

## Application for In-Year Admission

For admissions to school once the Year Group has begun.  
For use only if your child lives in the Devon LA area and you have a preference for a single school which has a confirmed vacancy.



**This form should be completed where both the school and School Admissions confirm that a place is available and you only have one preference for admission for your child (or children) after a move to the area. It should NOT be used if you want to transfer from one local school to another, a child has a disability or Statement of SEN or is being assessed for a Statement, has been Permanently Excluded or where another person has a legal objection to the application. In any of those circumstance, a D-CAF should be completed – available at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) or by calling 0845 155 1019.**

### Section 1 – About your child (or children) \*please mark a cross in boxes where appropriate.

1. Legal Forename (and preferred name if different)	2. Legal Surname (and preferred name if different)	3. Date of Birth	4. Gender	5. Year Group
6. Is your child (or any of your children) in Care or were they formerly in Care? If yes, please give details, including contact details for a social care officer:				<input type="checkbox"/> *Yes <input type="checkbox"/> No
7. Does your child (or any of your children) have a Disability or Statement of Special Educational Needs or is your child under a statutory assessment for a Statement? If yes, please complete a D-CAF and not this D-CAF6 for that child (or children):				<input type="checkbox"/> *Yes <input type="checkbox"/> No
8. Has your child (or any of your children) been Permanently Excluded from school or academy? If yes, please complete a D-CAF and not this D-CAF6 for that child (or children)				<input type="checkbox"/> *Yes <input type="checkbox"/> No
9. Is your child (or any of your children) on roll at another local state-funded school or academy? If yes, please complete a D-CAF and not this D-CAF6 for that child (or children)				<input type="checkbox"/> *Yes <input type="checkbox"/> No
10. Home address including postcode:				
11. Current or most recent school(s) or form of education:				
12. Contact name and number for each school named:				

### Section 2 – About you

13. Your title:	14. Forename:	15. Surname:
16. Your home address if different to your child:		17. Daytime Telephone:
		18. Mobile:

19. Email address:	
20. Relationship to the child (or children) named in Section 1?	
21. Do you have parental responsibility for this child (or children)? <b>We will not accept an application from you unless you hold parental responsibility.</b>	<input type="checkbox"/> *Yes <input type="checkbox"/> No
22. Is there anybody else who may have a legal objection to this application? If yes, please complete a D-CAF and not this D-CAF6 for that child (or children).	<input type="checkbox"/> *Yes <input type="checkbox"/> No
<b>Section 3 – About the school you prefer</b>	
22. Name of School	
23. Preferred start date at this school?	
<b>Section 4 – About the reasons for your preference</b>	
24. If you are applying for a school place because your child has moved to a new area and does not have access to a school place within a reasonable distance, please tell us the <b>previous</b> home address:	
25. Date of move:	
<b>Section 5 – Declaration</b>	
<p>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 schools and 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 the offer of a school place can be withdrawn. For further information about Data Protection, please see <a href="http://www.devon.gov.uk/data_protection">www.devon.gov.uk/data_protection</a> 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.</p> <p><b>I understand that I could express up to 3 preferences for schools. I do not wish to name other schools and am applying for this school. My child (or children) does not (do not) have a Statement of Special Educational Needs, has not been Permanently Excluded from school and there is no person or body with a legal objection to this application. I am applying for a place at this school because my child has moved to a new area, is not on roll at a local state-funded school and requires admission as soon as possible. I understand that a place is available. The information on this form is provided so that a formal offer letter can be issued and so that the Local Authority is made aware of my child's arrangements for education.</b></p> <p><b>I confirm that the details in this application are accurate.</b></p> <p><b>I understand that I must inform the school or Admissions if my child or children's address changes before admission.</b></p> <p><b>I understand that transport to a school I prefer which is neither designated for my child's address nor the nearest available school, whether in Devon or a neighbouring county, may be my responsibility. I have read the information regarding transport eligibility, including exceptions to designated area transport eligibility, at <a href="http://www.devon.gov.uk/school_transport">www.devon.gov.uk/school_transport</a>.</b></p> <p><b>I understand that it is my responsibility to complete a school Test Registration or Supplementary Information Form or provide a letter from a priest or church minister where this is relevant to my application.</b></p> <p style="text-align: center;"><i><b>Only one signature is required.</b></i></p> <p style="text-align: center;"><i><b>We encourage both parents to discuss and to be in agreement over applications.</b></i></p>	
My Name	Signature
Date	
My Name	Signature
Date	
Email to <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a> or post to <b>School Admissions Team, One Capital Court, Sowton, Exeter EX2 7FW</b> or fax to <b>01392 383614</b> or hand it in to the school.	