

Private & Confidential - Addressee Only
Parent or Guardian

Education and Learning
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Topsham Road
Exeter
EX2 4QD
Tel: 0345 155 1019
Email: admissions@devon.gov.uk

September 2019

Dear Parent or Guardian,

On behalf of the Devon School Admissions Service, I would like to take this opportunity to welcome your child back to school in September 2019. This will be an exciting year and a preparation for secondary transfer next September. The next stage of education may seem some way off, but it is during this term that you should make an application for the school you would like your child to attend.

You can apply after 1st September at www.devon.gov.uk/admissionsonline and express your preference(s) for up to 3 secondary schools, whether in Devon or in another Local Authority area. The online application system is available on all platforms including mobile and tablet devices.
You may want to visit Schools' Open Events which are usually held in September/October, details available from the Schools direct or via devon.cc/opendays.

Please be aware that some schools require supplementary forms to be completed, admission arrangements for these schools can be found at devon.cc/schoolsifs. **Please be aware that applications received after the closing date (31st October) may be considered after those received on time - if your preferred school is oversubscribed, this could mean no place can be offered and transport to any alternative will be your responsibility.**

If you cannot apply online, you can still apply using the Common Application Form. You can view the booklet and other admissions information at devon.cc/admissions. If you require a paper application form, or have queries regarding the online facility, or the application process in general, please contact the Education Helpline on 0345 155 1019.

Parents of children resident in the Devon County Council area (not Plymouth City Council or Torbay Council) **must** apply at www.devon.gov.uk/admissionsonline or use the Devon form. Residents of other local authority areas will have their own forms and online facility, which they **must** use even if one or more of their preferred schools is within Devon.

Additional Important Information regarding students with Special Educational Needs:

If your child has an Education, Health and Care Plan, the 0-25 SEN team will be contacting you by letter to ask for your parental preference(s) and it is important that you respond to their request within the timescale. However, you can also provide the admissions team with your mainstream preferences using the process above.

If you (or the current educational setting) have made a request for a Statutory Needs Assessment for an EHCP, the 0-25 SEN team may be in touch with you. However, at this time, it is important that you follow the admissions process above in providing the Local Authority with your parental preferences.

It is important when applying for places, that you also consider how your child will get to school. I am enclosing a leaflet explaining entitlement to education transport. Please pay particular attention to the information regarding low income if this applies to you. You can check the designated school which serves your home address at devon.cc/schoolareamaps or by telephoning 0345 155 1019.

Yours sincerely,



Admissions Manager

