

D-CAF3 – School Admissions Application Form



Normal Round Transfer to Secondary School

At the first intake into a state-funded Secondary School.

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 2021, your child will have been born between **1 September 2009 and 31 August 2010** (inclusive). Applications can be submitted for a place out of a child's chronological year group.

Name or "express a preference for" 1, 2, 3 or 4 schools. You don't need to name 4 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 2020**. This form cannot be used after 31 August 2021.

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 0-25 Special Educational Needs 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 2021, 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?	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.

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.

First preference school – where you would most like a place

Name of school	
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Do you believe this child is eligible for sibling priority for this school?	YES / NO
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If so, please tell us the sibling's name and date of birth	
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Are you selecting this school because it is a Faith school?	YES / NO
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You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.

Are you selecting this school because you believe this child lives in the catchment area?	YES / NO
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Do you believe there is an Exceptional Need for this child to attend this school and ONLY this school?	YES / NO
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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.

Are you selecting this school because this is the child of a member of staff working there?	YES / NO
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You must provide details of the member of staff in the box below.

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

Second preference school – where you would next like a place

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

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

Third preference school – where you would next like a place

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

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

Fourth preference school – where you would next like a place

Name of school

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

YES / NO

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

Are you selecting this school because it is a Faith school?

You must complete a Supplementary Information Form and provide supporting evidence where schools prioritise according to Faith criteria.

YES / NO

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

YES / NO

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

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

YES / NO

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

Section D – 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 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

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 2020 and 31 October 2020 (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.