

Completing the application form

Be honest!

When you complete the Devon Common Application Form you need to make sure that the information you give us is accurate. If there is clear evidence that a parent has given us fraudulent or misleading information, particularly if they have done so to gain an advantage over others and the correct information would have meant they were refused a school place in a particular school

we will withdraw the offer of a school place.

We have had to withdraw places in the past and we may check the details given to us by parents – please be aware of this when completing and signing the application form. **Places are offered on the basis of the address from which your child is to attend school. This may be different to the address the child lived at when the application was considered.**

If your circumstances change during the process or if you know your circumstances are going to change, for example you move house or know you will be moving house before your child starts at the school, it is very important that you tell us. If we are unable to get in touch with you we will offer your school place to another child. If you decide that you no longer require a place that we have offered, please let us know in writing as soon as possible.

There will be no advantage if you only write down one school. Similarly though, you should not write down schools in choices two and three if you really do not want a place there. If we cannot offer you a place at the school you have chosen as your highest ranked preference, we may offer you a place at one of the other schools you tell us about, so make sure you think carefully when filling in the form.

Be clear!

Sections 1 and 2 of the Devon Common Application Form ask you for details about your child and about you as the applicant. It is important that you fill these in fully so we can process your application quickly. It is also important to tell us if your child has a Statement of Special Educational Needs. There is a box in Section 1 where you can do this.

In Section 3 we ask you about the schools for which you would like to express a preference. You can express a preference for up to three schools and you should put them in the order you would most like them.

If there are very special reasons why you want a place at a particular school, there is space on the form to tell us about them. There is also a space to tell us about any brothers or sisters who may already be attending the school. This is important as this will mean that your application may have a higher priority but **does not** guarantee a place can be made available.

Address changes

We will only consider a new address you tell us about if you provide evidence of the move. We will confirm with you when we accept the new address.

You should not write the same school down three times in Section 3 – if this happens we will treat this as only one preference and if we cannot offer a place at that school we will offer another school where we have places available.

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Even if you want a place in your local school you must fill in the application form.

The form should be filled in and returned to the school you prefer the most by no later than **15 January**.

Alternatively, you should return the application form direct to the School Admissions Team at **One Capital Court, Bittern Road, Sowton, Exeter EX2 7FW**

Help with online applications

You can apply for your school place online. It is simple and quick. Over 94% of applications were made online in 2011-12. If you have any problems please contact the Education Helpline on **0845 155 1019**. If you would like to complete your application online, the web address is www.devon.gov.uk/admissionsonline

What if I don't make an application?

If you don't make an application for your child **you will NOT be offered a school place**. If we were not aware of your child requiring admission we will not reserve a place. If we invite you to make an application and you do not do so, we will assume that you do not require a place. If you apply later, it may be that your local school or the school you prefer has been filled. No places are held in reserve. You will be offered a place once you apply but some schools will be full and our offer will be for an alternative school. Where a place is offered at a school further away than your closest school that could have been offered, you will be responsible for getting your child to and from school.

What if my application is late?

Late applications will not be offered a place at a school at the expense of an application which was on time. Unless you can demonstrate that you were unable to apply by **15 January** - for example, you moved house or there was an illness or other circumstance which prevented you from applying on time, your application will be considered as late.

All children whose applications were on time will be allocated a school place before late applications. It may be that your local or designated school has been filled. No places are held in reserve. Where a place is offered at a school further away than your designated school, you will be responsible for the cost of getting your child to and from school. Please make sure that you submit your application **by the closing date**.

What if I change my mind?

If you should change your mind about the schools you have put in Section 3 of the Devon Common Application Form or the order of your preferences, you should let us know immediately. If it is before **15 January**, the deadline for submitting applications, then you will need to complete a new application with your new preferences and your original application will be disregarded. If it is after **15 January**, any change of preference or new request will be considered at a second admission round on **7 May 2012** where we will consider any late applications that have been made. It is very likely that some schools will be full at this stage and we may not be able to offer you the place you want.

Application after the closing date of 15 January

- a. reason accepted by the Admissions Manager and application is timely - will be considered alongside other applications and a place offered on 20 April
- b. reason not accepted; application is late - will be considered after timely applications and a place offered on 20 April.

Application after 30 March 2012:

No further applications will be accepted for inclusion in the first round of allocations on 20 April; applications will go forward alongside all others pending at the second round of allocations on 7 May. All applications at the second round will be considered together.