

Co-ordinated Admissions Scheme For Primary Schools

including Middle, Infant and Junior Schools
for admissions in September 2015

This applies to:

All state-funded schools in the Devon County Council area at primary phase except for Special Schools.

All parents and carers seeking admission at a normal round of admissions to any state-funded school within or beyond the Devon County Council area or beyond for a child in their care.

Policy updated:	April 2014
Review date:	November 2014 for 2016-17 and then annually unless a need to review earlier is identified

Description of Policy

This policy describes how parents can request school places at the normal round for admission to primary, middle, infant and junior schools, including academies and free schools.

Linked Policies

[The In-Year Co-ordinated Scheme](#), [Admission to children with exceptional medical or social need](#), [Deferring or delaying entry to primary and infant school reception classes](#), [Resolving disputed ages](#), [Admission of UK service personnel and Crown servants](#), [Admission of children from the Gypsy, Roma and Traveller communities](#), [Early transfer](#), [Delayed transfer](#). Admissions policy for children with a Statement of Special Educational Needs or Education, Health and Care Plan. Individual policies for own admission authority schools.

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General Information and Contacts

Date	April 2014
Review date	Annual
Approval	by Cabinet Members of Devon County Council
Author	Schools Access Services admissions@devon.gov.uk
Sponsors	Dr Phil Norrey, Chief Executive Jennie Stephens, Strategic Director, People
Key partners	Babcock Learning and Development Partnership Devon Association of Primary Headteachers Devon Association of Governors Church of England Diocese of Exeter Roman Catholic Diocese of Plymouth
Other contacts	Karen Howes, Access Services Manager 01392 383000 karen.howes@devon.gov.uk School Admissions Team 0345 155 1019 admissions@devon.gov.uk Deborah Booth, Lead Professional for Educational Achievement of Children in Care and Alternative Provision 01392 383000 deborah.booth@devon.gov.uk Education Transport Team 0345 155 1019 schooltransportservicequeries-mailbox@devon.gov.uk Clerk to the Independent Devon Schools Appeals Panel 01392 382486 www.devon.gov.uk/admissionappeals Children's Education Advisory Service – Ministry of Defence 01980 618244 enquiries@ceas.detsa.co.uk
Other links	Department for Education Telephone 0870 000 2288 www.education.gov.uk Office of the Schools Adjudicator www.education.gov.uk/schoolsadjudicator School Admissions Code and School Admissions Appeals Code www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations

POLICY

1

Purpose

- 1.1 The Devon Schools Admissions Service operates within the People Directorate of Devon County Council to deliver the statutory responsibilities of the local authority (LA) with regard to admissions to school and to support schools in delivering their responsibilities.
- 1.2 The School Admissions Service will:
- Act as admissions champion for children and families;
 - Offer advice to parents and schools;
 - Monitor and challenge the admission arrangements and practices of schools within the Devon County Council area and those others affecting the residents of Devon;
 - Operate a Fair Access Protocol to ensure children at risk of missing education are allocated a school place quickly, even where local schools have reached an admissions limit;
 - Operate a scheme to co-ordinate admissions to school at other times during Year Groups Reception to 11;
 - Assist schools to correctly rank applications according to their oversubscription criteria as necessary;
 - Manage school waiting lists as required;
 - Support schools in the preparation and presentation of school admissions appeals;
 - Liaise with other teams within the local authority 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;
 - Offer a traded service to academy schools to support them in the delivery of their responsibilities.

2

Equality and Safeguarding Statements

- 2.1 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.
- 2.2 This policy will be subject to an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.
- 2.3 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. Schools, settings, 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.

- 2.4 Devon County Council acts as a Corporate Parent for Children in Care. This means that the local authority has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This policy has been written to comply with this principle.

3 Introduction

- 3.1 This scheme details how places will be allocated at the first intake into primary, infant and junior schools and academies for children resident in the Devon LA area. It details that parents must make an application for a school place and how they can make that application.
- 3.2 This scheme makes provision for parents to express up to three preferences for school places regardless of whether the preferred schools are in Devon, whether or not the preferred school is designated¹ to serve the child's home address.
- 3.3 Where any part of this policy is identified at any time as not being compliant with the School Admissions Code 2012, it will be amended without delay to meet the requirements of the Code. Such changes will be recorded in the Policy History below.
- 3.4 This scheme allows for the order of preferences expressed by the parent to be confidential and for each child to be offered one and only one school place on the national offer date of **16 April 2015**.²

4 Interpretation

- 4.1 Devon will also operate a [Secondary Co-ordinated Admissions Scheme](#) and [In-Year Co-ordinated Admissions Scheme](#).
- 4.2 This scheme is made by Devon County Council, the Local Authority (LA) for the County of Devon, acting under the provisions of The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, and in accordance with the School Admissions Code 2012 (Department for Education). It is mindful of good practice presented in the 2010 School Admissions Code where it remains compliant with the 2012 Code.

This scheme applies to the governing bodies of all community, foundation, voluntary controlled (VC) and voluntary aided primary, infant and junior schools maintained by Devon LA and the Trusts of free schools and academies in Devon. Academies, free schools, voluntary aided and foundation schools are their own admissions authority, responsible for decisions regarding admissions. The LA is the admission authority for community and voluntary controlled schools.

- 4.3 After the determination of admission arrangements, schools may seek Foundation or Academy status. The arrangements determined by the Cabinet of Devon County Council by **15 April 2014** will remain the arrangements following conversion. Other schools may

¹ Most addresses in the Devon LA area lie within a designated school area for primary and secondary phase. 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

² The national offer date for primary schools is **16 April** or the next working day if that falls on a weekend.

be newly established or convert to academy, foundation or voluntary aided status.

Unless otherwise stated, any reference to schools will mean all state-funded schools including academies and free schools.

PROCEDURE

5 The Scheme

- 5.1 The scheme shall be determined and processed in accordance with the provisions and timetables set out here.
- 5.2 The scheme shall apply to every state-funded primary, infant and junior school in the LA area (except special schools) and shall take effect with the admissions round for **September 2015**. [This applies equally where a parent defers admission to a Reception class to a later point in the academic year.](#)
- 5.3 The scheme shall be based on the equal ranked preference system, as required under the School Admissions Code 2012:
- Parents can apply for – express a preference for one, two or three schools either in Devon or elsewhere in England.
 - Parents must rank those schools in the order they would most like to be offered a place.
 - Schools will not be advised of the order of preference expressed by the parent and applications will be ranked only using the oversubscription criteria for that school.
 - Each preference will be considered alongside all other applications for that school and prioritised using oversubscription criteria for the school if the school receives more applications than there are places available. A decision will be taken by the admission authority for the school whether a place could be made available or not.
 - From these preference lists, Devon will identify which children are in a position to be offered a place at **more than one school**. Devon will offer a place at the **highest** ranked school 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.
 - Where no preference can be met, the LA will offer a place either at the school designated for the child's home address 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.
 - Parents will have the right of appeal for any school at which an application has been refused and children's names will be added to waiting lists automatically for Devon LA schools.
- 5.4 There will be a standard form known as the Common Application Form. This will be available to parents in hard copy and electronic format where possible. To avoid confusion with the Common Assessment Framework or CAF, common application forms in Devon will be known as:
- D-CAF in-year admission to all schools
D-CAF1 normal round admission to infant and primary schools
D-CAF2 normal round admission to junior schools
D-CAF3 normal round admission to secondary schools
D-CAF4 normal round admission to studio schools and university technical colleges
D-CAF5 normal round admission to any other school³
D-CAF6 in-year admission to all schools, a single preference by the parent

³ This may be to (a) a new school admitting children into multiple Year Groups or (b) a school extending its age range or (c) a middle or high school elsewhere in the country.

- 5.5
- The D-CAF and D-CAF 6 will be used for admitting children into any school **after** the normal intake – the first opportunity for admission (from Reception to Year 11).
 - The D-CAF1 will be used for admitting children into the first year of education at a primary or infant school (Key Stage 1, Reception).
 - The D-CAF2 will be used for admitting children into the first year of education at a junior school. (Key Stage 2, Year 3).
 - The D-CAF3 will be used for admitting children into the first year of education at a secondary school (Key Stage 3, Year 7).
 - The D-CAF4 will be used for admitting children into the first year of education at a studio school or university technical college (Key Stage 4, Year 9 or 10).
 - The D-CAF5 will be used for admitting children into the first year of education a middle school⁴ or other school taking in children to a Year Group for the first time.
- 5.6
- A common application form must be used as a means of expressing one, two or three preferences for the purposes of section 86 of the School Standards and Framework Act 1998 by parents of children resident in the LA area wishing to express a preference for their child to be admitted:
- to any state-funded school within the LA area
 - to any state-funded school located in another LA's area
- 5.7
- The common application form will:
- invite the parent to express up to three preferences, in rank order, by completing the form, including, where relevant, any schools outside the LA's area, in ranked order of preference.
 - invite parents to give their reasons for each preference;
 - 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 nominated 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, in accordance with paragraph 6.1 below.
- 5.8
- The LA will make appropriate arrangements to ensure where possible that:
- the common application form and any relevant Supplementary Information Form (SIF) for a Devon school are available from the LA online and on request through the My Devon Call Centre.
 - the common application form is accompanied by a written explanation of the co-ordinated admissions scheme including details of neighbouring authorities.
 - an electronic version of the common application form will be available for parents at www.devon.gov.uk/admissionsonline instead of completing a hard copy.
 - the electronic version of the common application form will be accompanied by an e-version explanation of the co-ordinated admissions scheme including details of

⁴ There are no first or middle schools in the Devon LA area. Admission at the normal round for a middle school will be in another LA area, either following a house move for the child out of Devon or where the parent is satisfied that the middle school is within daily travelling distance from a Devon address. The intake year for middle schools may vary across the country. The age at intake varies from 8, 9 to 10 year olds.

neighbouring authorities.

- SIFs will be available in hard copy or electronically from the relevant school.

- 5.9 The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child due to start primary education during 2015-16, or who has a child due to transfer from an infant school in 2015-16 is notified how to access a copy of the common application form together with written guidance or an e-version of the guidance.

This will include the LA writing to parents of all known children who are due to reach 5 years of age between **1 September 2015** and **31 August 2016** or, where the child attends an infant school and is due to reach 8 years of age between **1 September 2015** and **31 August 2016**⁵ to advise them of the application process. The LA will also advertise the process at Early Years settings, primary, infant and junior schools and elsewhere. The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA to alert them to the process.

It will be the responsibility of parents who wish their child to join a middle school in another LA area at the normal intake for that school to request a D-CAF5. The normal intake for middle schools varies and may be at Year 4 or Year 5. Devon does not hold copies of relevant SIFs for middle schools or copies of their admission arrangements.

- 5.10 All preferences expressed on a common application form are valid applications. The admissions authority for a school can require parents who wish to nominate, or have nominated, their school on a common application form to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the admissions authority to apply their oversubscription criteria to the application. Where a SIF is required it must be returned to the relevant school. SIFs are available from the school and, for Devon schools, from the LA. They should be returned direct to the school. Where they are received by the LA in error they will be passed onto the school(s).
- 5.11 Where a school receives a SIF from a parent it will not be regarded as a valid application unless the parent has also completed a common application form and the school is nominated on it. Where SIFs are received directly by schools, the school must inform the LA without delay so it can verify whether an common application form has been received from the parent, and if not, contact the parent and request that they complete one.

6 Closing dates for returning Application Forms and SIFs

- 6.1 The closing date for parents to submit their applications to schools is **Thursday 15 January 2015**. Completed application forms may be returned to the LA via the highest ranked school. Schools should remind parents already known to them that they must complete an application form. This will also enable the LA to identify parents who have not completed an application form.

All completed application 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.

Parents may alternatively submit their completed application forms direct to the LA by

⁵ This will include children not of that age but who are educated in Year 2 of an infant school.

15 January.

Parents of Devon-resident children seeking admission to a middle school should submit applications to Devon by **15 January**. The responsibility for making an application will lie with the parent. The LA will not prompt parents to seek a place at a middle school.

Parents of Devon-resident children seeking admission to any other primary-phase school should submit applications to Devon by **15 January**. The responsibility for making an application will lie with the parent. The LA will not prompt parents to seek a place except where the child is in the final Year Group of the current school or where the child is eligible to be admitted to a Reception class.

- 6.2 The closing date for online applications will be 23.59 on **15 January**.
- 6.3 SIFs should be submitted by parents to the relevant school by **15 January** and should be retained by that school⁶.
- 6.4 In all cases, parents must submit their completed forms by the closing date. Where a parent posts an application form or SIF as the closing date approaches, he or she is 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 parent no later than the closing date, it will be considered as having been submitted on time even in the event that it is received after the closing date. It will not be for the LA or the school to prove that the form was submitted on time, the burden of proof will fall to the parent.

7 Duplicate and Disputed Application Forms

- 7.1 Where conflicting preferences are received from more than one parent in relation to a child, the School Admissions Team 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 upsetting for the child.

Applications by parents are subject to Data Protection legislation. Information contained on an application form will not be shared with another party such as 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.

In the event that no agreement is reached and an offer is made to each parent, no offer will be held open once the child has been physically admitted to another school.

- 7.2 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 with regard to the child.
- 7.3 The LA and schools which are their own admission authority will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address.

Where necessary to determine which address to recognise and in the absence of a

⁶ Schools may delegate some admissions functions to the LA. This may include forwarding SIFs to the Schools Admissions Service as part of ranking applications against their oversubscription criteria.

residency order, the LA or school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit 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 or school will determine the home address. In reaching this decision, the LA will seek the views of those schools for which it is the admission authority.

Schools that are their own admissions authority may delegate this function to the LA.

8 Determining Offers in response to Applications

8.1 The LA will act as a clearing house for the allocation of normal round places in schools at primary phase by the relevant admission authorities in response to applications. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the application form 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 nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 8.7 below.

8.2 By **Wednesday 4 February 2015** where parents have nominated a Devon school but live outside the Devon LA area, Devon LA will notify the relevant authority or authorities.

8.3 By **4 February** the LA will notify own admissions authority schools of each nomination that has been made for their school, irrespective of ranking, sending them all details from the application form required by the school to apply their admission criteria. As all schools must use equal preference, they will not be notified of the ranking made by parents on the application form. It is not expected that schools will contact children on this list before the offer date of **16 April** as this may be seen as putting pressure on a parent to amend preference ranking. Exceptionally, the school may request that the LA contact the applicant for missing information required so that applications can be prioritised using the school's oversubscription criteria.

8.4 By **Friday 27 February 2015** the admission authority for each school will consider all applications for its school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria. This list will be returned where necessary to the LA for allocation under the agreed scheme. For schools delegating the ranking function to the LA, the list will be ranked by the LA and shared with the school which retains the responsibility for ranking.

8.5 The LA will match this ranked list against the ranked lists of the other schools nominated 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 nearest appropriate school with places available. These children will be allocated in accordance with the criteria.

8.6 By **Monday 23 March 2015** the LA will inform other LAs of places in Devon schools to be offered to their residents and by **Wednesday 1 April 2015** the LA will inform its primary, infant and junior schools of the pupils to be offered places at their schools.

8.7 On **Monday 16 April 2015** parents will be notified that they are being offered a place at the allocated school. This letter will be sent by second class post or by email if the parents applied online and will give the following information:

- the name of the school at which a place is offered;
- if appropriate, the reasons why the child is not being offered a place at each of the other schools nominated on the application form;
- if appropriate, information about parents' statutory right of appeal against the decisions to refuse places at the other nominated schools;
- contact details for the school and the LA (and, if appropriate, those nominated own admission authority schools where parents were not offered a place, so that they can lodge an appeal with the admission authority for the school, see paragraph 10.1 below);
- the date by which parents must notify the school or the LA in writing if they do not wish to take up the place that has been offered;
- the letter will not inform parents of places still available at other schools.

Outcome letters will not be posted to parents who applied online unless the LA believes it is expedient to do so.

9 Parents' Responses to Offers

9.1 Parents must inform the school or the LA in writing if they do not wish to take up the offered place by **Monday 4 May 2015**. If they do not respond by this date the LA will assume that they have accepted the place.

Schools may contact the parents of children following the formal offer of a place under the co-ordinated scheme. Where a parent does not respond to the school within 21 calendar days of that contact, the LA will contact the parent of the need to respond and advise that the place may be withdrawn if no response is received within a further 7 calendar days.

If a parent believes he or she will not be able to respond to an offer within this timescale, for example due to a prolonged period of absence from home, he or she should advise the LA in advance with an alternative contact point so that the offer is not withdrawn.

10

Appeals

- 10.1 Parents who are dissatisfied with the school allocated will have the right to appeal to an appeals panel independent of the admission authority for the school.
- 10.2 Parents will be required to contact the Admissions Team to advise of their wish to appeal for any Devon LA school. They will then be sent the relevant appeal forms by the Admissions Team, either electronically or in hard copy. Requests for forms should be received by **4 May**.
- Appeals for places at schools within an LA other than Devon must be directed to the relevant LA. Contact details will appear on the allocation letter issued on **16 April**.
- 10.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel by **Monday 18 May 2015**. Parents who submit an appeal form after this date will still be entitled to an appeal but it may not be possible to be included with other appeals previously submitted.
- 10.4 New applicants will be given two weeks to return an appeal form from the date of the letter informing them of the allocated school.
- 10.5 Parents may appeal for any school for which an offer cannot be made.

11

Waiting Lists

- 11.1 Where an expression of parental preference for a Devon school has been refused, the child will be placed on a waiting list for vacancies. The waiting list will be kept in oversubscription criteria order by the LA unless, after the beginning of the autumn term **2015**, it is passed to the relevant school by mutual agreement. Waiting lists will be kept so long as at least one name is on them.
- 11.2 Waiting lists for schools in other LA areas may also be kept. Parents should contact the relevant LA for further information.
- 11.3 Waiting lists will be kept so long as at long as at least one name is on them.
- 11.4 The LA will maintain waiting lists for all oversubscribed Devon schools, except where own admission authority schools maintain their own lists.
- 11.5 At the point when the In-Year Co-ordinated Scheme begins on **1 September** waiting lists will be recalculated by admission authorities for Year 3 at junior schools using the published oversubscription criteria as at that point children will no longer be attending linked infant schools.

12

Admission out of a Child's Chronological Cohort

- 12.1 While children reach statutory school age at the beginning of the term following the fifth birthday, all schools will offer full-time admission to the Reception class of a primary or infant school at the beginning of the September term following the child's fourth birthday. Admission will not be considered before this point – ie when the child is three.
- 12.2 Where a parent wishes a Devon resident child to transfer to junior school before he or she is of Year 3 age, the application form (and any relevant SIF) should be completed along with the provision of supporting evidence according to the [Protocol for Early](#)

Transfer to Junior School. If the grounds for early transfer are approved, the child's preference(s) will be considered along with all other preferences expressed.

Where another LA advises DCC that a child resident in that area has been considered appropriate for early transfer to junior school, any preference(s) expressed for Devon establishments will be considered alongside other preferences expressed.

Approval for early admission does not establish a priority within oversubscription criteria. The headteacher or principal of the junior school must be in agreement with the request to transfer early. A decision at one school does not bind the headteacher or principal at another school.

- 12.3 Where a parent wishes a Devon resident child to be held back from transfer to a junior school and not to transfer at Year 3 age, the application form (and any relevant SIF) should be completed along with the provision of supporting evidence according to the Devon **Protocol for Delayed Transfer to Junior Schools**. If the grounds for delayed transfer are approved, there will be an expectation that another application form (and any relevant SIF) will be completed for the following year's infant to junior school transfer process.

Where another LA advises DCC that a child resident in that area has been considered appropriate to be held back from transfer to junior school, there will be an expectation that an application form (and any relevant SIF) will be completed for the following year's infant to junior school transfer process.

Approval for delayed transfer to junior school does not establish a priority within oversubscription criteria for any application in the following year. The headteacher or principal of the infant school must be in agreement with the request not to transfer.

- 12.4 Where a request is made for early or delayed normal intake transfer to a middle school, Devon will advise the relevant LA and admission authority (if not the LA) and act as a conduit as necessary. Devon will not reach a decision on whether normal intake is to be early or delayed. It is expected that where a parental request is not approved by the relevant admission authority and the child is to move to that area, an appropriate place at another school will be sought.
- 12.5 Where twins or other multiple birth siblings have birthdays 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 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. The expectation will then be that the children will continue to be taught with that cohort as their school career progresses.

13 Where Age is Disputed

- 13.1 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.
- 13.2 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. This will be in accordance with the **Protocol for Resolving Disputed Age**.

14

Home Address

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

In order to enable all parents to have greater confidence that places are taken according to the published oversubscription criteria and to minimise the risk of children gaining admission through the provision of fraudulent or misleading information, the admitting authority for each school may investigate addresses. Where a child changes his or her home address 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 **16 April** that the child would be attending school from the address given;
- whether a move was required at short notice due to unavoidable personal circumstances;
- whether the address given provides suitable and appropriate accommodation;
- whether a move into the designated area for a school or closer to the school is followed by a further move back to the original address or other address outside the designated area for the school or further away from the school;
- the address record of any other children in the family.

- 14.2 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.

- 14.3 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.

- 14.4 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 for the school will take into account the length of time the child has been attending. Where the LA is the admissions authority, it will seek the views of the school.

15

Applications from outside the United Kingdom

- 15.1 Where applications are received from outside the United Kingdom, they will not be considered unless they meet the terms of paragraph 21.1 below or the applicant can provide evidence of right of entry to the United Kingdom. This may be in the form of a copy of the child's passport or visa establishing that he or she may enter the United Kingdom. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 15.2 Where a child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his or her passport confirming nationality of a country in the European Economic Area or Switzerland. An address in Devon will

also be required.

- 15.3 Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those in the European Economic Area or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
- 15.4 Where a child whose nationality is of a country other than those in the European Economic Area or Switzerland, an application will be accepted on production of his or her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restrictions available for inspection. An address in Devon will also be required.
- 15.5 The countries which constitute the European Economic Area are:
Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.
- While Switzerland is not a member of the EEA, Swiss nationals have the same rights as EEA nationals.
- 15.6 Where a child is resident in Devon or its environs and is living with a host family, the LA will contact the birth family – the family abroad with whom the child is normally resident. All applications will be from a person with whom the child is normally resident unless there are particular reasons why this is not possible. 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 and is aware that no fees are payable for the application, allocation or provision of a school place where a child is of statutory school age.
- 15.7 Where a child who is not a citizen of a country named at 15.5 above has been resident in the United Kingdom before or after an application is submitted and then leaves the country, evidence of right of entry and of his or her return address will be required. It will not be assumed that a child will be in position to return to a previous address.

16 Deferred and Delayed Admission

- 16.1 Further to paragraph 12.1, where a place is offered for a child to enter a Reception class the school must accommodate a parental wish to defer entry to the start of the term immediately after the child's fifth birthday and within the same academic year. The place offered will be retained for the child and will not be offered to another child up to the start of the term immediately after the child's fifth birthday. There is no automatic right to defer entry to Reception to the start of the following September term. Parents are encouraged to discuss deferment with the school, early years setting and any other agencies in order to reach an informed decision regarding the child's best interests.
- 16.2 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 as at section 16.1 and take up a funded part-time place at an early years setting

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.

- 16.3 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 arrangements available to parents. It is recommended that part-time provision will be equivalent to the 15 funded hours per week available at early years settings. Schools may feel it is appropriate for children to attend for whole morning or afternoon sessions.
- 16.4 Parents should take into account that free transport will not be available during the school day under the Education Travel Policy. Transport is available where there is an entitlement, at the beginning and end of the official school day.
- 16.5 Parents should take into account that free school meals, where there is otherwise an entitlement, are not provided unless the child attends before and after the lunchtime.
- 16.6 Parents may wish their child to delay admission to the September of the following academic year. For summer-born children, this would be to the beginning of the term following the fifth birthday. While parents can seek a place in Year 1 through an in-year admissions application, they may feel that Reception is more appropriate either as a matter of parental preference, because the child demonstrates developmental delay or because the child has missed a period of early years education through illness or otherwise. In most cases, a parent will want to provide supporting evidence from a relevant professional independent of the family that there would be a significant detriment to the child should he or she not delay admission to Reception.

In all cases it will be for the admissions authority for the school to reach a decision whether or not to agree to the child delaying admission to reception and thereby being educated out of the normal chronological cohort. Where the LA is the admission authority, it will seek the views of the headteacher.

For further information, please see the [Protocol for Delaying or Deferring Admission to Reception](#).

17 Admission to Other Year Groups

- 17.1 Where a new primary school opens or an existing school extends its age range so that it is to admit children for the first time in Year 1, 2, 3, 4, 5 or 6, the LA will provide a D-CAF5 as required. This will be for a one-off normal round to that Year Group at that school.
- 17.2 Where a parent of a Devon-resident child wishes to apply for the normal intake to a middle school, the LA will provide a D-CAF5.

18 Late Applications where an offer is made on the first offer date

- 18.1 The closing date for the submission of applications is **15 January**. Any application submitted or amended after this date will be considered as late unless the parent can satisfy the LA that he or she was prevented from applying on time or where the child's home circumstances changed – such as a house move to a new area or, exceptionally, where the establishment of a new school and information about that school affects the parent's preferences.⁷ In reaching a decision, the LA will seek the views of the school where it is its own admission authority.
- 18.2 All applications will be considered on an individual basis. Where large numbers of applications are delayed due to industrial action, widespread illness or other cause this will be taken into consideration in determining whether an application is accepted by the LA as timely or late. In reaching a decision, the LA will seek the views of the school where it is its own admission authority. In such circumstances, any requirement to provide evidence why an application could not be submitted by the closing date may be waived.

19 Late Applications after the closing date but before the processing date

- 19.1 The closing date for applications in the normal admissions round is **15 January**. Late applications submitted or amended after the closing date but before **23 March 2015** will be considered for the initial round of allocations and an offer made on the offer date of **16 April**.
- 19.2 Where there is a genuine reason for a late application it will be considered to be timely, alongside applications which were received by the closing date. Such a reason may be the hospitalisation of the parent, a close family bereavement or other exceptional circumstance during the period of the closing date for applications **preventing him or her from applying**. 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 the relevant doctor, health visitor or social worker. The decision whether to accept the application as timely will be taken by the LA. Applications received with regard to 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 residence order or a special guardianship order will be considered as timely. In reaching a decision, the LA will seek the views of the school where it is its own admission authority.
- 19.3 Other late applications and changes of preference will be considered alongside applications which were received by the closing date. This will not be at the expense of any applications received by the closing date. No places will be held in reserve at any school to accommodate late applications.
- 19.4 Changes of preference in writing will be accepted by the LA after the closing date for preferences on **15 January** up to the processing date of **23 March**. This will not be at the expense of any applications received by the closing date. No places will be held in reserve at any school to accommodate a late change of preference.

⁷ Details such as the school location, headteacher and size may not all 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 date applications are processed on **23 March**. Where a parent had made no application by the closing date, the new school will not be accepted as a reason for the application late as parents would have been expected to have made an application for another school.

The priority in determining offers will be:

1. Timely applications
2. Late applications and changes of preference
3. Applicants not allocated a place at a preferred school

- 19.5 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.

If a school has a lower rank by the parent, it will be considered as a timely preference as other parents would not be disadvantaged by this change.

- 19.6 The provision to accept and process applications up to **23 March** is subject to the admissions authority for the school being able to rerank late applications that were considered timely. If that is not possible, the application will be considered as a late application. It will still be processed but an offer will not be made at the expense of a timely application.

20 Late Applications between the processing date and the start of the autumn term

- 20.1 All applications received by the processing date of **23 March** will be offered a school place at the first round of allocations on **16 April**. Those received between the processing date and the start of the autumn term will be Late Applications as defined in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012 Part 1 section 2 (5). For this purpose, the start of the autumn term will be considered to be **1 September**.

- 20.2 Applications received after **23 March**, but prior to **31 August** will continue to be allocated as if they had been submitted within the normal round co-ordinated scheme in that places will be allocated to a preferred school where possible. If not, a place will be offered at the designated 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 **1 September**.

- 20.3 Late applicants' details will be added to waiting lists after **16 April**, 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 the 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.

- 20.4 Where a late application is received with regard to a Child in Care or a child who was in Care but ceased to be so because he or she was adopted or made the subject of a residence order or special guardianship order a place will be allocated even where the school has reached its PAN.⁸

⁸ The School Admissions Code paragraph 3.12 requires that a child in Care or previously in Care must be admitted outside the normal admissions round, under a Fair Access Protocol. The normal admissions round ends with the first allocation of places on **16 April**. This means that such a child 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. Other children will be allocated place at the designated school for the address or, if that is full, the closest school with a remaining vacancy.

21 Late Applications after the start of the autumn term

- 21.1 While the first day of term may vary from year to year and between schools, the first day of term will be considered to be **1 September** annually. Applications received after this date will be considered under the Devon [In-Year Co-ordinated Admissions Scheme 2015-16⁹](#)

22 Where no Application is Received

- 22.1 It is the responsibility of a parent to submit an application form and SIF where appropriate.

- 22.2 No place will be allocated for a new Reception child without an application.

Year 2 children at infant schools who are Devon residents and have not submitted an application form by the allocation date of **16 April** will be allocated to the linked junior school if a vacancy is available. Residents of other LAs will not be allocated a place in a Devon LA school without having expressed a preference for one.

No places will be held back to accommodate potential late applications or children for whom no application was made.

- 22.3 Where the nearest school with an available place to the home address would require the pupil to travel more than 45 minutes (as specified in the Devon County Council [Education Travel Policy¹⁰](#)), a place will be offered by the Admissions Team after consideration of the efficient use of resources and the provision of efficient education.

- 22.4 Where the school which is allocated by Devon LA is further away from the child's home than one which could have been allocated had a preference been expressed for it, the parent will be deemed to have chosen not to seek admission for the child at the closer school. This will be an expression of parental preference and, consequently, there will be no entitlement to the provision of school transport by Devon LA.

Parents are strongly advised to apply on time and to consider expressing a preference for the designated school.

23 In-Year or Casual Admissions

- 23.1 Applications made for Reception in primary and infant schools or Year 3 in junior schools after **31 August**, and applications for places in any other Year Groups will be treated as In-Year or casual admissions. Applications for places in Devon schools may be made on the D-CAF or in certain circumstances the D-CAF6. Applications for places at schools in other LA areas should be made according to the policies operating locally, either by applying direct to a school or to the LA. Parents refused admission have the right of appeal.

⁹ This will be consulted on in January and February 2015 at www.devon.gov.uk/admissionarrangements.

¹⁰ This is under the Education Travel Policy 2014-15. The Policy is reviewed annually.

24

Other Arrangements

24.1

UK service personnel and Crown servants

Where requests for admission are made by families of UK service personnel and other Crown servants, those requests will be considered alongside other preferences expressed. This is detailed in the [Protocol for the Admission of UK Service personnel and Crown servants](#).

24.2

Gypsy, Roma or Traveller families

Where preferences are expressed with regard to children from Gypsy, Roma or Traveller families, those preferences will be considered alongside other preferences expressed and under the terms of Code. This is detailed in the [Protocol for the Admission of Children from the Gypsy, Roma and Traveller Communities](#).

24.3

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 for remission of cost. These schemes should be widely publicised and clearly explained in admissions or other literature provided by the school.

24.4

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.

24.5

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 is available on request from the school and can be viewed on school websites.

24.6

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 **30 June 2014**.

Parents should consider arrangements for transport to the school their child is to attend for the whole time he or she attends. Transport may be provided at no cost to the parent where the child is attending the designated 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, transport will not be provided to a school further away from home.

Parents should review the current [Education Transport 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.

- 25.1 Parents will often approach a school to express an interest in the child attending in the future. This may be very soon after birth or at another time before a formal application can be submitted. While this can assist a school in estimating future demand, it cannot constitute an application for a school place.

A formal application may only be submitted between **14 November** and **23 March** or between **24 March** and **31 August** as a Late Application for places offered in the following September.

- 25.2 Primary and Infant schools are encouraged to make a Note of Interest Form available to parents. This will enable them to express an interest at any one or more schools. This is not a commitment to apply, nor is it an acknowledgement of an application. All parents must complete a common application form (and SIF as necessary).
- 25.3 Appendix 9 contains a recommended Note of Interest form which schools may make available to parents or as a basis for their own form.

- 26.1 Each school will operate with a Published Admission Number (PAN) 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: no child will be refused admission under the PAN.
- 26.2 At any time after determination, the admission authority for the school 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 admissions authority for the school, it must be

informed in good time to adjust the offers of places in line with the increased PAN.

- 26.3 A PAN cannot be reduced after determination without a Variation being approved by the Office of the School's Adjudicator or, for academies, without the agreement of the Education Funding Agency acting for the secretary of State. This would follow an application by the admission authority, successfully demonstrating that there had been a significant and unforeseen change in circumstances at the school.
- 26.4 An admission authority may also admit children above the PAN without raising the PAN where it feels this is appropriate and would not prejudice efficient education or the efficient use of resources.

EMPLOYEE GUIDANCE

27

Guidance for Employees

- 27.1 The Co-ordinated Scheme is operated by officers of the Schools Admissions Team in co-operation with management and staff in schools. It is the responsibility of the Academy Trusts and Governing Bodies of Academies, VA and Foundation schools to determine the priority ranking of those children expressing a preference for the school. Additionally, staff in schools are requested to support the efficient operation of the Scheme by encouraging parents to apply on time, referring families to the School Admissions Team where support may be beneficial.
- 27.2 No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school. Neither shall a parent be advised regarding the school which has been allocated before allocation notifications are sent to parents on **16 April** by the LA.
- 27.3 School staff and management should discuss with the School Admissions Team any request from a parent to support in writing an admissions appeal for a school place.
- 27.4 Any queries regarding the operation of the Scheme should be referred to the School Admissions Team for advice and support.

Policy History				
Date	Summary of change	Contact	Implementation date	Review date
12/2013	<p>2014-15 Primary Co-ordinated Admissions Scheme updated to 2015-16</p> <p>New section 1 inserted; previous section 1 merged with 2.</p> <p>At 4.2 wording inserted: "It is mindful of good practice presented in the 2010 School Admissions Code where it remains compliant with the 2012 Code".</p> <p>At 4.3 wording inserted "by the Cabinet of Devon County Council".</p> <p>At 5.2 final sentence inserted.</p> <p>At 5.4 DCAF5 and former D-CAF7 merged.</p> <p>At 5.5 wording inserted: "or to transfer children from the final year of an infant school into a primary school."</p> <p>At 5.6 definition extended to include in-year common application forms.</p> <p>At 5.9 footnote inserted.</p> <p>At 6.3 footnote inserted.</p> <p>At 7.1 wording inserted at second paragraph: "unless there is a legal requirement to do so"</p> <p>At 8.7 final sentence inserted.</p> <p>At 15.5 final sentence inserted.</p> <p>New 16.6 inserted.</p> <p>New 19.6 inserted.</p> <p>At 21.1 footnote inserted</p> <p>At 22.3 footnote inserted.</p> <p>At 26.3 wording inserted: "or, for academies, without the agreement of the Education Funding Agency acting for the secretary of State".</p> <p>At Appendix 3 and 4: criterion 1, limitation of "after 31 December 2005" inserted and new notes, respectively, (l) and (k) inserted.</p> <p>At Appendix 3 and 4: criterion 2 reworded from "Children for whom exceptional social, medical or educational circumstances are demonstrated by the provision of independent, professional evidence."</p>	Policy and Strategy Officer (Education), Schools Access Services	9/2014	11/2014

Co-ordinated Admissions Scheme for Primary Schools 2015-16 – updated April 2014

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	At Appendix 3 and 4 note (d): wording inserted “to attend that particular school and no other” At Appendix 3 note (e): final sentence inserted.			
9/4/14	Policy determined by Devon County Council.	As above		
6/2014	Following new Guidance from the DfE, the limitation that adoptions must be after 31 December 2005 for a child to be eligible as formerly in care was removed.	As above		

**Oversubscription Criteria – Community and Voluntary Controlled
Infant and Primary Schools 2015-16
not including St Rumon's Church of England Infant School**
if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names a school will be admitted to that school.

Where the number of applications exceeds the number of places available in Reception at community and voluntary controlled infant and primary schools (the PAN) the following oversubscription criteria will be used to prioritise applicants:

- 1 Children in Care or who ceased to be in Care because they were adopted, or made the subject of a residence order or made the subject of a special guardianship order.**
- 2 Children for whom an exceptional medical or social need is demonstrated.**
- 3 Children living in the school's designated area with a sibling on roll at the school (or, for an infant school, the linked junior school) at the date of application.**
- 4 Other children living in the school's designated area.**
- 5 Children living outside the school's designated area, but with a sibling on roll at the school (or, for an infant school, the linked junior school) at the date of application.**
- 6 Other children.**

(a) For infant schools, if it is necessary to differentiate between children in category 3 or category 5, those children attending the school will have priority over those attending the linked junior school.

(b) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(c) If the tie-breaker at (b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor or senior officer by the operation of an electronic list randomiser.

(d) For criterion 2, priority will be given to the admission of a child for whom an exceptional medical or social need to attend that particular school and no other is demonstrated, including where a child is admitted to a special educational needs support centre at the school. Such decisions will be made using the Devon [Protocol for admission to children with Exceptional Medical or Social Need](#).

(e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. The requirements of Infant Class Size

Legislation will form part of any decision to offer a place above the PAN. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30th child in a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation. [This does not mean that they MUST be admitted as the class may not be large enough to admit more than 30 children.](#)

(f) Where applications are made at the same time for two children who are not multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria by the LA and may be shared with the relevant school after the first full week of term in September. Waiting lists will be kept so long as there is at least one name on them.

(h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

(i) For children of UK service personnel and other Crown Servants the School Admissions Code requires schools to treat a family posted to their area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)

(j) For normal round admissions, the date of application will be taken to the close of applications. If a sibling is then admitted on roll and the parent informs the School Admissions Team of the LA before the application processing date for the co-ordination scheme, the child will be accepted as having a sibling priority at the first round of allocations. Such a change in status made known to the Admissions Team after the processing date for the co-ordination scheme will apply at the second round of allocations and later.

(k) The criteria for St Rumon's Church of England Infant School, Tavistock, which is a voluntary controlled school, include faith criteria. They can be found at: www.devon.gov.uk/admissionsarrangements.

**Oversubscription Criteria – Community and Voluntary Controlled
Junior Schools 2015-16**

if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs 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 Children in Care or who ceased to be in Care because they were adopted, made the subject of a residence order or made the subject of a special guardianship order.**
- 2 Children for whom an exceptional medical or social need is demonstrated.**
- 3 Children living in the school's designated area with a sibling on roll at the school or the linked infant school at the date of application.**
- 4 Other children living in the school's designated area – no sibling, but attending a linked infant school.**
- 5 Other children living in the school's designated area.**
- 6 Children living outside the school's designated area, but with a sibling on roll at the school or the linked infant school at the date for of application.**
- 7 Other children outside the school's designated area – no sibling, but attending a linked infant school**
- 8 Other children.**

(a) If it is necessary to differentiate between children in category 3 or 6, those children attending the school will have priority over those attending the linked infants school.

(b) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(c) If the tie-breaker at (b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor or senior officer by the operation of an electronic list randomiser.

(d) For criterion 2, priority will be given to the admission of a child for whom an exceptional medical or social justification to attend that particular school and no other is demonstrated, including where a child is admitted to a special educational needs support centre at the school. Such decisions will be made using the Devon [Protocol for admission to children with Exceptional Medical or Social Need](#).

(e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be

invited to decide which of the children should be offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings.

(f) Where applications are made at the same time for two children who are not multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria by the LA and may be shared with the relevant school after the first full week of term in September. Waiting lists will be kept so long as there is at least one name on them. When the primary co-ordinated scheme ends (**31 August 2015**), lists will be recalculated on the basis that children will no longer be attending linked infant schools.

(h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

(i) For children of UK service personnel and other Crown Servants the School Admissions Code requires schools to treat a family posted to their area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) For further information please contact the Children's Education Advisory Service.

(j) For normal round admissions, the date of application will be taken to the close of applications. If a sibling is then admitted on roll and the parent informs the School Admissions Team of the LA before the application processing date for the co-ordination scheme, the child will be accepted as having a sibling priority at the first round of allocations. Such a change in status made known to the Admissions Team after the processing date for the co-ordination scheme will apply at the second round of allocations and later.

**The Year Groups for ranges of Dates of Birth
for the 2015-16 academic year**

	DOB from	DOB to
Sixth forms		
Year 14	01 Sep 1996	31 Aug 1997
Year 13	01 Sep 1997	31 Aug 1998
Year 12	01 Sep 1998	31 Aug 1999
Secondary schools		
Year 11	01 Sep 1999	31 Aug 2000
Year 10	01 Sep 2000	31 Aug 2001
Year 9	01 Sep 2001	31 Aug 2002
Year 8	01 Sep 2002	31 Aug 2003
Year 7	01 Sep 2003	31 Aug 2004
Primary schools		
Year 6	01 Sep 2004	31 Aug 2005
Year 5	01 Sep 2005	31 Aug 2006
Year 4	01 Sep 2006	31 Aug 2007
Year 3	01 Sep 2007	31 Aug 2008
Year 2	01 Sep 2008	31 Aug 2009
Year 1	01 Sep 2009	31 Aug 2010
Reception	01 Sep 2010	31 Aug 2011

Timetable for the Devon Co-ordinated Primary Admissions Scheme 2015-16

14 November 2014	Opening date for all applications for normal round admission to a primary school – online applications open where available.
15 January 2015	For admission to primary or infants schools, the closing date for application forms to be submitted to highest ranked schools along with SIFs where required. SIFs to be retained by relevant schools. For transfers to junior schools, the closing date for application forms to be submitted to current infants school. For transfers to middle schools, the closing date for application forms to be submitted to current school unless otherwise advised by the relevant school or LA. Alternatively, all application forms may be submitted direct to the LA. Online applications will close at 23.59.
by 4 February	Details of applications from residents in other LA areas and/or for schools in other LAs to be sent to those LAs for information. Details of applications to be sent to VA schools.
27 February by 23 March	VA schools to provide the LA with ranked lists of applicants. The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 8.1. The LA will inform neighbouring LAs of offers to be made to applicants resident in their areas.
23 March	The Devon processing date for applications. No further late preferences will be accepted for inclusion in the first round of allocations.
by 1 April	The LA will notify Devon schools which children have been offered places at their schools.
16 April	Notifications sent to parents.
4 May	Date by which parents must inform the school or LA if the allocated place is not required. Date by which parents should request appeal forms.
11 May	Date when a second round of allocations will be made by the LA. Further allocations made as new applications are submitted and as new vacancies arise.
18 May	Date by which appeal forms should be returned by parents for inclusion in the main body of appeals.
June and July	Appeals are heard by the Independent Devon Appeals Panel and otherwise for schools in other LA areas and those making their own arrangements.
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 unless parents defer admission to primary and infant schools.

Infant Schools linked to Devon Junior Schools 2015-16

The following is a list of the linked infant schools for each of the junior schools located in the Devon LA area.

Ilfracombe Infant and Nursery School	Ilfracombe Church of England Junior School
Ladysmith Infants' School	Ladysmith Junior School
Pilton Infants' School	Pilton The Bluecoat Church of England Junior School
Pynes Infants' School	West Croft Junior School
South Molton Infants School	South Molton United Church of England Junior School
St George's CofE Infants School	St Margaret's Church of England (Aided) Junior School
St Rumon's CofE Infants School	St Peter's Church of England (VA) Junior School
Stoke Hill Infant and Nursery School	Stoke Hill Junior School
Whipton Barton Infant and Nursery School	Whipton Barton Junior School

List of Devon Primary Schools 2015-16

The following is a list of the state-funded schools located in the Devon LA area. Other schools may be approved to open. They will be added here in due course.

Junior schools admit children at Year 3, not at Reception.

There are no middle schools in Devon or with designated areas extending into Devon.

Other schools may be approved to open in 2015-16. PANs are subject to change at determination following consultation and may be increased after determination. They will be added here in due course.

DfE number	School status	School	
2400	Community	Abbotskerswell Primary School	
3305	Voluntary Aided	All Saints Church of England Primary School	
3608	Voluntary Aided	All Saints CofE Primary School (Marsh)	
2017	Foundation	Alphington Primary School	
2200	Foundation	Appledore School	
2401	Academy	Ashburton Primary School	
3070	Voluntary Controlled	Ashleigh CofE (VC) Primary School	
2201	Community	Ashwater Primary School	
3100	Academy	Aveton Gifford CofE Primary School	
3300	Voluntary Aided	Awliscombe Church of England Primary School	
2000	Community	Axminster Community Primary School	Expected to convert to Academy
3771	Voluntary Aided	Bampton Church of England Primary School	
2085	Foundation	Bassetts Farm Primary School	
3309	Voluntary Aided	The Beacon CofE (VA) Primary School	
2206	Community	Beaford Community Primary & Nursery School	
3115	Voluntary Controlled	Bearnese Voluntary Primary School	
3303	Voluntary Aided	Beer Church of England Primary School	

2600	Foundation	Bere Alston Primary School	
3101	Voluntary Controlled	Berry Pomeroy Parochial Church of England Primary School	
3053	Voluntary Controlled	Berrynarbor Church of England Primary School	
3768	Voluntary Aided	Bickleigh Down Church of England Primary School	
3165	Academy	Bickleigh on Exe Church of England Primary School	
2210	Community	Bishops Nympton Primary School	
2211	Community	Bishops Tawton Primary School	
2402	Community	Bishopsteignton School	
3056	Voluntary Controlled	Black Torrington Church of England Primary School	
2403	Academy	Blackawton Primary School	
3102	Academy	Blackpool Church of England Primary School	
2601	Foundation	Boasley Cross Community Primary School	
2717	Foundation	Bolham Community Primary School	
2404	Community	Bovey Tracey Primary School	
2002	Community	Bow Community Primary School	
2042	Foundation	Bowhill Primary School	
2212	Community	Bradford Primary School	
2472	Community	Bradley Barton Primary School and Nursery Unit	
2213	Academy	Bradworthy Primary Academy	
3001	Voluntary Controlled	Brampford Speke Church of England Primary School	
3002	Voluntary Controlled	Branscombe Church of England Primary School	
2214	Community	Bratton Fleming Community Primary School	
2230	Community	Brayford Primary School	Expected to convert to Academy
2602	Foundation	Bridestowe Primary School	
3057	Voluntary Controlled	Bridgerule Church of England Primary School	
3776	Foundation	Brixington Primary School	
2004	Academy	Broadclyst Primary Academy Trust	
3003	Voluntary Controlled	Broadhembury Church of England Primary School	
2408	Community	Broadhempston Village Primary School	

2409	Academy	Buckfastleigh Primary School
2218	Community	Buckland Brewer Community Primary School
3004	Voluntary Controlled	Burlescombe Church of England Primary School
3058	Academy	Burrington Church of England Controlled Primary School
2215	Community	Caen Community Primary School
2476	Community	Canada Hill Community Primary School
2720	Foundation	The Castle Primary School
3151	Voluntary Controlled	Chagford Church of England Primary School
3104	Voluntary Controlled	Charleton Church of England Primary School
2006	Community	Cheriton Bishop Community Primary School
2007	Community	Cheriton Fitzpaine Primary School
3453	Voluntary Aided	Chittlehampton Church of England Primary School
2410	Academy	Christow Community School
3105	Voluntary Controlled	Chudleigh Church of England Community Primary School
3106	Academy	Chudleigh Knighton Church of England Primary School
2219	Academy	Chulmleigh Primary School
2220	Community	Clawton Primary School
3456	Voluntary Aided	The Clinton Church of England Primary School
3777	Community	Clyst Heath Nursey and Community Primary School
2008	Foundation	Clyst Hydon Primary School
2009	Community	Clyst St Mary Primary School
2411	Community	Cockwood Primary School
2010	Community	Colyton Primary School
2222	Community	Combe Martin Primary School
2011	Community	Copplestone Primary School
3152	Voluntary Controlled	Cornwood Church of England Primary School
2025	Community	Countess Wear Community School
2015	Community	Culmstock Primary School
3107	Voluntary Controlled	Dartington Church of England Primary School
7905	Academy	Dartmouth Academy

All through primary to

secondary

2431	Community	Decoy Primary School	
2416	Community	Denbury Primary School	
3108	Voluntary Controlled	Diptford Parochial Church of England Primary School	
2417	Community	Doddiscombesleigh Community School	
3454	Voluntary Aided	Dolton Church of England Primary School	
3308	Voluntary Aided	Drake's Church of England Primary School	
2003	Academy	The Duchy School Bradninch	
2418	Community	Dunsford Community Primary School	
2419	A	East Allington Primary School	
2223	Community	East Anstey Primary School	
2224	Academy	East Worlington Primary School	
2207	Community	East-The-Water Community Primary School	
2609	Community	The Erme Primary School	
2603	Community	Ermington Primary School	
3153	Voluntary Controlled	Exbourne Church of England Primary School	
2043	Foundation	Exeter Road Community Primary School	
2420	Community	Exminster Community Primary	
2022	Community	Exwick Heights Primary School	
3311	Voluntary Aided	Farway Church of England Primary School	
3312	Voluntary Aided	Feniton Church of England Primary School	
2225	Community	Filleigh Community Primary School	
2204	Community	Forches Cross Community Primary School	
2226	Community	Fremington Community Primary and Nursery School	
2475	Community	Gatehouse Primary School	Expected to convert to Academy
3059	Voluntary Controlled	Georgeham Church of England (VC) Primary School	
3060	Voluntary Controlled	Goodleigh Church of England Primary School	
3061	Voluntary Controlled	Great Torrington Bluecoat Church of England Primary School	
2461	Community	The Grove Primary School	

2604	Community	Gulworthy Primary School	
2718	Foundation	Halberton Primary School	
2228	Community	Halwill Community Primary School	
3604	Voluntary Aided	Harbertonford Church of England Primary School	
2229	Foundation	Hartland Primary School	
2605	Community	Hatherleigh Community Primary School	
3012	Voluntary Controlled	Hawkchurch Church of England School	
3779	Community	Haytor View Community Primary School	
2012	Community	Hayward's Primary School	
2448	Community	Hazeldown School	
2723	Foundation	Heathcoat Primary School	
2047	Academy	Hemyock Primary School	
2421	Community	Hennock Community Primary School	
3062	Voluntary Controlled	High Bickington Church of England Primary School	
2255	Community	Highampton Community Primary School	
2432	Community	Highweek Community Primary and Nursery School	
2607	Community	Holbeton School	
3063	Voluntary Controlled	Holsworthy Church of England Primary School	
3064	Voluntary Controlled	Holywell Church of England Primary School	
2048	Community	Honiton Primary School	
2608	Foundation	Horrabridge Community Primary School	
2231	Community	Horwood and Newton Tracey Community Primary School	
2087	Foundation	Ide Primary School	
3065	Community	Ilfracombe Church of England Junior School	Junior school
2232	Voluntary Controlled	Ilfracombe Infant and Nursery School	
3110	Academy	Ilsington Church of England Primary School	
2233	Community	Instow Community Primary School	
2423	Community	Ipplepen Primary School	
3111	Voluntary Controlled	Kenn Church of England Primary School	
3013	Voluntary Controlled	Kentisbeare Church of England Primary School	

2234	Community	Kentisbury Primary School	
2424	Community	Kenton Primary School	
2050	Community	Kilmington Primary School	
2235	Foundation	Kings Nympton Community Primary School	
2257	Community	Kingsacre Primary School	
2425	Community	Kingsbridge Community Primary School	
3112	Voluntary Controlled	Kingskerswell Church of England Primary School	
2427	Community	Kingswear Community Primary School	Expected to convert to Academy
3755	Voluntary Aided	Lady Modiford's Church of England (Voluntary Aided) Primary School	
3307	Academy	Lady Seaward's Church of England Primary School	
2026	Community	Ladysmith Infant School	
2027	Community	Ladysmith Junior School	Junior school
3154	Voluntary Controlled	Lamerton Church of England Voluntary Controlled Primary School	
2236	Community	Landkey Primary School	
2079	Community	Landscape Primary School	
3606	Voluntary Aided	Landscape Church of England Primary School	
2237	Community	Langtree Community School and Nursery Unit	
2260	Academy	Lapford Community Primary School	
3155	Voluntary Controlled	Lew Trenchard Church of England Primary School	
2612	Community	Lifton Community Primary School	
3028	Voluntary Controlled	Littleham Church of England Primary School	
2049	Academy	Littleton Primary Academy	
2428	Community	Loddiswell Primary School	
2613	Foundation	Lydford Primary School	
3014	Voluntary Controlled	Lympstone Church of England Primary School	
3455	Voluntary Aided	Lynton Church of England Primary School	
3114	Voluntary Controlled	Malborough with South Huish Church of England Primary School	
2610	Community	Manor Primary School, Ivybridge	
3607	Voluntary Aided	Marldon Church of England Primary School	

2045	Foundation	Marpool Primary School
2238	Community	Marwood School
2622	Community	Mary Tavy and Brentor Community Primary School
3753	Voluntary Aided	Meavy Church of England Primary School
2052	Community	Membury Primary School
2614	Community	Milton Abbot School
2715	Community	Modbury Primary School
2239	Community	Monkleigh Primary School
2028	Foundation	Montgomery Primary School
3462	Voluntary Aided	Morchard Bishop Church of England Primary School
2430	Community	Moretonhampstead Primary School
3320	Voluntary Aided	Mrs Ethelston's Church of England (VA) Primary School
2053	Community	Musbury Primary School
2258	Academy	Newport Community School Primary Academy
3156	Academy	Newton Ferrers Church of England Primary School
2054	Community	Newton Poppleford Primary School
2055	Community	Newton St Cyres Primary School
2029	Community	Newtown Primary School
2240	Community	North Molton School
2615	Community	North Tawton Community Primary School
3157	Voluntary Controlled	Northlew and Ashbury Parochial Church of England Primary School
3015	Voluntary Controlled	Offwell Church of England Primary School
2616	Community	Okehampton Primary School and Foundation Unit
2727	Academy	Orchard Vale Community School
3316	Voluntary Aided	Otterton Church of England Primary School
2056	Foundation	Ottery St Mary Primary School
2036	Academy	Our Lady and St Patrick's Roman Catholic Primary School
3452	Academy	Our Lady's Catholic Primary School, Barnstaple
2241	Voluntary Controlled	Parkham Primary School
3066	Voluntary Controlled	Parracombe Church of England Primary School

3016	Voluntary Controlled	Payhembury Church of England Primary School	
3451	Academy	Pilton Bluecoat Academy Church of England School	Junior school
2205	Community	Pilton Infants' School	
3328	Voluntary Aided	Pinhoe Church of England Primary School	
3017	Voluntary Controlled	Plymtree Church of England Primary School	
2617	Foundation	Princetown Primary	
2208	Foundation	Pynes Infant School and Nursery	
3067	Voluntary Controlled	Pyworthy Church of England Primary School	
3772	Voluntary Aided	Rackenford Church of England Primary School	
2031	Foundation	Redhills Community Primary School	
3317	Voluntary Aided	Rockbeare Church of England Primary School	
2474	Academy	Rydon Primary School	
3124	Academy	Salcombe Church of England Primary School	
3019	Academy	Sampford Peverell Church of England Primary School	
2059	Community	Sandford School	
2060	Community	Seaton Primary School	
2440	Community	Shaldon Primary School	
2618	Community	Shaugh Prior Primary School	
2243	Community	Shebbear Community School	
2244	Community	Shirwell Community Primary School	
2062	Community	Shute Community Primary School	
3020	Academy	Sidbury Church of England Primary School	
3318	Voluntary Aided	Sidmouth Church of England (VA) Primary School	
3022	Voluntary Controlled	Silverton Church of England Primary School	
2441	Academy	South Brent Primary School	
2245	Community	South Molton Infants'	
3459	Voluntary Aided	South Molton United Church of England Junior School	Junior school
2619	Community	South Tawton Primary School	
2216	Community	Southmead School	
2021	Free	Sparkwell All Saints' Primary School	

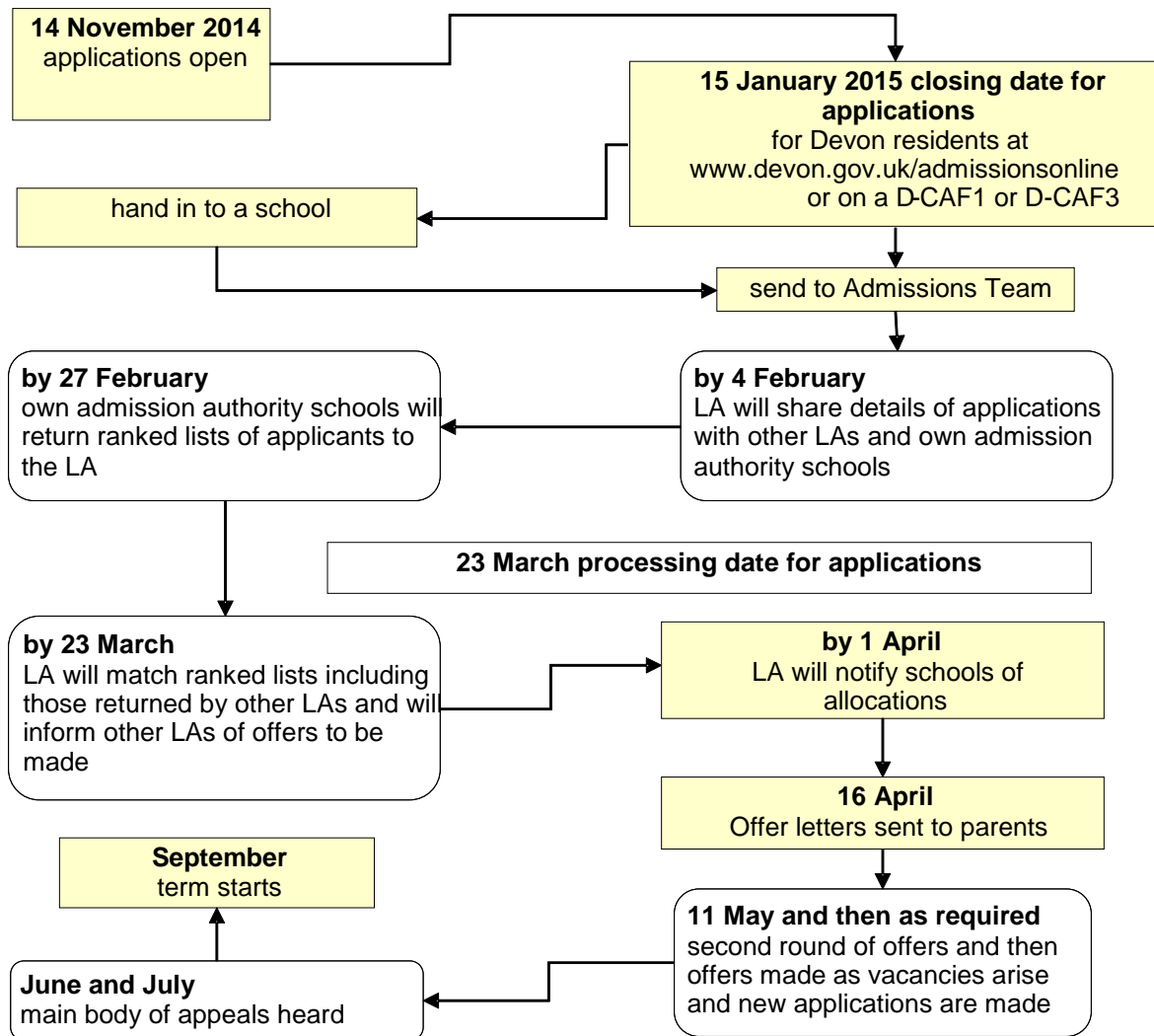
2089	Community	Spreyton School	
3306	Voluntary Aided	St Andrew's Church of England Primary Academy	Expected to convert to Academy
3752	Voluntary Aided	St Andrew's Church of England Primary School	
2014	Foundation	St Andrew's Primary School	
3605	Voluntary Aided	St Catherine's Church of England Nursery & Primary School	
3008	Community	St David's Church of England Primary School	
3461	Voluntary Aided	St George's Church of England (VA) Infant and Nursery School	
2242	Community	St Giles-on-the-Heath Community School	
3450	Voluntary Aided	St Helen's Church of England Primary School	
3603	Academy	St John the Baptist Roman Catholic Primary School	
3773	Academy	St John's Catholic Primary School	
3610	Academy	St Joseph's Catholic Primary School	
3310	Academy	St Joseph's Catholic Primary School, Exmouth	
2013	Voluntary Controlled	St Leonard's (CofE) Primary School (VC)	
3457	Voluntary Aided	St Margaret's Church of England (Aided) Junior School	Junior school
3005	Voluntary Aided	St Martin's Primary & Nursery School	
3301	Academy	St Mary's Catholic Primary School, Axminster	
3602	Academy	St Mary's Catholic Primary School, Buckfast	
3069	Voluntary Controlled	St Mary's Church of England Primary School	
3751	Voluntary Aided	St Mary's Church of England Primary School	
2030	Academy	St Michael's Church of England Primary Academy	
3128	Voluntary Controlled	St Michael's Church of England Primary School	
2005	Academy	St Nicholas Catholic Primary School	
3756	Voluntary Aided	St Peter's Church of England (VA) Junior School	Junior school
3304	Voluntary Aided	St Peter's Church of England Primary School	
3163	Voluntary Controlled	St Rumon's Church of England (VC) Infants School	
3323	Voluntary Aided	St Sidwell's Church of England Primary School, Exeter	
2032	Foundation	St Thomas Primary School	
2442	Community	Starcross Primary School	

4002	Free	Steiner Academy Exeter	All through primary to secondary
2246	Community	Sticklepath Community School	
3023	Academy	Stockland Church of England Primary School	
3024	Voluntary Controlled	Stoke Canon Church of England Primary School	
2443	Community	Stoke Fleming Community Primary School	
2444	Community	Stoke Gabriel Primary School	
2033	Community	Stoke Hill Infants and Nursery School	
2034	Community	Stoke Hill Junior School	Junior school
2445	Community	Stokeinteignhead School	
2446	Community	Stokenham Area Primary School	
2709	Academy	Stowford School	
2247	Community	Sutcombe Community Primary School	
3460	Voluntary Aided	Swimbridge Church of England Primary School	
2623	Foundation	Tavistock Community Primary & Nursery School	
2088	Community	Tedburn St Mary School	
3774	Academy	Teignmouth Community School, Mill Lane	
3025	Voluntary Controlled	Thorverton Church of England Primary School	
3612	Voluntary Aided	Thurlestone All Saints Church of England Primary School	
2719	Foundation	Tidcombe Primary School	
3319	Voluntary Aided	Tipton St John Church of England Primary School	
2090	Community	The Topsham School	
3127	Community	Totnes St John's Church of England Primary School	
2721	Foundation	Two Moors Primary School	
2072	Academy	Uffculme Primary School	
2710	Community	Ugborough Primary School	
2248	Community	Umberleigh Community Primary School	Expected to convert to Academy
3026	Voluntary Controlled	Uplowman Church of England Primary School	
2073	Community	Upottery Primary School	

3313	Voluntary Aided	Webber's Church of England Primary School	
2624	Community	Wembury Primary School	
3123	Voluntary Controlled	West Alvington Church of England Primary School	
2209	Community	West Croft Junior School	Junior school
2249	Community	West Down School	
2058	Foundation	West Hill Primary School	
2415	Community	Westcliff School	
2074	Community	Whimble Primary School	
2039	Foundation	Wipton Barton Infants and Nursery School	
2040	Foundation	Wipton Barton Junior School	Junior school
2625	Foundation	Whitchurch Community Primary School	
2463	Academy	Widcombe-in-the-Moor Primary School	
2722	Academy	Wilcombe Primary School	
2075	Community	Willand School	
2084	Foundation	Willowbank Primary School	
2724	Community	Willowbrook School	
2252	Foundation	Winkleigh Primary School	
3068	Voluntary Controlled	Witheridge Church of England Primary School	
3011	Voluntary Controlled	Withycombe Raleigh Church of England Primary School	
3620	Voluntary Aided	Wolborough Church of England (Aided) Nursery and Primary School	
3321	Voluntary Aided	Woodbury Church of England Primary School	
3322	Voluntary Aided	Woodbury Salterton Church of England Primary School	
2716	Community	Woodlands Park Primary School	
2001	Academy	The Woodwater Academy	
2253	Community	Woolacombe School	
2254	Foundation	Woolsey Primary School	
3375	Community	Wynstream School	
2626	Academy	Yealmpton Primary School	
2256	Community	Yeo Valley Primary School	
2076	Community	Yeoford Community Primary School	

Appendix 9

Flowchart to Show the Application Process for Primary Admissions 2015-16



Application for primary admission - September 2015

Use this form if:

- your child lives in the Devon local authority area;
- your child was born between **1 September 2010 and 31 August 2011** (inclusive);
- your child is due to start in the Reception class of a Primary or Infant School in September 2015;
- even if you wish to defer admission to later in the school year;
- even if one or more of your preferences is for a school outside of Devon.

Your application may be considered late if submitted after **15 January 2015**. Return it to the **School Admissions Team, Room L102, County Hall, Exeter EX2 4QU** or your first preference.

You can express a preference for up to three schools and tell us about any reasons for your preferences. If any of your preferences are for **Academies or Free, Voluntary Aided, Foundation Schools**, you may want to provide evidence for particular criteria by completing a school Supplementary Information Form as well as this form.

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

Section A - Details about your child

Forename(s)

Surname/Family Name

Home Address

Postcode

This must be the address where your child is normally resident. If you expect to move from this address before September 2015, you must let us know as this may affect your application. Evidence of a new address will be necessary - the Admissions Team will confirm with you whether a change of address is accepted.

School currently attended

Date of Birth

Gender (M or F)

Is your child in the care of a local authority or was your child in care until adopted, made the subject of a residency order or special guardianship order?

Yes / No

If Yes, which Local Authority?

Does your child have a Statement of Special Educational Need or an Education, Health and Care Plan?

Yes / No

Are you moving due to a new posting as Service or Crown Servant Personnel?

Yes / No

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

Section B - Details about you

Your Title (eg Mr, Mrs, Ms, Miss, Dr)	Forename
Home Address (if different from your child's)	Surname/Family Name
	Postcode
	Telephone (Daytime)
	Your relationship to your child
Email address	
Do you have parental responsibility for your child?	Yes / No

Section C - Your preferred schools

1) First preference school (where you would most like a place)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the First Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

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

Section C - Your preferred schools

2) Second preference school (where you would like a place if one is not available at your first preference school)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the First Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

3) Third preference school (where you would like a place if one is not available at your first or second preference school)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the First Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

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

Section D - Your declaration and signature

You may be asked to provide proof of your child's date of birth.

You may be asked to provide proof of your address.

Devon takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If we offer a place at a school and then discover that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the offer may be withdrawn. This has happened in previous years. Where a place has been offered based on false information, we can withdraw the offer even after your child has started at school.

You understand that a parent may make only one application with up to three schools for a child. If you make more than one application, your later application will render your earlier application invalid.

You understand that admission to a school which is neither the closest available to your child's home or the school designated for the address may affect your entitlement to Education Transport from the Local Authority. You are strongly advised to read the information in the First Step booklet regarding the Education Travel Policy.

You must apply using a Common Application Form from your child's home local authority.

I/we confirm that the details provided are accurate.

I/we understand that transport to a preferred school which is neither the designated nor the nearest school may be my/our responsibility.

I/we will advise the School Admissions Team direct of any changes to circumstances affecting this application or the offer of a school place including changes of address, preferences for schools and the allocation of a place to a sibling at any school I/we have named on this form.

I/we confirm that I have read and understood information in the Local Authority admissions booklets or had access to do so.

Your signature

Name (please print)

Date

Your signature

Name (please print)

Date

We encourage both parents to be in agreement over preferences but only one signature is required.

Please return this form to your child's school or the School Admissions Team by 15 January (or as soon as possible, with reasons why you feel your application should be considered on time).

Data Protection

The Information collected on this form will be processed and stored electronically by Devon County Council in compliance with the UK Data Protection Act. The Data may be shared with other areas of the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code, should the information given be found to be fraudulent then

the offer of a school place can be withdrawn. If you would like further information about Data Protection please see: **www.devon.gov.uk/data_protection** or contact the Corporate Information Governance Team at **dpoffice@devon.gov.uk**. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.

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

Application for junior transfer - September 2015

Use this form if:

- your child lives in the Devon local authority area;
- your child was born between **1 September 2007 and 31 August 2008** (inclusive);
- your child is in Year 2 of an Infant school and you want a place in Year 3 at a Junior School or Primary School in September 2015 OR
- your child is in Year 2 of a Primary School and you want a place in Year 3 at a Junior School in September 2015
- even if one or more of your preferences is for a school outside of Devon.

Your application may be considered late if submitted after **15 January 2015**. Return it either to the

School Admissions Team, Room L102, County Hall, Exeter EX2 4QU or to your child's school.

You can express a preference for up to three schools and tell us about any reasons for your preferences. If any of your preferences are for **Academies or Free, Voluntary Aided, Foundation Schools**, you may want to provide evidence for particular criteria by completing a school Supplementary Information Form as well as this form.

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

Section A - Details about your child

Forename(s)		Surname/Family Name	
Home Address			
Postcode			
This must be the address where your child is normally resident. If you expect to move from this address before September 2015, you must let us know as this may affect your application. Evidence of a new address will be necessary - the Admissions Team will confirm with you whether a change of address is accepted.			
School currently attended			
		Date of Birth	Gender (M or F)
Is your child in the care of a local authority or was your child in care until adopted, made the subject of a residency order or special guardianship order?		Yes / No	
If Yes, which Local Authority?			
Does your child have a Statement of Special Educational Need or an Education, Health and Care Plan?		Yes / No	
Are you moving due to a new posting as Service or Crown Servant Personnel?		Yes / No	

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

Section B - Details about you

Your Title (eg Mr, Mrs, Ms, Miss, Dr)	Forename
Home Address (if different from your child's)	Surname/Family Name
	Postcode
	Telephone (Daytime)
	Your relationship to your child
Email address	
Do you have parental responsibility for your child?	Yes / No

Section C - Your preferred schools

1) First preference school (where you would most like a place)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the Junior Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

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

Section C - Your preferred schools

2) Second preference school (where you would like a place if one is not available at your first preference school)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the Junior Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

3) Third preference school (where you would like a place if one is not available at your first or second preference school)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the Junior Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling:	Date of Birth

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

Section D - Your signature

You may be asked to provide proof of your child's date of birth.

You may be asked to provide proof of your address.

Devon takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If we offer a place at a school and then discover that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the offer may be withdrawn. This has happened in previous years. Where a place has been offered based on false information, we can withdraw the offer even after your child has started at school.

You understand that a parent may make only one application with up to three schools for a child. If you make more than one application, your later application will render your earlier application invalid.

You understand that admission to a school which is neither the closest available to your child's home or the school designated for the address may affect your entitlement to Education Transport from the Local Authority. You are strongly advised to read the information in the Junior Step booklet regarding the Education Travel Policy.

You must apply using a Common Application Form from your child's home local authority.

I/we confirm that the details provided are accurate.

I/we understand that transport to a preferred school which is neither the designated nor the nearest school may be my/our responsibility.

I/we will advise the School Admissions Team direct of any changes to circumstances affecting this application or the offer of a school place including changes of address, preferences for schools and the allocation of a place to a sibling at any school I/we have named on this form.

I/we confirm that I have read and understood information in the Local Authority admissions booklets or had access to do so.

i/we understand that this application form is for the use of children at infant and not primary schools.

Your signature

Name (please print)

Date

Your signature

Name (please print)

Date

We encourage both parents to be in agreement over preferences but only one signature is required.

Please return this form to your child's school or the School Admissions Team by 15 January (or as soon as possible, with reasons why you feel your application should be considered on time).

Data Protection

The Information collected on this form will be processed and stored electronically by Devon County Council in compliance with the UK Data Protection Act. The Data may be shared with other areas of the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code,

should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection please see: www.devon.gov.uk/data_protection or contact the Corporate Information Governance Team at dpoffice@devon.gov.uk. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.

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

Application for normal round transfer - September 2015

Use this form if:

- your child lives in the Devon local authority area;
- you want your child to join a Middle school or a High school at the normal intake for the school in September 2015; OR
- you want your child to join any school in a new Year Group for that school in September 2015;
- even if one or more of your preferences is for a school outside of Devon.

Your application may be considered late if submitted after: **15 January 2015 (Years 1 to 6) or 31 October 2014 (for Years 8 to 11).**

Return it either to the **School Admissions Team,**

Room L102, County Hall, Exeter EX2 4QU or to your child's current school.

You can express a preference for up to three schools and tell us about any reasons for your preferences. You may want to provide evidence for particular criteria by completing a school Supplementary Information Form as well as this form.

You are strongly advised to read the Next Step booklet and to ask if you have any questions - you can call 0845 155 1019 or email admissions@devon.gov.uk

Section A - Details about your child

Forename(s)

Surname/Family Name

Home Address

Postcode

This must be the address where your child is normally resident. If you expect to move from this address before September 2015, you must let us know as this may affect your application. Evidence of a new address will be necessary - the Admissions Team will confirm with you whether a change of address is accepted.

School currently attended

Current Year Group?

Date of Birth

Gender (M or F)

Is your child in the care of a local authority or was your child in care until adopted, made the subject of a residency order or special guardianship order?

Yes / No

If Yes, which Local Authority?

Does your child have a Statement of Special Educational Need or an Education, Health and Care Plan?

Yes / No

Are you moving due to a new posting as Service or Crown Servant Personnel?

Yes / No

Section B - Details about you

Your Title (Mr, Mrs, Ms, Miss, Dr)	Forename
Home Address (if different from your child's)	Surname/Family Name
	Postcode
	Telephone (Daytime)
	Your relationship to your child
Email address	
Do you have parental responsibility for your child?	Yes / No

Section C - Your preferred schools

1) First preference school (where you would most like a place)

Name of school	
Reasons for your preference	
Does your child have an exceptional social or medical need for a place at this school?	Yes/No
Please provide details. (You should read about exceptional social and medical need in the Middle Step.)	
Does your child have a sibling attending this school?	Yes/No
Name of sibling	Date of Birth

Section C - Your preferred schools

2) Second preference school (where you would like a place if one is not available at your first preference school)

Name of school

Reasons for your preference

Does your child have an exceptional social or medical need for a place at this school?

Yes/No

Please provide details. (You should read about exceptional social and medical need in the Middle Step.)

Does your child have a sibling attending this school?

Yes/No

Name of sibling

Date of Birth

3) Third preference school (where you would like a place if one is not available at your first or second preference school)

Name of school

Reasons for your preference

Does your child have an exceptional social or medical need for a place at this school?

Yes/No

Please provide details. (You should read about exceptional social and medical need in the Middle Step.)

Does your child have a sibling attending this school?

Yes/No

Name of sibling

Date of Birth

Section D - Your declaration and signature

You may be asked to provide proof of your child's date of birth.

You may be asked to provide proof of your address.

Devon takes very seriously any attempt to gain an advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If we offer a place at a school and then discover that the offer was made on fraudulent or misleading information (for example, a false claim to living at an address) the offer may be withdrawn. This has happened in previous years.

Where a place has been offered based on false information, we can withdraw the offer even after your child has started at school.

You understand that a parent may make only one application with up to three schools for a child.

Any further application made may make your earlier application invalid.

You understand that admission to a school which is neither the closest available to your child's home or the school designated for the address may affect your entitlement to Education Transport from the Local Authority. You are strongly advised to read the information in the Middle Step booklet regarding the Education Travel Policy.

You must apply using a Common Application Form from your child's home local authority.

You cannot use this form to transfer other than at the normal intake to a Middle or High school or where there is a one-off first point of entry to another school.

I/we confirm that the details provided are accurate.

I/we understand that transport to a preferred school which is neither the designated nor the nearest school may be my/our responsibility.

I/we will advise the School Admissions Team direct of any changes to circumstances affecting this application or the offer of a school place including changes of address, preferences for schools and the allocation of a place to a sibling at any school I/we have named on this form.

I/we confirm that I have read and understood information in the Local Authority admissions booklets or had access to do so.

i/we understand that this form is only for children seeking to transfer at the normal point of entry.

Your signature

Name (please print)

Date

Your signature

Name (please print)

Date

We encourage both parents to be in agreement over preferences but only one signature is required.

Please return this form to your child's school or the School Admissions Team as soon as possible.

Closing dates may vary from one LA to another.

Data Protection

The Information collected on this form will be processed and stored electronically by Devon County Council in compliance with the UK Data Protection Act. The Data may be shared with other areas of the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code, should the information given be

found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection please see: www.devon.gov.uk/data_protection or contact the Corporate Information Governance Team at dpoffice@devon.gov.uk. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.

Note of interest

[Email Form](#)[Print Form](#)[Email Form with your digital signature](#)

This form is **not** an application for admission form. It lets a school know you may apply in a future Reception intake.

A Common Application Form for Admission to Primary School should be obtained and completed in the academic

year before your child is due to start at primary school. This is available 7 November - 15 January for admissions in the academic year which begins in the following September at www.devon.gov.uk/admissionsonline or by calling **0845 155 1019**

School name

Details about your child

Forename(s)

Surname/Family Name

Date of Birth

Gender (M or F)

Details of brothers and sisters

Name(s)

Date(s) of Birth

School attended

Your details as a parent or carer

Name

Home Address (where the child is normally resident)

Telephone

Email address

Postcode

I understand that completing this form does not constitute an application for admission to this school. I must complete a Common Application Form provided by my home Local Authority as detailed above. It will be my responsibility to keep my contact details updated. I will return this form to the school I am interested in.

Signed

Date

Data Protection

The Information collected on this form will be processed and stored electronically by Devon County Council in compliance with the UK Data Protection Act. The Data may be shared with other areas of the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. If you would like further information about Data Protection please see:

www.devon.gov.uk/data_protection or contact the Corporate Information Governance Team on **01392 384682**

By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.

Form revised Aug 2012