

Dos and don'ts

Do

- Make sure that you are resident in the Devon County Council area
- Complete a Devon Common Application Form online at www.devon.gov.uk/admissionsonline and submit by the closing date of **15 January**.
- If you cannot apply online, complete a paper Common Application Form and return it by the closing date of **15 January**.
- Express a preference for 1, 2 or 3 schools.
- Consider how you will get your child to school.
- Consider naming your designated school as one of the preferences.
- Name the youngest sibling if you expect to have more than one child on roll at a school. Older children, especially those due to move on to secondary education, are less likely to still be on roll.
- Provide evidence if you feel there are exceptional reasons for your preference.
- Tell us if your circumstances change.
- Tell us if you know your address is going to change before September.
- Check whether any school you are interested in asks you to complete a Supplementary Information Form or provide a letter of support from a church minister
- Return any Supplementary Information Form to the school itself by the closing date of **15 January**.

Do not

- Assume that you do not need to apply for your designated school – you must tell us you want a place.
- Assume that you do not need to apply for the school where you already have other children – you must tell us you want a place.
- Name the same school three times – this will be considered as one preference.
- Name a school if you don't want a place there.