

Normal Round Co-ordinated Admissions Scheme for Primary and Secondary Schools 2026-27

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

- 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.



Normal Round Co-ordinated Admissions Scheme

Section	Contents	Page
	Description of this Scheme	1
	General Information and Contacts	4
1	Equality and Safeguarding Statements	5
2	What is the purpose of this scheme?	5
3	How do parents make an Admissions Application?	7
4	The Common Application Form	9
5	Supplementary Information Forms	11
6	Duplicate and disputed application forms	11
7	Changes of Parental Preference	12
8	When do parents make an Admissions Application?	12
9	Late applications	13
9.2	Applications for Children in Care and Children Previously in Care	13
9.3	Applications after the national closing date but before the Devon processing date	13
9.6	Applications between the Devon processing date and the start of the autumn term	14
9.8	Applications after the start of the autumn term	14
10	Where no application is received	14
10.2	Applications for Sixth Form	14
11	What happens after an application is made?	15
12	When will parents be told the outcome of the Admissions Application?	16
13	The Right of Appeal	16
14	Waiting lists	17
15	Admission out of a child's chronological cohort	17
16	Parents' options for Normal Round Admission into a Primary or Infant School	18
16.2	Single Offer Point into Reception	18
16.3	Deferred Admission into Reception in the same academic year	18
16.4	Delayed Admission into Reception in the following academic year	19
16.5	Deferred Admission into Year 1 in the following academic year	20
16.6	Part-time Attendance in Reception	20
17	Selection and aptitude testing for Secondary Schools	20
18	Home address	21
19	Where age is disputed	22
20	Applications from outside the UK	23
21	UK service personnel and Crown servants	23
22	Gypsy, Roma or Traveller families	23
25	School Uniforms	24
26	Home-school agreements	24
27	School charges	24
28	Education travel	24
29	Published admission numbers (PANs)	25
30	Admission to sixth form	25
31	Exceptional need for admission to a school	26
32	Children and Young People who are Transgender	26
33	Objections	26
34	Emergency arrangements	26
	Policy History	28

Appendix 1	Equality Impact Needs Assessment: www.devon.gov.uk/admissionarrangements	
Appendix 2	Glossary and Definitions	29
	Deferring admission into Reception	41
Appendix 3	Oversubscription criteria for community and VC Infant and Primary schools	42
Appendix 4	Oversubscription criteria for community and VC Junior schools	43
Appendix 5	Oversubscription criteria for community Secondary school	44
Appendix 6	Year Groups for ranges of dates of birth 2026-27	45
Appendix 7	Devon common application forms	46
Appendix 8	Primary Scheme Timetable	47
Appendix 9	Secondary Scheme Timetable	49
Appendix 10	Supplementary Information Form for Exceptional Need	51
Appendix 11	Appeals Timetable	53
Appendix 12	DCAF1 application form	
Appendix 13	DCAF2 application form	
Appendix 14	DCAF3 application form	
Appendix 15	DCAF4 application form	
Appendix 16	DCAF5 application form	
Appendix 17	DCAF7 application form	
Appendix 18	DCAF Change of Preference form	

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 at the normal round of admissions, generally the first opportunity to join a school. It also provides for children to be offered a single school place on the **national offer date**¹.
- 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 schools² 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 [In-Year Co-ordinated Admissions Scheme](#) manages applications for schools within Devon only and provides for children whether they live in Devon or not, this Normal Round Scheme manages applications for Devon-resident children for any state-funded schools in the country and applications for Devon schools made by children who are resident outside of Devon.

- 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 schools³. The

¹ A place will be offered for every child seeking a place at the normal round for a primary, infant or secondary school. Children seeking to move from an infant school to a junior school who are refused admission will be required to apply for a primary school as an in-year admission. Children seeking a move from a secondary school to a studio school or UTC who are refused admission will not be offered an alternative school.

² Information about admission to special schools is available from the Devon Statutory Special Educational Needs Team.

³ Admissions policies for individual 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

admissions policy documents for own [admission authority](#) schools will also be the 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 Normal Round 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);
- operate an [In-Year Co-ordinated Admissions Scheme](#) to co-ordinate admissions to school at other times during Year Groups Reception to 11³;
- 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 at the normal round of admissions. 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*

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.

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 In-Year 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

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3

How do Parents¹ make a Normal Round Admissions Application?

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.

Applications must be made to the LA where the child lives unless the school has opted out of LA co-ordination.²

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

The LA provides a [Supplementary Information Form](#), to be completed by parents who would like additional priority on the grounds that they have an Exceptional Social or Medical Need to attend a particular school (see Appendix 10).

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

The Department for Education may require that new free schools do not participate in LA normal round co-ordination in the first year of admission. Applications in these circumstances will be made direct to the school. Parents wishing to make an application will be signposted to this process as necessary.³

There is an application period when applications must be made to be certain they will be considered as being on time (see Appendix 8-9 for the timetables).

All applications will receive an offer or a refusal at set dates (see Appendix 8-9 for the timetables).

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

There is a right to a place on [a waiting list](#) if an application is refused⁴ which will be open until the end of the first term in the entry year for the school as a minimum.

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 a normal round admission to school for the **2026-27** academic year apply during the preceding academic year. In all cases, offers that are made will be for full-time admission at the beginning of the **September 2025** term.⁵

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 for⁶ one, two or three schools anywhere in England.⁷
- Parents must rank those schools in the order they would most like to be offered a place.

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

² This may be the case for free schools in the first year after opening or for studio schools and UTCs who may use a school application form. Applications for the normal round of a sixth form are outside of co-ordination and must be made direct to the sixth form.

³ At <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/new-schools-in-devon>

⁴ 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.

⁵ Parents may then decide to defer or delay admission to a Reception class where the child is below statutory school age. They may also opt for part-time attendance in a Reception class until the child reaches statutory school age.

⁶ To “apply for a place” or to “express a preference” or to “name a school on an application” have the same meaning.

⁷ Some LA areas allow for more than 3 preferences.

- Schools will not be advised of the order of preference expressed by the parent.
- Each preference will be considered alongside all others for that school, and a ranked or prioritised list produced using the school's [oversubscription criteria](#) only if there are more applications than places available at the school. If there are sufficient places available, no application will be refused.
- 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 by the parent** for which a successful application has been made. Other lower ranked offers will be discarded, allowing further offers to be made to 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 for schools within the Devon LA area. Schools must operate a waiting list at least until the end of the autumn term of the first year of admission.
- Where no preference can be met, the LA will offer a place at the school that is designated¹ for the child's home address² if one remains available or at the closest school to the home address with a vacancy after all preferences that have been made have been considered with the exception of:
 - applications for transfer from infant to junior school. Where no place is available at a junior school, the parent will be required to apply for a primary school place as an in-year admission; and
 - applications for transfer for KS4 from a secondary school to a studio school or UTC. Where the application is refused, the LA will not make an alternative offer; and
 - applications for admission to Year 12 at a sixth form. All applications will be made direct to the sixth form and are not co-ordinated by the LA. Where the application is refused, the LA will not make an alternative offer.

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 successful. At the normal round into a school, applications are refused:

- where a school has more applications than there are places available and all available places are offered to children with a higher priority for admission to that school OR
- where the child is not of a chronological age to be admitted to that school, the admission authority for the school decides that it would not be in the child's best interests to be taught in the year group requested and a place cannot be offered in the chronological year group.

3.5 It is not necessary for a child to be resident in the Devon County Council administrative area for there to be an application to attend a Devon school; Devon resident children can apply for admission to schools outside of the Devon area. Co-ordination of normal round applications is conducted by the LA with schools located in the county **and** 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 Plan³, any application will be forwarded to Devon's SSEN Team for consideration and consultation with schools.

¹ Most addresses in the Devon LA area lie within a school catchment or designated area for at least one primary and one secondary school. This gives a priority for admissions purposes and often an entitlement to free education transport (subject to other criteria). A map showing the designated areas for Devon and school locations is available at www.devon.gov.uk/schoolareamaps. **Where there is more than one catchment school for an address, the closest catchment school will be considered first.**

² If there is more than one designated school, the closer school will be considered first.

³ Either issued or at the draft stage.

3.7 The offer of a school place by the LA will lapse if not taken up within 10 school days of the beginning of the autumn term unless the school agrees in writing to hold the place. Parents may make an in-year application if the offer has lapsed.

3.8 All applications for admission must receive a response from the LA.

4 **The Common Application Form**

4.1 There will be a standard form for all 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 forms may only be used for children who are ordinarily resident in Devon.

Applications should use a common application form to be valid and avoid misinformation and misunderstandings.

Common application forms should be returned to the LA (either online or in paper copy) by **the national closing date** (see the Timetables in Appendix 8 and 9.)

4.2 The common application form will:

- invite the parent to express up to three preferences 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 will be offered at an alternative school;
- specify the closing date and 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.²
- 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 reasonable steps to ensure that parents of children known to live in Devon and who are eligible for normal round admission in **2026-27** are notified how to access a copy of the common application form together with guidance.

The LA will advertise the normal round admissions process at Early Years settings and schools.

The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA, schools or others 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, returned to the LA; or to the child’s current school; or to a school named on the form.
- **a paper D-CAF5** or other application form, returned to the sixth form; or
- **a sixth form’s own online form.**

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 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 **Key Stage 1 normal round transfer**

Early Years settings are encouraged to remind parents of the need to apply for a school Reception place if they want their child to be admitted. No places are allocated without a formal application.

Key Stage 2 normal round transfer to junior school

Infant schools should remind parents of children in Year 2 that they must either apply for normal round transfer to a junior school, apply for in-year admission to a primary school or make other arrangements for education from the beginning of the following September.

Key Stage 3 normal round transfer to secondary school

Junior and primary schools should remind parents of children in Year 6 that they must either apply for normal round transfer to a secondary school or make other arrangements for education from the beginning of the following September.¹

Key Stage 4 normal round transfer to a studio school or UTC

Secondary schools are required to give careers advice to children by the end of Key Stage 3. This should include information on the Options available within that school, at other secondary schools and at studio schools and UTCs. The responsibility for making an application to any other school will lie with the parent.

Key Stage 5 normal round transfer to sixth forms and FE Colleges

Secondary schools (including studio schools and UTCs) are required to give careers advice to children by the end of Key Stage 4. This should include information on the Options available within that school if it has a sixth form and at other school sixth forms and at FE Colleges. The responsibility for making an application to any other school will lie with the parent or the young person.²

Other normal round transfers

Parents may use a D-CAF3 to apply for normal round transfer to a Middle or High school in another LA area. There are no Middle or High Schools in the Devon LA area.³

All-through schools

The responsibility for making an application for normal round admission to another school will lie with the parent of a child in an all-through school at the end of Year 2 and Year 6.

- 4.7 The role of the LA is to inform parents where they **must** apply for transfer because the child has reached the end of the school's age range and will not be held back for any reason.

The LA may write to inform parents of known Devon-resident children who may wish to apply for normal round admission to a Key Stage 4 school – studio schools or UTCs. It will be the responsibility of parents to make an application. They may be prompted by general advice given by secondary schools or third party careers agencies about Options for Key Stage 4.

Similarly, it will be the responsibility of parents who wish their Devon-resident child to apply for normal round admission to a Middle or High School outside of Devon to request a D-CAF3. The normal intake for high schools varies and may be at Year 8 or Year 9. Devon does not hold copies of SIFs for Middle or High schools or copies of their admission arrangements.

It will be the responsibility of parents or young people themselves to apply for a transfer to a new education establishment at the normal round for a school sixth form. Young people who wish to remain at the same establishment from Year 11 into Year 12 do not have to make a formal admissions application. They will be asked by a sixth form to indicate their preference for subjects and courses but this does not amount to an admissions application that could be refused on the grounds that the sixth

¹ Where the child attends an all-through school, there is no requirement to apply for a place in Year 7 in the same school. Parents are encouraged to complete an application in any case or write to the LA to confirm the child will remain at the school. The parent may equally apply for a Year 7 place at another school.

² Young people may submit their own applications for admission and pursue admissions appeals with regard to admission after the age of 16.

³ Tiverton High School is a secondary school.

form is full. All students must attain the required academic standard for their chosen courses at sixth form unless the admission authority for the college decides to accept a student who has not reached the required standard due to exceptional circumstances.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 school by the **national closing date** 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.

The LA does not hold copies of SIFs for other schools in other LA areas. Devon will forward applications that are received to the relevant LA.

- 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. 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 and the schools named as preferences if requested to do so where both parents are entitled to an involvement in decisions about their children.²

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

¹ This may be waived by the admission authority within its admissions policy where it is satisfied with the applicant's explanation why the required academic standard was not reached.

² 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.

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.

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 made up to the **national closing date** will replace the former preference.

- 7.3 A change in preference after the **national closing date** and before the **Devon processing date** will be accepted and considered for offers at **the national offer date**. This will not be at the expense of any timely applications. No places will be held in reserve at any school to accommodate a late change of preference. The priority in determining offers will be:

1. Timely applications
2. Late applications and changes of preference

- 7.4 Once places have been offered on **the national offer date**, the children who are on waiting lists will be reconsidered along with new applications and changed preferences. Once an offer has been made, a parent can submit new preferences by making a fresh application. The offer that has been made will not be withdrawn unless or until another offer can be made.

- 7.5 Where a parent makes a change in writing to the order of preferences, they will be considered as follows:

Original preferences for School A followed by School B
Amended preferences for School B followed by School A.

8 When do parents make an Admissions Application?

- 8.1 The Devon opening date is **15 November 2025** for normal round applications to primary phase schools and **1 September 2025** for secondary phase schools. Applications may open at other times in different LA areas.

- 8.2 The closing date for online applications will be 23.59 on **the national closing date**.

The closing date for paper applications and SIFs will be submission on or before the **national closing date**. Parents should submit their completed forms by the national closing date. Parents who post an application form or SIF as the closing date approaches are advised to secure proof of posting in the event that the form is received after the closing date. If the proof of posting confirms that the form was submitted by the closing date, it will be considered as being on time even if received after the closing date, where this remains possible. The burden of proof will fall to the parent.

- 8.3 Studio schools and UTCs and, in their first year after opening, free schools, may opt out of normal round co-ordination. They must be clear in their admission arrangements how applications are to be made and what timetable is to be followed.

Normal round applications for sixth forms are made direct to the sixth form in Devon, according to its own published timetable.

- 8.4 Applications can be made after **the national closing date**. However, they may be considered late and at a disadvantage to those made on time – see paragraph 9.

9 **Late Applications**

- 9.1 All applications will be considered on an individual basis. Where large numbers of applications are delayed due to industrial action, widespread illness or other exceptional cause this will be taken into consideration in determining whether an application is accepted by the LA as timely or late. In such circumstances, any requirement to provide evidence why an application could not be submitted by the closing date will be waived.

9.2 **Applications for Children in Care and Children Previously in Care**

Applications received for a Child in Care or a Child who was in Care but ceased to be so because he or she was adopted, made the subject of a child arrangements order or a special guardianship order, 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 will be considered as timely where it remains possible to do so.

Where a late application is received, a place will be allocated even where the school has reached or exceeded its PAN.¹

9.3 **Applications received after the national closing date but before the Devon processing date**

All applications received by the **Devon processing date** will be offered a school place at **the national offer date**².

They will be considered as timely, alongside all other timely applications where the parent can satisfy the LA that he or she was prevented from making the application on time – for example, the hospitalisation of the parent, a close family bereavement or other exceptional circumstance - or where the child's home circumstances changed after **the national closing date** – for example, a house move to a new area - or where a new school is to be opened or extended and information about that school affects the parent's preferences.³ In considering whether it is appropriate to accept an application received after the closing date as being on time, supporting evidence may be requested from a relevant doctor, health visitor or social worker. The decision whether to accept the application as timely will be taken by the LA. In reaching a decision, the LA will seek the views of the school.

- 9.4 Otherwise, late applications will be considered after all timely applications have been considered.

Late applications submitted after **the national closing date** will not be considered at the expense of timely applications. No places will be held in reserve at any school to accommodate late applications.

- 9.5 The provision to accept and process applications up to the **Devon processing date** is subject to the admission authority for the school being able to re-rank them. If that is not possible, it will still be processed but an offer will not be made at the expense of a timely application. Where there is more than

¹ The normal admissions round ends on the national offer date. Applications after this but before the end of August are neither normal round nor in-year; they are late applications under the terms of the School Admissions Code. This means that LAC and PLAC will be treated differently from then until the beginning of the September term and may be admitted to a school even where it has reached its PAN. They will take up places that would be made available under in-year Fair Access arrangements once the academic year has started. Other children will be allocated a place at the designated school for the address or, if that is full, the closest school with a remaining vacancy. For admission into Reception, such LAC and PLAC will be Permitted Exceptions to Infant Class Size Legislation.

² Please see the exceptions where no offer will be made at paragraph 3.3.

³ Details such as the school location, headteacher and size may not be available during the application process. Where new information is released after the closing date, this may influence a parent in favour or against the new school. A change in preference under these circumstances will be accepted up to the **LA processing date**. Where a parent had made no application by the closing date, the new school will not be accepted as a reason for the application being late as parents would have been expected to have made an application for another school.

one application in this position and the school is oversubscribed, those applications will be set aside until the admission authority is able to rank them for the second round of offers.

9.6 **Applications received between the Devon processing date and the start of the autumn term**

Applications that are received between **the Devon processing date** and the start of the autumn term¹ are considered to be Late Applications.² They are applications that do not result in an offer on **the national offer date**. They will continue to be allocated as if they had been submitted during the Scheme in that places will be allocated to a preferred school where possible. If not, a place will be offered at the (closest) catchment school if a vacancy remains or at the nearest alternative school with a remaining vacancy. Further allocations will be made as new applications are made and as vacancies arise. Final allocations will be made on August 31.

A second offer date will be made in Devon, according to the Scheme timetable (see Appendix 8-9).

9.7 Late applicants' details will be added to waiting lists after **the national offer date**, together with the names of children who have already been refused places at the school. Waiting lists will be kept in order of the school's oversubscription criteria and not according to length of time a child's name has been on the list. If a place becomes available, it will be allocated to the child at the top of the waiting list at that time.

9.8 **Applications received after the start of the autumn term**

While the first day of school attendance for children may vary from year to year and between schools, the first day of term will be considered to be 1 September annually. Applications received from this date will be considered under the Devon [In-Year Co-ordinated Admissions Scheme](#).

10 **Where no Application is Received**

10.1 **New Reception
New Year 3 at a Junior school
New Year 7 at a Secondary school
New Year 9 or 10 at a Studio School or UTC**

No place will be allocated without an application.

The LA will assume that the parent has made other arrangements for education in a school or at home. For atypical age-range schools,³ the LA will assume that the child will remain on roll at the current secondary school. If the child is allocated to a school further from home and not the catchment school as a consequence of a late application, this may mean there is no eligibility to free Education Transport from the LA.

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 to the LA. It is assumed a similar arrangement is in place in other LA areas. The LA will forward application forms for sixth forms it receives to the appropriate establishment.

Each sixth form or post-16 setting sets its own closing dates for applications.

10.3 It is the responsibility of a parent or the student to submit an application form and SIF where appropriate. No places will be held back to accommodate potential late applications or students for whom no application was made. Parents and students are strongly advised to apply on time and to consider expressing a preference for the catchment school.

¹ For this purpose, the start of the autumn term is 1 September each year.

² As defined in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 Part 1 section 2 (5).

³ ie studio schools and UTCs.

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 normal round 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 collate all applications it receives and compile a list of applications for each school.

Step 2

The LA will send own admission authority schools within Devon a list of applications naming their school by **the Devon notification date**, irrespective of ranking, sending them all details from the application form that would be required by the admission authority to reach a decision on ranking apply their oversubscription criteria¹.

The LA will send other LAs a list of applications naming schools in their areas by the **Devon notification date**, sending them all details from the application form that would be required by the admission authority to reach a decision on ranking apply their oversubscription criteria. Those LAs will forward the applications to schools within their area. Schools in other LA areas will not be informed by that LA of the order of ranking by the parent.

Step 3

The admission authority for each school will rank its list of applications using the school's published oversubscription criteria and information from SIFs as appropriate. This ranked list will be returned to the LA by **the school ranking date**².

Step 4

By the **Devon processing date** the LA will process the ranked lists of all 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 child will be allocated a place at the designated school³ if it still has a place available or, if the designated school or schools are full, the nearest school that does have a place available.

Step 5

The LA will share information with other LAs of places in Devon schools to be offered to their residents. This may initiate a short process during which information is shared by LAs that frees places, impacting on the offers available to other children.

Step 6

The LA will inform schools within the LA area by **the school allocation date** of the children to be offered places on their behalf. This information will not be made available to parents before **the national offer date**.

Step 7

The LA where the child lives will notify parents on **the national offer date** which school is being offered. For children who are resident in Devon, this will be sent by email if the parent applied online⁴ or by second class post. It will give the following information:

¹ As all schools must use equal preference, they will not be notified of the ranking made by parents on application form.

² Where a place is 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.

³ Where the home address has more than one designated school for admissions purposes, the closest designated school will be considered first.

⁴ Devon will not send letters by post unless it considers it expedient to do so or if requested by a parent.

- 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 and the LA (and, if appropriate, those own admission authority schools where parents were refused admission, so that they can lodge an appeal with the admission authority for the school, see paragraph 13 below);
- 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;

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 Schools must not contact parents before the **national offer date** as this may be seen as putting pressure on a parent to amend preference ranking. The school should request that the LA contact the applicant for any missing information that is required so that applications can be prioritised using the school's oversubscription criteria.

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

12.1 The outcomes of an application will be:

- **Offer.** An offer will be made at a school named by the parent; or
- **Refusal with an alternative offer.** Application will be refused. 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.

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

12.2 Parents are not required to inform this LA that they will accept their offer.

Schools will contact parents following the formal offer of a place by the LA to welcome the child to the school and make arrangements for admission itself. Where a parent fails to respond to the school within 10 school days of that contact, the school or LA will contact the parent and advise that the place may be withdrawn if no response is received within a further 5 school days.

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.

13 The Right of Appeal

13.1 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.

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

13.2 Parents should contact the Devon Admissions Service to request appeal forms. They will then be sent the relevant appeal forms, either electronically or in hard copy. Requests for forms should be received by **the appeal form request date**. Parents who request an appeal form after this date will still be entitled to an appeal, but it may not be possible to be heard with other appeals.

Where a school manages its own appeals arrangements, the parent will be directed to contact the school. Appeals for places at schools within another LA area must be directed to that LA¹. Contact details will appear on the allocation letter issued on **the national offer date**.

- 13.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel by **the appeal form return date** to ensure an appeal can be heard with the main body of appeals. Parents who submit an appeal form after this date will still be entitled to an appeal, but it may not be possible to be heard with other appeals.

Late applicants will be given two weeks to return an appeal form from the date of the letter informing them of the allocated school.

- 13.4 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 which was not offered because a higher preference was offered.

- 13.5 Students may appeal where admission would be after the 16th birthday. Their parents may also appeal on their behalf.

- 13.6 An appeals timetable must be published online each year by **28 February** on admission authority websites and may be published with a school's admissions policy for **2026-27**.

The appeals timetable for normal round admissions is included at Appendix 11.

14 **Waiting Lists**

- 14.1 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. 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 reapply at the end of each academic year.

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

- 14.2 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 using the published oversubscription criteria. Children will no longer be attending linked or feeder schools from the end of the summer term.

- 14.3 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.

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

- 15.1 Places will usually be offered in the Year Group according to the child's date of birth² 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 what is in the child's best interests, 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.

¹ With the exception of academies located outside Devon using Devon's Traded Service for school admissions.

² For admissions in **2026-27**, the Year Groups appropriate to dates of birth are detailed at Appendix 6.

Approval for admission out of a child's chronological Year Group does not establish a priority within oversubscription criteria for the child. A decision at one school does not bind another school.

- 15.2 Parents should not assume that, for example, delayed admission into Reception will be followed by a similar decision at junior or secondary transfer. The headteacher of a secondary school may consider that the needs of a child whose admission to Reception was delayed can best be met at secondary transfer with his or her chronological Year Group. Similarly, a child whose primary education has been accelerated may be refused admission a year early to a secondary school.
- 15.3 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 15.2, the expectation will then be that the children will continue to be taught with that cohort as their school career progresses.
- 15.4 In the first weeks of the spring term of year 5, the LA will contact primary schools with a list of known children who are **offset** - taught in year 5 whose normal age group is year 6. This will be to prompt discussion with parents and likely destinations for secondary school transfer ahead of the application window in September and October of year 6.

Where a secondary school indicates it may not agree to delayed transfer into year 7, parents must consider options for education. This does not prevent a parent making an application to a secondary school without an agreement for delayed transfer.

16 Parents' options for Normal Round Admission into a Primary or Infant School

- 16.1 The normal round offer for most schools is for admission at the beginning of the following September term. Parents have further options for the Reception normal round as the offer is for admission before the child has reached the compulsory school age.

16.2 Single Offer Point into Reception

There is a legal requirement that all children begin full-time education¹ by the beginning of the term following their **fifth** birthday. This is when [compulsory school age begins](#). All places offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who can choose to defer admission.

16.3 Deferred Admission into Reception in the same academic year

September is the earliest point for admission to the Reception class of a Primary or Infant school but is not a compulsory start date. Parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday.² This is a decision for the parent to make, taking all factors into account including the advice of educational professionals. Parents are encouraged to discuss deferment with the school, the Early Years setting and any other agencies working with the child in order to reach an informed decision regarding the child's best interests.

Those parents who decide that their child will defer must inform the headteacher of the school where the place has formally been allocated. The place will be held open until the beginning of the term following the fifth birthday within that Reception year and will not be offered to another child. Where a parent does not inform the headteacher that admission is to be deferred and does not admit the child in September, the place will be withdrawn and may be offered to another child.

¹ Full-time education does not have to be in a state-funded school. It could be in an independent school or home education.

² For this purpose, there are three academic terms, starting on or after 1 September, 1 January and 1 April. Children whose birthday falls on one of these dates are deemed to have reached the compulsory start date then and may not defer admission.

- Children born between 1 September and 31 December may defer until the start of the spring term.
- Children born between 1 January and 31 March may defer until the start of the spring term or the start of the summer term.
- Children born between 1 April and 31 August may defer until the start of the spring term or the start of the summer term. They cannot automatically defer admission to Reception into the following September but can reapply for a place in Year 1. This would be an in-year application for the **2026-27** academic year, no earlier than the half term in **June 2026**. Summer-born children may also request a delayed admission to the following academic year.

Applications for admission to Reception will not be affected by a parent considering a deferral until later in the Reception year.

16.4

Delayed admission into Reception in the following academic year

This provision is available for summer-born children only.¹

Summer-born children can delay admission into a Reception class until the start of the September term after the **fifth** birthday rather than the September after the **fourth** birthday. This means admission would be out of the normal or chronological age group. Where a parent wants their child to be admitted out of their normal age group, there are two separate decisions for an admission authority to make:

1. which age group the child should be admitted to, then
2. whether a place can be offered in that age group.

It will not always be easy for an admission authority to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period. However, parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school in the September following the fourth birthday.²

To enable this in Devon, parents should make an application for their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. When this is done, the parent will receive the response to their request before **the national offer day**. If the request is agreed, the application for the normal age group can be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. Where requests are agreed, they must make a new application as part of the normal admissions round the following year.

There is no additional priority or reduced priority where a child delays admission. A child who delays admission cannot opt for a part-time attendance in Reception after he or she has reached the compulsory school age.³

The provision to seek delayed admission is for a child's first admission to school. There will be circumstances where a parent decides shortly after the child has started in a Reception class that he or she is not ready for and wishes to withdraw the child and seek delayed admission for the following September. This will be permitted where the parent withdraws the child by the autumn half term so that a fresh application can be submitted in the following normal round (for the academic year **2027-28**). Parents would need to discuss delayed admission with any schools they would consider for the following year. The child would be taken off roll and would not have a place guaranteed for the following year.

16.5

Parents of children whose admission to school has been delayed (and children who have been moved back a year while in school) should discuss transition with their schools and seek agreement from the destination school to be taught out of their chronological Year Group.

¹ A summer-born child is one whose birthday is between 1 April and 31 August.

² The LA, when it acts as an admission authority, will agree to requests for delayed admission for summer-born children.

³ Unless there are medical or other reasons why the child could not manage to attend on a full-time basis.

A secondary school is not obliged to teach a child who would be of Year 8 age in Year 7 solely on the grounds that he or she had had delayed admission into Reception. It may be prudent to apply for secondary transfer when in Year 5 but of Year 6 age. This application can be withdrawn or an offer declined if the secondary school agrees to teach out of the child's chronological Year Group.

16.6 **Deferred Admission into Year 1 in the following academic year**

This provision is available for summer-born children only.

Summer-born children can defer admission until the start of the September term after the **fifth** birthday rather than the September after the **fourth** birthday. Whereas a place must be held open during what would be the Reception year, it cannot be held open into the following academic year. A parent who wishes to defer admission to the following September term must make a fresh application for admission to the school in-year. The earliest point this can be made in most cases is 8 school weeks before the end of the summer term.¹

16.7 **Part-time attendance in Reception**

A parent will have these options in response to the offer of a place for admission at the beginning of the September term following the child's fourth birthday:

1. full-time in the Reception class at the school;
2. part-time in the Reception class;
3. defer admission to Reception and take up a funded part-time place at an Early Years setting; or
4. to decline the offer and make other arrangements, including remaining at home.

The child may not take up a part-time place in Reception and a funded part-time place at an Early Years setting. This does not prevent the parent paying for hours at an Early Years setting in addition to the part-time Reception place. Visits to the school as part of an induction process immediately before admission may take place.

16.8 There is no requirement on a school to offer **flexible** part-time hours in Reception prior to the child attending full-time. It will be for the school to detail the part-time offer to parents. Schools may feel it is appropriate for children to attend for whole morning or afternoon sessions.

16.9 Free transport will not be available during the school day under Devon's Education Travel Policy. Transport is provided at the beginning and end of the official school day.

The child may be supported by transport provision where part-time attendance is on medical grounds, agreed by the LA.

16.10 Free school meals, where there is otherwise an entitlement, are not provided unless the child attends before and after lunchtime.

17 **Selection and Aptitude Testing – Secondary schools only**

17.1 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 will make it clear to a parent that they must express a preference on the application form provided by the child's home LA. 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 with respect to each child.

17.2 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

¹ The longer period for children from UK service personnel Crown Servant families will not apply as the child would already have been offered a school place for it to be deferred.

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.

The following schools operate selection testing or aptitude assessments as part of their admission arrangements. All require an additional registration form to be completed in order to arrange for a child to sit a selection or aptitude test. For further information about closing and test dates, please see the secondary timetable at Appendix 9.

Parents are advised to confirm dates for registration and testing directly:

Churston Grammar School
Colyton Grammar School
Devonport High School for Boys
Devonport High School for Girls
Plymouth High School for Girls
The Spires College, Torquay (selective stream)
Torquay Academy
Torquay Boys' Grammar School
Torquay Grammar School for Girls

selective schools and schools with aptitude testing elsewhere in the country

- 17.3 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. This may not be a test score but an indication whether the child is considered to be of the ability to benefit from a selective education.

Parents who submit a late request or where children are unable to take the test or assessment on these dates will have an opportunity at a later date. This may not be before the closing date for preferences or in time for the **national offer date**.

- 17.4 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.

- 17.5 The LA and individual schools will take reasonable steps to inform parents likely to seek a test for their child of the timescale. This may involve publicising those arrangements which have been communicated to the LA during Year 5 in advance of preferences being made in Year 6.

18 Home Address

- 18.1 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 adopt the same policy. The terms of a child arrangements 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.

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.

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.

18.2 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.

18.3 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.

18.4 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 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.

18.5 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.

18.6 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.

19 Where Age is Disputed

19.1 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.

19.2 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.

Applications from outside the United Kingdom

- 20.1 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
- 20.2 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.
- 20.3 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.

UK service personnel and other Crown servants

- 21.1 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. The offer of places at the normal round is in advance of the place being required and cannot be brought forward.
- 21.2 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.
- 21.3 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.
- 21.4 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.

Gypsy, Roma or Traveller families

- 22.1 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.
- 22.2 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.

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/

- 22.3 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.

- 22.4 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.

25 **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.

26 **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.

27 **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.

28 **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.

29 Published Admission Numbers (PANs)

29.1 Each school will operate with a Published Admission Number for its intake year(s). 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.

29.2 At any time after determination, the admission authority may increase the PAN where it identifies that it has additional demand for places and those additional admissions would not prejudice efficient education or the efficient use of resources. Where the LA is not the admission authority for the school, it must be informed in good time to adjust the offers of places in line with the increased PAN.

Where a school is oversubscribed and agrees to admit an additional registration group or class at the normal round to meet that additional demand, the increased provision will be the PAN for that academic year as if it had been formally determined at that figure.

29.3 A PAN cannot be reduced after determination without a variation being approved by the Office of the School's Adjudicator or the Department for Education. This would follow a request by the admission authority, successfully demonstrating that there had been a significant and unforeseen change in circumstances at the school.

29.4 An admission authority may also admit above the PAN without raising the PAN where it feels that the needs of an individual child (or children) outweigh any prejudice to efficient education or the efficient use of resources.

In these circumstances, the PAN will not be affected and the number on roll will fall back to PAN if there are leavers. A vacancy will arise only when the number on roll falls below PAN.

29.5 While in most cases, the PAN for the cohort will become the Admission Number (AN)¹ at the end of the intake year, it may be amended to reflect a change in circumstances at the school.

29.6 A list of the determined PANs and any amendments to those PANs for all state-funded schools in Devon can be found on the Schools List at <http://devon.cc/schoollist>

30 Admission to Sixth Forms

30.1 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

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.

30.2 Young people seeking to progress from Year 11 to Year 12 at the same secondary school need not make a formal application for a place. Their intention to do so subject to achieving any necessary

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.

examination qualifications for specific courses will be made by the completion of an Options Form provided by the school. The Options Form is not part of a decision whether a place is available.

30.3 Young people seeking to transfer to Year 12 at a school must complete an application form. This will be the D-CAF5 or a form provided by the school. They will also be asked to complete the same Options Form as students who transfer within the school.

30.4 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.

30.5 Internal candidates may only be refused readmission to a sixth form on the grounds that they have not met the required academic criteria.

External candidates may be refused admission on the grounds that the sixth form is full or on the grounds that they have not met the required academic criteria or both.

30.6 All offers for admission to sixth form for external candidates are provisional, subject to meeting the academic criteria. External examination results are published in August,

31 Exceptional Need for Admission to a School

31.1 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.

Devon provides a common SIF for parents to use where they seek admissions priority on the grounds of Exceptional Medical or Social Need to attend a particular school (Appendix 10).

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

32 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 manages normal round applications for children and young people who are resident in the county 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.

33 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**.

34 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 will be reviewed and considered for determination by the Cabinet of Devon County Council in February annually 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	2017-18 Primary Scheme rolled forward and combined with the Secondary Scheme to formulate the proposed 2018-19 Normal Round Scheme	Policy and Strategy Officer (Education)		
10 Feb 2017	Scheme determined by the Cabinet of Devon County Council	As above	9/2017	10/2017
1 Nov 2017	2018-19 Scheme rolled forward to formulate the proposed 2019-20 Normal Round Scheme	As above	9/2018	10/2018
9 Feb 2018	Scheme determined by the Cabinet of Devon County Council	As above	9/2018	10/2018
1 Nov 2018	2019-20 Scheme rolled forward to formulate the proposed 2020-21 Normal Round Scheme	As above	9/2019	10/2019
15 Feb 2019	Scheme determined by the Cabinet of Devon County Council	As above	9/2019	10/2019
1 Nov 2019	2020-21 Scheme rolled forward to formulate the proposed 2021-22 Normal Round Scheme	As above	9/2020	10/2020
14 Feb 2020	Scheme determined by the Cabinet of Devon County Council	As above	9/2020	10/2020
1 Nov 2020	2021-22 Scheme rolled forward to formulate the proposed 2022-23 Normal Round Scheme	Senior Policy Officer	9/2021	10/2021
12 Feb 2021	Scheme determined by the Cabinet of Devon County Council	As above	9/2021	10/2021
10 June 2021	Scheme amended in response to the revised School Admissions Code 2021 Inserting priority for children adopted from Care overseas to criterion 1	As above	9/2021	10/2021
1 Nov 2021	2022-23 Scheme rolled forward to formulate the proposed 2023-24 Normal Round Scheme	As above	9/2022	10/2022
11 Feb 2022	Scheme determined by the Cabinet of Devon County Council	As above	9/2022	10/2022
1 Nov 2022	2023-24 Scheme rolled forward to formulate the proposed 2024-25 Normal Round Scheme	As above	9/2023	10/2023
10 Feb 2023	2024-25 Scheme determined by Cabinet of Devon County Council	As above	9/2023	10/2023
1 Nov 2023	2024-25 Scheme rolled forward to formulate the proposed 2025-26 Normal Round Scheme	As above	9/2024	10/2024
9 Feb 2024	2025-26 Scheme determined by the Cabinet of Devon County Council	As above	9/2024	10/2024
1 Nov 2024	2025-26 Scheme rolled forward to formulate the proposed 2026-27 Normal Round Scheme	As above	9/2025	10/2025
14 Feb 2025	2026-27 Scheme determined by the Cabinet of Devon County Council	As above	9/2025	10/2025

Normal Round Co-ordinated Admissions Scheme – updated February 2025.

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Admissions Glossary and Definitions

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>

The purpose of this section is to give the reader an understanding of the admission process from Reception to Sixth Forms.

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.</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 a school or through 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>
Education, Health and Care Plans	<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>
Equally ranked preference scheme	<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 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 multiple birth sibling 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 children 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>

<p>Objections to admissions policy</p>	<p>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.</p>
<p>Offers</p>	<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>
<p>Overseas children</p>	<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>
<p>Oversubscription criteria</p>	<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).</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>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>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</p>

	<p>person independent of the school by the operation of an electronic list randomiser.¹ 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>

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

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

Appendix 7 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 ² (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 ³ (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 ⁴ (Key Stage 5).
D-CAF7	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.

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 first and middle schools (where a child would be admitted into a primary 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 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.

⁴ 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 subject Options to the sixth form.

Timetable for the Devon Co-ordinated Primary Admissions 2026-27

Saturday 15 November 2025	Devon opening date Opening date for all applications for normal round admission to a primary school – online and paper applications.
Thursday 15 January 2026	National closing date¹ For on-time application forms: submitted to the LA or highest ranked school or to the current school. SIFs to be returned to the relevant school. Online applications will close at 23.59.
by Monday 2 February	Devon notification date Details of applications for schools in other LA areas sent to those LAs. Details of applications sent to Devon own admission authority schools.
By Monday 23 February	Schools ranking date Devon voluntary aided, foundation and academy schools to confirm ranked lists of applicants to the LA.
Monday 23 February	Devon processing date Offer process begins. No further preferences accepted for inclusion in the first round of allocations. No further changes of address or other information accepted for existing preferences. The LA will match the ranked lists of all the schools and provisionally allocate places.
by Monday 23 March	Cross-border information sharing Devon's will share information with neighbouring LAs of the provisional offers to be made to children who are resident in their areas. This may enhance the offers that can be made.
by Monday 30 March	Devon allocation date The LA confirms offers to Devon schools and other LAs.
Thursday 16 April 2026	National offer date Offers available to parents through the online portal or sent by email or second-class post. Offers available to schools through the schools' portal.
Monday 11 May	Devon second processing date No further preferences will be accepted for inclusion in the second round of offers
Friday 22 May	Devon second offer date When a second round of offers will be made by Devon. After this, further offers made as vacancies arise.
Saturday 31 May	Appeal form return date² Date by which appeal forms should be returned by parents for inclusion in the normal round schedule of appeals. by 28 July Appeals heard by the Independent Devon Appeals Panel and otherwise for schools in other LA areas and those making their own arrangements.
By Friday 24 July	Appeals are heard by the Independent Devon Appeals Panel and otherwise for schools in other LA areas and those making their own arrangements.
Tuesday 1 September	Date on or after which requests for school places will be considered under the In-Year Admissions Policy.
September	Autumn term begins and children are admitted to school unless parents defer admission to primary, infant and first schools.

¹ Applications and SIFs can be submitted after the closing date but may be deemed late. If so, they will be considered after all timely applications have been considered.

² 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.

Comparison of Dates in South-West Local Authorities Primary Admissions

	Cornwall	Devon	Dorset	Plymouth	Somerset	Torbay
Applications open	4 Sep 2025	15 Nov 2025			23 Sep 2024	
Applications close	15 Jan 2026	15 Jan 2026	15 Jan 2026	15 Jan 2026	15 Jan 2026	15 Jan 2026
Shared with other LAs		2 Feb			27 Jan	
Processing start date		23 Feb			24 Feb	
Shared with other LAs		23 Mar			17 Mar	
Processing end date		30 Mar			28 Mar	
National offer date	16 Apr	16 Apr	16 Apr	16 Apr	16 Apr	16 Apr
Second processing date		11 May			2 may	
Second offer date		22 May			2 Jun	
Appeal forms to be returned		31 May			20 May	
Appeals to be heard by		24 July			22 Jul	

Dates in bold are statutory dates, set in the School Admissions Code.

Timetable for the Co-ordinated Secondary Admissions Scheme 2026-27

27 August 2025	Closing date for on-time registration forms for candidates for selective schools in Plymouth.
1 September	Devon opening date Opening date for all applications for normal round admission to a secondary school – online applications open where available.
2	Closing date for on-time registration forms for candidates for selective schools in Torbay.
13	Selection testing for selective schools in Plymouth.
TBC	Closing date for on-time registration forms for candidates for Colyton Grammar School.
20	Selection testing for selective schools in Plymouth.
20	Closing date for aptitude assessment registrations for Torquay Academy.
TBC	Selection testing for Colyton Grammar School.
20	Selection testing for selective schools in Torbay.
4 October	Aptitude assessments for Torquay Academy.
10 October	Parents will be notified of outcomes of testing for selective schools in Plymouth (boys).
TBC	Parents will be notified of outcomes of testing for Colyton Grammar School.
13	Parents will be notified of outcomes of testing for selective schools in Plymouth (girls).
13	Parents will be notified of outcomes of testing for selective schools in Torbay.
Friday 31 October 2025	National closing date¹ For on-time application forms: submitted to the LA or highest ranked school or to the current school. SIFs to be returned to the relevant school. Online applications will close at 23.59.
by Monday 17 November	Devon notification date Details of applications for schools in other LA areas to be sent to those LAs. Details of applications to be sent to Devon own admission authority schools.
Monday 15 December	Schools ranking date Devon voluntary aided, foundation and academy schools to confirm ranked lists of applicants to the LA.
Friday 30 January 2026	Devon processing date Offer process begins. No further preferences accepted for inclusion in the first round of allocations. No further changes of address or other information accepted for existing preferences. The LA will match the ranked lists of all the schools and provisionally allocate places.
by Monday 9 February	Cross-border information sharing Devon's will share information with neighbouring LAs of the provisional offers to be made to children who are resident in their areas. This may enhance the offers that can be made
By Monday 23 February	School allocation date The LA will confirm offers to Devon schools and other LAs which children have been offered places at their schools.
Monday 2 March	National offer date Offers available to parents through the online portal or sent by email or second-class post. Offers available to schools through the schools' portal.
Monday 30 March	Devon second processing date No further preferences will be accepted for inclusion in the second round of offers.
Monday 20 April	Appeal form return date² Date by which appeal forms should be returned by parents for inclusion in the normal round schedule of appeals.
Friday 24 April	Devon second offer date When a second round of offers will be made by Devon. After this, further offers made as vacancies arise.
by Tuesday 23 June	Appeals are heard by the Independent Devon Appeals Panel and otherwise for schools in other LA areas and those making their own arrangements.
Tuesday 1 September	Date on or after which requests for school places will be considered under the In-Year Admissions Policy.
September	Autumn term begins and children admitted to school.

¹ Applications and SIFs can be submitted after the closing date but may be deemed late. If so, they will be considered after all timely applications have been considered.

² Where possible, appeals that are submitted after 31 March will be heard by 27 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Comparison of Dates in South-West Local Authorities Secondary Admissions

	Cornwall	Devon	Dorset	Plymouth	Somerset	Torbay
Applications open		1 Sep 2025			9 Sep 2024	1 Sep 2025
Applications close	31 Oct 2025	31 Oct 2025	31 Oct 2025	31 Oct 2025	31 Oct 2025	31 Oct 2025
Shared with other LAs		17 Nov			15 Nov	
Processing start date		30 Jan 2026			3 Jan 2025	
Shared with other LAs		9 Feb			3 Feb	
Processing end date		23 Feb			24 Feb	
National offer date	2 Mar	2 Mar	2 Mar	2 Mar	2 Mar	2 Mar
Second processing date		30 Mar			21 Mar	
Appeal forms to be returned		20 Apr			2 May	
Second offer date		24 Apr			15 Apr	
Appeals to be heard by		23 Jun			17 Jun	

Dates in bold are statutory dates, set in the School Admissions Code.

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.

Appeals Timetable 2026-27

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.

Infant and primary schools

Allocation date for Reception: **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.

Junior schools

Allocation date for 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.

Secondary schools

Allocation date for Year 7 intake: **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.

Atypical admission schools

Allocation date for 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.

Sixth forms

The dates will vary according to the admissions policy for each sixth form. Where offers and refusals are made subject to GCSE results, a refusal will be confirmed on the GCSE results day in August 2026. Those appeals will be heard by **16 October 2026**.

D-CAF1 – School Admissions Application Form
Normal Round Admission to Primary School



At the first intake into a state-funded Primary, Infant or First School 2026-27.

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Reception in September 2026, your child will have been born between **1 September 2021 and 31 August 2022** (inclusive). Applications can be submitted for a place out of a child's chronological year group. Use this form even if you plan to defer admission to later in the school year or, if your child was born between April and August, you are considering delayed admission to September 2027.

Name or "express a preference for" 1, 2 or 3 schools. You don't need to name 3 schools, but we advise parents who apply for a school which is not the catchment school to consider naming more than 1 and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools 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

Applications may be considered late and at a disadvantage if submitted after **15 January 2026**. This form cannot be used after 31 August 2026.

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?	Reception
Forename(s)	
Surname	
Date 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 September 2026, 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	
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.		

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 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 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 Step by Step 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 to the school you name as first preference between 15 November 2025 and 15 January 2026 (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 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-CAF2 – School Admissions Application Form**Normal Round Transfer to Junior School****At the first intake into a state-funded Junior School for 2026-27.**

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 3 in September 2026, your child will have been born between **1 September 2018 and 31 August 2019** (inclusive). 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, but we advise parents who apply for a school which is not the catchment school to consider naming more than 1 and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools 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

Applications may be considered late and at a disadvantage if submitted after **15 January 2026**. This form cannot be used after 31 August 2026.

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?	3
Forename(s)	
Surname	
Date 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 September 2026, 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
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.	

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 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 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 Step by Step 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 to the school you name as first preference between 15 November 2025 and 15 January 2026 (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 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-CAF3 – School Admissions Application Form
Normal Round Transfer to Secondary School



At the first intake into a state-funded Secondary School for 2026-27

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 7 in September 2026, your child will have been born between **1 September 2014 and 31 August 2015** (inclusive). 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, but we advise parents who apply for a school which is not the catchment school to consider naming more than one and to include the catchment school. Parents applying for one or more selective schools should consider naming at least one non-selective school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools 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

Applications may be considered late and at a disadvantage if submitted after **31 October 2025**. This form cannot be used after 31 August 2026.

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?	7
Forename(s)	
Surname	
Date 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 September 2026, 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
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.	

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 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 my 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 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 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 to the school you name as first preference between 1 September 2025 and 31 October 2025 (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 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-CAF4 – School Admissions Application Form
Normal Round Transfer to a Key Stage 4 School



At the first intake into a state-funded Studio School or University Technical College for 2026-27.

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 10, your child will have been born between **1 September 2011 and 31 August 2012** (inclusive). 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, but we advise parents who apply for a school which is not the catchment school to consider naming more than one and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools 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

Applications may be considered late and at a disadvantage if submitted after **31 October 2025**. This form cannot be used after 31 August 2026.

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?	
Forename(s)	
Surname	
Date 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 September 2026, 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
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.	

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 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 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 Step by Step 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 to the school you name as first preference between 1 September 2025 and 31 October 2025 (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 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 acesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data Protection, please contact the school or visit www.devon.gov.uk/acesstoinformation/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.	
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

- 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

D-CAF7 – School Admissions Application Form**Normal Round Admission**

At the first intake into a state-funded Middle School or other school admitting children into another year group for the first time for 2026-27. Otherwise, use the:

D-CAF1 for the normal round to a Reception class in a Primary, Infant or First School

D-CAF2 for the normal round to Year 3 at a Junior School

D-CAF3 for the normal round to Year 7 at a Secondary School

D-CAF4 for the normal round to a studio school or UTC

D-CAF5 for sixth form admissions

Apply using this form if your child lives in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. 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, but we advise parents who apply for a school which is not the catchment school to consider naming more than 1 and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check Devon schools 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

Applications may be considered late and at a disadvantage if submitted after **the closing date**. This form cannot be used after 31 August 2026.

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?	
Forename(s)	
Surname	
Date 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 September 2026, 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
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.	

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 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 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 Step by Step 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 to the school you name as first preference between 15 November 2025 and 15 January 2026 for primary-phase schools or between 1 September 2025 and 31 October 2025 for secondary phase schools (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 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.

D-CAF COP – School Admissions
Change of Preference Form 2026-27



This form is to be used by parents (or carers) of Devon-resident children who have already been allocated a place at the normal round of admissions and now wish to change their preference or add further preferences.

If you have not previously applied, please use the form for your child's age group: D-CAF1, D-CAF-2, D-CAF3 or D-CAF4.

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

This form to be used only between the National Offer Date in March (secondary schools) or in April (primary schools) and 31 August 2026.

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?	
Forename(s)	
Surname	
Date of Birth	
Gender	
Which school has been allocated for this child?	
You can tell us here if any circumstances have changed since your original application	
New address, with postcode	
The address must be where the child is normally resident. If you expect to move from this address before September 2026, 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 school or nursery	
Change of Care status Please provide details including contact information	

Changes to any other circumstances Please provide details	
Section B – details about the applicant	
Forename	
Surname	
Changes to any of your circumstances Please provide details	
Section C – details about the schools	
<p>Name or “express a preference for” up to 6 schools. You don’t need to name 6 schools, but we advise parents who apply for a school which is not the catchment school to consider naming more than one and to include the catchment school. Parents applying for one or more selective schools should consider naming at least one non-selective school.</p> <p>You don’t need to name more than one school on this form but must name all of the schools on here that you would like your child to attend, including those you have previously named. You must include the school you have been offered unless you wish to decline that offer.</p> <p>Check whether there is a Supplementary Information Form for Devon schools at http://devon.cc/schoolpolicy Check schools elsewhere direct with the school or the LA for that area.</p>	
Preference 1 is now	
Preference 2	
Preference 3	
Preference 4	
Preference 5	
Preference 6	
You can use the space below to give details of any additional preferences you have named.	

Additional preference school	
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:	
Additional preference school	
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?	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:		
Additional preference school		
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 – 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 Service 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 Step by Step 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.

Your signature

Your name (please print)

Date

Return to the School Admissions Service, Room L60, County Hall, Exeter EX2 4QU as soon as possible.

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