

Children & Young People's Services

Admissions Team

One Capital Court

Bittern Road

Exeter

EX2 7FW

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All administrators
Of all Devon Schools

Dear Colleague

School Admission Team Changes

With the end of term fast approaching, I thought now would be a good opportunity to inform you of some recent changes to personnel and workloads within the admissions team.

Please see the attached team structure so that you can see the admissions officer responsible for admissions to your school. These changes will take effect from the end of the summer term, which will give your current admission officer some time over the summer break to handover the area and brief the new admissions officer on any issues they need to be made aware of at your school. Please also check that you have the correct phone number for your admissions officer, as some phone numbers have changed.

In order to assist the admissions team with any enquiries that are received over the summer months, I would kindly ask that all schools email schoolnor@devon.gov.uk before the end of term with up to date numbers on roll per year group. This is a new dedicated email address that has been set up to assist us in monitoring numbers on roll more closely and effectively.

Once the new school year starts I would also like to kindly request that all schools email their numbers on roll to the dedicated email address on a monthly basis. I do appreciate that this is a little bit of extra work for you as administrators; however, it would be hugely beneficial to the school admissions team and will probably cut down on phone calls and frequent e-mails from us!

Please be advised that parental enquiries should still be directed to My Devon on 0845 155 1019 in the first instance.

Finally thanks for all your continued co-operation and assistance during the last academic year.

Yours Sincerely

Karen Howes

For Executive Director of Children's and Young People's Services

Textphone 0845 1551020 SMS Text 0777 3333 231

www.devon.gov.uk

ADMISSIONS TEAM – One Capital Court, Bittern Road, Sowton, Exeter EX4 7FW

Name	Extension	E-Mail	Main Duties
Karen Howes	3704	karen.howes@devon.gov.uk	Admissions Manager
Neil Keen	6180	neil.keen@devon.gov.uk	Senior Admissions Officer - North Devon Primary Schools; Appledore, Ashleigh, Beaford, Berrynarbor, Bishops Tawton, Bratton Fleming, Brayford, Buckland Brewer, Caen, Clovelly, Combe Martin, Dolton, East-the-Water, Filleigh, Forches Cross, Fremington, Georgeham, Goodleigh, Great Torrington, Great Torrington Bluecoat, Hartland, Holywell, Horwood and Newton Tracey, Ilfracombe Infants and Juniors, Instow, Kentisbury, Kingsacre, Landkey, Langtree, Lynton, Marwood, Monkleigh, Newport, Northam St. George's, Orchard Vale, Our Lady's Catholic, Parkham, Parracombe, Pilton Infants, Pilton the Blue Coats, Pynes Infants, Shebbear, Shirwell, Southmead, St. Helen's, St. Maragret's, St. Mary's Bideford, Sticklepath, The Clinton, The Lampard, West Croft, West Down, Woolsery, Yeo Valley
Katie Pateman	3023	katie.pateman@devon.gov.uk	Senior Admissions Officer – North Devon Secondary Schools; Bideford, Braunton, Great Torrington, Ilfracombe, Park, Pilton
Anwen Breading	2927	anwen.breading@devon.gov.uk	Admissions Officer: Holsworthy, Okehampton, Tavistock, Teignmouth + their feeder primaries
Sandra Dunstan	3539	sandra.dunstan@devon.gov.uk	Admissions Officer: Axe Valley, Colyton Grammar, Exmouth, Honiton, King's OSM, Sidmouth + their feeder primaries
Rob Money	2056	robert.money@devon.gov.uk	Admissions Officer: Clyst Vale, Isca, St. James', St. Luke's, St. Peter's, West Exe + their feeder primaries
Stuart Pears	2055	stuart.pears@devon.gov.uk	Admissions Officer: Coombeshead, KEVICCs, Newton Abbot College, South Dartmoor, Teign School + their feeder primaries
Rachel Quant	3713	rachel.quant@devon.gov.uk	Admissions Officer: Chulmleigh, Cullompton, QE, South Molton, Tiverton, Uffculme + their feeder primaries
Judith Treby	3717	judith.treby@devon.gov.uk	Admissions Officer: Dartmouth, Dawlish, Ivybridge, Kingsbridge + their feeder primaries
Jane Gilpin	3572	jane.gilpin@devon.gov.uk	PA support to Lisa Boon and Admissions Team
Kayleigh Searle	2761	kayleigh.searle@devon.gov.uk	Free School Meals and support to Admissions Managers
Jackson Oldfield	2761	jackson.oldfield@devon.gov.uk	Free School Meals and support to Admissions Managers