

Application for KS4 transfer - September 2020

At the Normal Round Intake to a state-funded Studio School or University Technical College.

Apply using this form if your child **lives** in Devon (not Plymouth or Torbay) even if one or more of your preferences is not in Devon. For Year 9 in September 2020, your child will have been born between **1 September 2006 and 31 August 2007** (inclusive). For Year 10, your child will have been born between **1 September 2005 and 31 August 2006** (inclusive).

Name or "express a preference for" 1, 2 or 3 schools. You don't need to name 3 schools but we advise parents who apply for a school which is not the catchment school to consider naming more than 1 and to include the catchment school. Check whether any of the schools ask you to provide evidence by completing a school Supplementary Information Form or providing a letter from a priest as well as this form (check at devon.cc/schoolSIFs).

You are strongly advised to read the Step by Step Guide and to ask if you have any questions call 0345 155 1019 or email admissions@devon.gov.uk Applications may be considered late and at a disadvantage if submitted after **31 October 2019**. Return to the school you name as first preference or to the **School Admissions Service, Room L60, County Hall, Exeter EX2 4QU**

Section A - Details about your child

Forename(s)	Surname/Family Name
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Please be aware that any applications received for children with an Education, Health and Care Plan will be forwarded to the 0-25 Special Educational Needs Team. The admissions process for children with an EHCP is managed by that Team. To avoid confusion, please indicate here if your child has an EHCP. This will not affect the school your child will attend.

Yes / No

Home Address

Postcode

This must be the address where your child is normally resident. If you expect to move from this address before September 2020, you must let us know as this may affect your application. Evidence of a new address may be necessary - the Admissions Service will confirm with you whether a change of address is accepted.

Current school or setting

Which Year Group are you applying for? **9 or 10**

Eligible for Pupil Premium Funding?
(only relevant for some schools)

Yes / No

Date of Birth

Gender

Is this child in the Care of a Local Authority?

Yes / No

Was this child in the Care of a Local Authority immediately before being adopted, made the subject of a child arrangements order or special guardianship order?

Yes / No

If Yes to either question, please give contact details for the Local Authority

Section B - Details about you

Forename		Surname/Family Name	
Do you live at the same address as your child?			Yes/No
Email address		Telephone (Daytime)	
Your relationship to your child		Do you have parental responsibility for your child? Yes/No	

Section C - Your preferred schools

You can name one, two or three schools as your preferences. It is important you name them in the order you would most like a place - if a place could be offered at more than one of the schools you name, a place will only be offered at your highest preference school that can offer a place.

You should check whether any of the schools you name give priority for faith or other reasons and ask you to provide evidence by way of a letter from a priest or a Supplementary Information Form which you can provide **in addition to this form**.

1) First preference (where you would most like a place)

Check whether there is a **Supplementary Information Form** for this school at devon.cc/schoolSIFs

Name of school	
Is there a sibling on roll at this school?	Yes/No
Name of sibling:	Date of Birth
Does this child have a parent who is a member of staff at this school?*(if yes, please name the member of staff in the box below)	Yes/No
Is there an exceptional social or medical need for a place at THIS school?**(if yes, give details in the box below. It is YOUR responsibility to provide evidence from a relevant professional in support of this. Please read about this in the Step by Step Guide.)	Yes/No

Reasons for your preference

*Not all schools prioritise children of staff. **It is expected that a parent seeking priority on grounds of exceptional need will do so only for the first preference as that is the ONLY school they believe can meet the child's needs.

2) Second preference (where you would like if no place is available at your first preference)Check whether there is a **Supplementary Information Form for this school** at devon.cc/schoolSIFs

Is there a sibling on roll at this school?	Yes/No
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Name of sibling:	Date of Birth
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Does this child have a parent who is a member of staff at this school?* (if yes, please name the member of staff in the box below)	Yes/No
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3) Third preference (where you would like if no place is available at your first or second preference)Check whether there is a **Supplementary Information Form for this school** at devon.cc/schoolSIFs

Is there a sibling on roll at this school?	Yes/No
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Name of sibling:	Date of Birth
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Does this child have a parent who is a member of staff at this school?* (if yes, please name the member of staff in the box below)	Yes/No
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*Not all schools prioritise applications for children of staff.

Section D - Your declaration and signature

You may be asked to provide proof of your child's date of birth or address or both.

Devon takes very seriously any attempt to gain an unfair advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If an offer for a school place was based on fraudulent or misleading information (for example, a false claim to living at an address) the offer may be withdrawn. This has happened in previous years. A place can be withdrawn even after a child has started at school.

If you make more than one application, your later application will render your earlier application invalid. Admission to a school which is not the closest available to your child's home may affect your entitlement to Education Transport from the Local Authority. You are strongly advised to read the information in the Step by Step Guide and Devon's Education Travel Policy.

You must apply using a Common Application Form from the local authority where the child lives.

I/we confirm that the details provided are accurate.

I/we understand that transport to a preferred school which is neither the designated nor the nearest school may be my/our responsibility.

I/we will advise the School Admissions Service direct of any changes to circumstances affecting this application or the offer of a school place including changes of address, preferences for schools and the allocation of a place to a sibling at any school I/we have named on this form.

I/we confirm that I have read and understood information in the Step by Step Guide.

Your signature

Your signature

Name (please print)

Name (please print)

Date

Date

We encourage both parents to be in agreement over preferences but only one signature is required.

Please return this form to the School Admissions Service between 1 September and 31 October 2019 (or as soon as possible, with reasons why you feel your application should be considered on time).

Privacy and Data Protection

Your personal data is being used by The School and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://new.devon.gov.uk/privacy/privacy-notice/> Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing

below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.