

Referral For In-Year Admission

Common Application Referral Form (CARF)

In the absence of a parental application, social care or other officers working with children who live in Devon LA area should complete this form. It will be used to identify children at risk of not accessing appropriate education because they are from an unsupportive family background. If you have any queries, you can contact the School Admissions Team on 0845 155 1019.

The completed form must be returned as soon as possible to The School Admissions Team, One Capital Court, Sowton, Exeter EX2 7FW, by fax to 01392 383614 or by email to **admissions@devon.gov.uk**

*please delete as appropriate. Please continue on an additional sheet if necessary.

Fair Access Protocol

The following are groups of children who may be vulnerable to difficulty in accessing education. If you have any questions about this, please contact the Admissions Team on 0845 155 1019 for advice.

1. Children attending Pupil Referral Units (Short Stay Schools) who need to be reintegrated back into mainstream education;
2. Children who have been out of education for longer than one school term;
3. Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
4. Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
5. Children of refugees and asylum seekers;
6. Homeless children;
7. Children with unsupportive family backgrounds, where a place has not been sought;
8. Children known to the police or other agencies;
9. Children without a school place and with a history of serious attendance problems;
10. Traveller children;
11. Children who are carers;
12. Children with special educational needs (but without a statement);
13. Children with disabilities or medical conditions;
14. Children returning from the criminal justice system; and
15. Children of UK service personnel and other Crown Servants.

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 of Practice, 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: **http://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.

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Section 1 – About the child

Forename(s)	Surname/Family Name
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Home Address (where the child is normally resident)

Postcode

Date of Birth	Year group	Gender (M or F)
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What nationality is the child?

We do not accept applications from children who are not citizens of the European Union or European Economic Area countries until they have entered the UK. Evidence of nationality may be required.

School currently attended or form of education received

Is the child looked after by a local authority? (sometimes referred to as 'being in care')	Yes / No
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If Yes, which Local Authority?

Does the child have a Statement of Special Educational Needs, is undergoing a statutory assessment or have a disability?	Yes / No
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If yes, please give details

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Section 2 – About you

Forename(s)

Surname/Family Name

Contact Address

Postcode

Telephone

Telephone (Mobile)

Email address (will be used for correspondence)

Position

Your relationship to the child in Section 1

Who has parental responsibility for the child?

Is there any person who may object to an application?

Yes / No

Is there a court order in relation to this child?

Yes / No

If yes, please give details.

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Section 3 – About the schools preferred

Preferences may only be expressed by a person or body with parental responsibility for the child, using a Common Application Form. Please comment on why an application has not been made by this child's parent or parents.

If the child is moving house, please give the new address where the child will be resident and from which he or she is to attend school. Evidence may be required.

Postcode

Date of move

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Section 4 – About a potential application

Has the child been excluded from school?

Temporary / Permanently / neither

Please give details of exclusions.

Has school transfer been discussed with the child's current Headteacher or anyone else at the school?

Yes / No

If yes, please give details.

Has school transfer been discussed with an Education Welfare Officer?

Yes / No

If yes, please give details.

Has school transfer been discussed with an Educational Psychologist?

Yes / No

If yes, please give details.

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Section 4 – About a potential application

Has school transfer been discussed with
any other person or agency?

Yes / No

If yes, please give details.

Devon operates a Fair Access Protocol. This recognises that certain groups of children may be disadvantaged when they seek admission to a school. These groups are listed on page 1. It attempts to improve access to education and lessen that disadvantage. Please use the space below to tell us about any circumstances which may apply. We will use this information to assist in providing the most appropriate place for the child ***only if we are unable to offer a place at a school for which a preference has been expressed.***

I confirm that the details on this referral form are accurate. I confirm that I understand that transport to a preferred school which is neither the designated nor the nearest school may not be the responsibility of Devon County Council. I have read the information provided by the Education Transport Team.

Name (BLOCK CAPITALS) Mr/Mrs/Ms/Miss/Dr

Signature

Date