	31 Aug 2008
Year 13	01 Sep 2008	31 Aug 2009
Year 12	01 Sep 2009	31 Aug 2010
Secondary schools		
Year 11	01 Sep 2010	31 Aug 2011
Year 10	01 Sep 2011	31 Aug 2012
Year 9	01 Sep 2012	31 Aug 2013
Year 8	01 Sep 2013	31 Aug 2014
Year 7	01 Sep 2014	31 Aug 2015
Primary schools		
Year 6	01 Sep 2015	31 Aug 2016
Year 5	01 Sep 2016	31 Aug 2017
Year 4	01 Sep 2017	31 Aug 2018
Year 3	01 Sep 2018	31 Aug 2019
Year 2	01 Sep 2019	31 Aug 2020
Year 1	01 Sep 2020	31 Aug 2021
Reception	01 Sep 2021	31 Aug 2022

Devon Common Application Forms

To avoid confusion with the Common Assessment Framework, the Common Application Forms in Devon will be known as:

D-CAF	In-year admission into any school after the normal intake – the first opportunity for admission for that school (from Reception to Year 11).
D-CAF1	Normal round admission ¹ into the first year of education at a primary school (Key Stage 1, Reception).
D-CAF2	Normal round admission into the first year of education at a junior school only (Key Stage 2, Year 3).
D-CAF3	Normal round admission into the first year of education at a secondary school ² (Key Stage 3, Year 7).
D-CAF4	Normal round admission into the first year of education at a studio school or university technical college (Key Stage 4, Year 9 or 10).
D-CAF5	Normal round admission into the first year of education at a school sixth form where they are new to the school ³ (Key Stage 5).
D-CAF7	Normal round admission into the first year of education at a Middle or High School or others taking a one-off intake into other year groups.

Where a school has a normal round of admission into any other Year Group as it changes its age range or a new school opens in a managed process, the relevant common application form for the school's phase will also be used.

¹ Where a school has a one-off normal round intake into any other Year Group up to Year 6, parents should use the D-CAF1. This may be, for example, when a primary school opens and admits children into several Year Groups for the first time.

² This includes middle and high schools (where a child would be admitted into a secondary school in Devon) in another LA area, either following a house move for the child out of Devon or where the parent is satisfied that the school is within daily travelling distance from a Devon address.

³ While each sixth form may provide its own application form for external candidates, the LA is required to make available a common application form. Students who wish to move on from Year 11 to Year 12 in a school are not required to make a formal application though will indicate their preferred options to the sixth form.

D-CAF – School Admissions Application Form



In-Year Admission

For admission to any year group from Reception to year 11 other than at the normal round intake.

Apply using this form only for admission to a Devon state-funded school (other than special schools), regardless of the home address of the child. Schools not participating in co-ordination are listed at www.devon.gov.uk/admissions. Applications can be submitted for a place out of a child's chronological year group.

Name or "express a preference for" 1, 2 or 3 schools. You don't need to name 3 schools, Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form as well as this form (check at <http://devon.cc/schoolpolicy>)

Please use a separate form for multiple children unless you are applying for the same year group for each child at the same school. You should ensure that information that is different for each child is clearly indicated.

You are strongly advised to read the In-Year Admissions Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email admissions@devon.gov.uk

You can apply online at www.devon.gov.uk/admissionsonline

Section A – details about the child	
Applications for children with an Education, Health and Care Plan will be forwarded to the SEND Statutory Team. This will not affect the school this child will attend. Please tell us here if this child has an EHCP.	YES / NO
Schools are not obliged to admit a child who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this child has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	
When would you like this child to be admitted?	
Forename(s)	
Surname(s)	
Date(s) of Birth	
Gender	
Home address with postcode	
The address must be where the child is normally resident. If you expect to move from this address before admission, you must let us know as this may affect your application. The Admissions Service will confirm with you whether a change of address is accepted and whether evidence is required.	

New address if moving, with postcode	
Moving date	
Current school or setting	
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO
If so, please give contact details	
Is this child a member of a UK Service or Crown Servant family being relocated?	YES / NO
Is this child a multiple birth child – a twin or a triplet etc?	YES / NO
Is this child eligible for Pupil Premium funding?	YES / NO
Do you believe that this child may be a vulnerable child under the terms of the In-Year Fair Access Protocol? If so, please answer the questions at Section D below The groups of children who are considered vulnerable are listed below. If you are unsure, please discuss this with the Devon Admissions Team or the Inclusion Team by calling 0345 155 1019 or emailing admissions@devon.gov.uk	YES / NO
Section B – details about the applicant	
Forename	
Surname	
Address if different to the child	
Email address	
Daytime telephone number	
Relationship to the child	
Do you have parental responsibility for this child?	YES / NO
Is this child subject to a private fostering arrangement?	YES / NO
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO
Is there a court order in place that might affect this application?	YES / NO
If you have answered YES to any of the previous 3 questions, please give details	

Section C – details about the schools

You can name one, two or three schools as your preferences. It is important you name them in the order you would most like a place - if a place could be offered at more than one of the schools you name, a place will only be offered at your highest preference school that can offer a place.

Check whether there is a Supplementary Information Form for Devon schools at <http://devon.cc/schoolpolicy>

First preference school – where you would most like a place

Name of school	
Do you believe this child is eligible for sibling priority for this school?	YES / NO
If so, please tell us the sibling's name and date of birth	
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.	YES / NO
Are you selecting this school because you believe this child lives in the catchment area?	YES / NO
Do you believe there is an Exceptional Need for this child to attend this school and ONLY this school? The Need could be of the child, a parent or both. You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Exceptional Need. It is expected that a parent would only seek priority on Exceptional Need grounds for the first preference school as that is the ONLY school they believe can meet the Exceptional Need.	YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.	YES / NO

You can give reasons for your preference below if you wish:

Second preference school – where you would next like a place	
Name of school	
Do you believe this child is eligible for sibling priority for this school?	YES / NO
If so, please tell us the sibling's name and date of birth	
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.	YES / NO
Are you selecting this school because you believe this child lives in the catchment area?	YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.	YES / NO
You can give reasons for your preference below if you wish:	
Third preference school – where you would next like a place	
Name of school	
Do you believe this child is eligible for sibling priority for this school?	YES / NO
If so, please tell us the sibling's name and date of birth	
Are you selecting this school because it is a Faith school? You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.	YES / NO
Are you selecting this school because you believe this child lives in the catchment area?	YES / NO
Are you selecting this school because this is the child of a member of staff working there? You must provide details of the member of staff in the box below.	YES / NO
You can give reasons for your preference below if you wish:	

Section D – In-Year Fair Access Protocol

Your application will be considered under Devon's In-Year Fair Access Protocol if your child would be refused admission and at risk of being unable to access suitable education close to home and quickly. The IYFA is an admissions safety net for children without education or who are hard to place. Under its term, eligible children may be allocated to schools that would otherwise be full. The LA does not share the information below as part of the usual in-year admission procedures. Answers to these questions will not be used if your child secures a school place through the usual in-year admission procedures. They will be used only where a child is having difficulty securing a school place in-year and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures.

Further information is at www.devon.gov.uk/admissionarrangements, including the Fair Access arrangements itself.

If a place has not been secured through the usual in-year admission procedures, not having this information may cause delay in allocating a school place. Please indicate whether you believe your child is eligible under one or more category of vulnerability.

Looked After Children are not included in the Protocol.

a) Children who are subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within the last 12 months	<input type="checkbox"/>
b) Children living in a refuge or in other Relevant Accommodation	<input type="checkbox"/>
c) Children from the criminal justice system	<input type="checkbox"/>
d) Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education	<input type="checkbox"/>
e) Children with special educational needs (but without an Education, Health and Care Plan), disabilities or medical conditions	<input type="checkbox"/>
f) Children who are carers	<input type="checkbox"/>
g) Children of or who are homeless	<input type="checkbox"/>
h) Children in formal kinship arrangements	<input type="checkbox"/>
i) Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers	<input type="checkbox"/>
j) Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of the School Admissions Code	<input type="checkbox"/>
k) Children for whom a place has not been sought due to exceptional circumstances	<input type="checkbox"/>
l) Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted	<input type="checkbox"/>
m) Previously looked after children for whom the LA has been unable to promptly secure a school place	<input type="checkbox"/>

Section E – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that your child is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

- I confirm that the details on this form are accurate.
- I understand I must inform the school or School Admissions Team if this child's circumstances change before admission; for example, there is a house move.
- I understand transport to a school I prefer which is not the nearest available or recognised as the designated school for transport purposes, in Devon or in a neighbouring county, may be my responsibility. I have read information on transport eligibility including exceptions to designated school eligibility at www.devon.gov.uk/school_transport and also at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas
- I understand it is my responsibility to check whether I am required by a school's admissions policy to complete a school entrance test Registration Form or Supplementary Information Form (SIF) as necessary.
- I understand that where I have completed an Exceptional Social or Medical Need Supplementary Information Form it is my responsibility to provide supporting evidence from a relevant professional
- I have read the In-Year admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the individual school admissions policies and the Local Authority's co-ordinated admissions scheme - for Devon at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies> or by contacting schools and LAs elsewhere as appropriate.
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at admissions@devon.gov.uk or 0345 155 1019.
- I understand that foreign nationals, who wish to apply for a state-funded school place, should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Your signature

Your name (please print)

Date

Return to the School Admissions Service, Room L60, County Hall, Exeter EX2 4QU or by emailing it to admissions@devon.gov.uk

Privacy and Data Protection

Your personal data is being used by the named schools and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the school or visit www.devon.gov.uk/accesstoinformation/data-protection.

February 2025

D-CAF5 – School Admissions Application Form



To a School Sixth Form

At the first intake or for in-year admission into a state-funded Sixth Form College for 2026-27.

This form can be used by a student in their own name or by their parent (or carer). It can be used for admission to any state-funded sixth form within the county of Devon regardless of the home address of the student. Devon-resident students seeking admission to a sixth form outside Devon should approach the sixth form directly.

This form can be used for the normal round into year 12 or for in-year admissions into year 12 or 13. For year 12, the student will have been born between **1 September 2009 and 31 August 2010** (inclusive). Applications can be submitted for a place out of a student's chronological year group.

Check whether the sixth form asks you to provide evidence by completing a Supplementary Information Form as well as this form (check at <http://devon.cc/schoolpolicy>)

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

Normal round applications for year 12 may be considered late and at a disadvantage if submitted after the closing date set by the sixth form you are interested in.

This form should only be used for external candidates, seeking to transfer to a new setting at year 12. Internal candidates moving on from year 11 to year 12 at the same setting are not required to make a formal application. (Internal and External candidates will be asked to complete an Options Form to indicate the courses they wish to study. An Options Form is not an admissions application form.)

Section A – details about the student	
Applications for students with an Education, Health and Care Plan will be forwarded to the SEND Statutory Team. This will not affect the setting this student will attend. Please tell us here if this student has an EHCP.	YES / NO
Schools are not obliged to admit a student who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this student has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	
Forename(s)	
Surname	
Date of Birth	
Gender	
Home address with postcode	
The address must be where the student is normally resident. If you expect to move from this address before admission, you must let us know as this may affect your application. The sixth form will confirm with you whether a change of address is accepted and whether evidence is required.	

In-Year Co-ordinated Admissions Scheme – updated February 2025.

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New address if moving, with postcode	
Moving date	
Current school or setting	
Is this child in the Care of a Local Authority or was this child in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order or was this child in state care outside England and then ceased to be in state care as a result of being adopted?	YES / NO
If so, please give contact details	
Is this student a member of a UK Service or Crown Servant family being relocated?	YES / NO
Is this student a multiple birth child – a twin or a triplet etc?	YES / NO
Is this student eligible for Pupil Premium funding?	YES / NO
Section B – details about the applicant	
Forename	
Surname	
Address if different to the student	
Email address	
Daytime telephone number	
Relationship to the student	
If you are the student and you are submitting the application, you do not need to answer the following questions in this section.	
Do you have parental responsibility for this student?	YES / NO
Is this student subject to a private fostering arrangement?	YES / NO
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO
Is there a court order in place that might affect this application?	YES / NO
If you have answered YES to any of the previous 3 questions, please give details	

Section C – details about the sixth form

You can only name one sixth form or post-16 setting on this form. It cannot be used for Further Education College applications.

Check whether there is a Supplementary Information Form at <http://devon.cc/schoolpolicy>

Name of sixth form

Do you believe this student is eligible for sibling priority for this school?

YES / NO

If so, please tell us the sibling's name and date of birth

Are you selecting this school because you believe this student lives in the catchment area?

YES / NO

Are you selecting this school because the student is the student of a member of staff working there?

YES / NO

You must provide details of the member of staff in the box below.

You can give reasons for your preference below if you wish:

Section D – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that this student is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

- I confirm that the details on this form are accurate.
- I understand I must inform the school if the student's circumstances change before admission; for example, there is a house move.
- I understand transport to a school I prefer which is not the nearest available or recognised as the designated school for transport purposes, in Devon or in a neighbouring county, may be my responsibility. I have read information on transport eligibility including exceptions to designated school

eligibility at www.devon.gov.uk/school_transport and also at www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas

- I understand it is my responsibility to check whether I am required by a school's admissions policy to complete a Supplementary Information Form (SIF) as necessary
- I have read the Step by Step admissions guide or the In-Year admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the school admissions policy and the Local Authority's co-ordinated admissions scheme at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies>
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at admissions@devon.gov.uk or 0345 155 1019.
- I understand that foreign nationals, who wish to apply for a state-funded school place, should check that they have a [right of abode](#) or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Your signature

Your name (please print)

Date

Return to the sixth form or post-16 setting you name before its published closing date for applications (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by the named setting and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.devon.gov.uk/privacy/privacy-notices Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the setting or visit www.devon.gov.uk/accesstoinformation/data-protection.

February 2025

Exceptional Social or Medical Need for Admission Supplementary Information Form 2026-27



Name of school:

To be completed only where you are seeking priority on the grounds of exceptional need.

Normal Round admissions: complete the yellow sections and:

- for a normal round entry into Year 7 in September 2026, the evidence should be submitted by the closing date for applications of 31 October 2025.
- for a normal round entry into Reception in September 2026, the evidence should be submitted by the closing date for applications of 15 January 2026.
- for a normal round entry into Year 3 of a Junior School in September 2026, the evidence should be submitted by the closing date for applications of 15 January 2026.

You must also complete a LA Common Application Form¹

(eg, for Devon County Council area residents, at www.devon.gov.uk/admissionsonline)

In-year admissions: complete the yellow sections and return this form as soon as possible.

You must also complete a Devon Common Application Form at www.devon.gov.uk/admissionsonline

Please read the school admissions policy, including glossary, before completing this form. This is published on the school website and at <http://devon.cc/schoolpolicy>.

We give higher priority for children where there is an exceptional need to attend this school and not another school. The exceptional need could be for the child or parent.

A child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school.

We may ask you for further information or seek our own advice to establish whether this is the only school that could meet your child's needs.

If we accept that your child would experience a significant detriment by not being able to attend this school, we will agree that there is an exceptional need to attend this school and your application will be prioritised. However, this does not guarantee that a place will be available.

Where we don't accept that the need is exceptional, your application will be prioritised according to our other oversubscription criteria.

Please note that we wouldn't expect the following circumstances to be exceptional:

- your child may be separated from a friendship group if they went to another school;
- a wish to avoid another child from the current or previous setting;
- child-care arrangements before or after school;
- transport arrangements to or from school;
- a medical condition such as asthma that doesn't require specialised treatment;
- an interest or ability in a particular subject or activity

Full name of child

Date of birth

¹ If you are completing a common application form from another LA without a tick box for exceptional need, you should put a note in the reasons for your preference to say you are requesting exceptional need priority and will provide the required supporting evidence using this Supplementary Information Form.

Tick the box below if you believe there is an exceptional social or medical need to attend this school.

Children who have an **exceptional social or medical need** which means they should attend this school rather than any other or whose parents have such a need. Your application must be supported by evidence, for example from a medical specialist or social worker, of the need and why it means the child needs to attend this school.

Is supporting evidence attached?

Yes / No

What is the supporting evidence?

I confirm that I have submitted a LA Common Application Form.

Your name

Date

Please sign here

This form should be scanned and emailed to admissions@devon.gov.uk or return it to:

Devon School Admissions Team, Room L60, County Hall, Exeter EX2 4QG

or to the school.

Privacy and Data Protection:

Your personal data may be used by the School and Devon County Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://new.devon.gov.uk/privacy/privacy-notices/> It may be shared with others in relation to the school admission process. Please confirm that you give your consent to the School and LA using your personal data as outlined in our privacy notices, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Data Protection Officer for School or LA.

February 2025