

## **Admissions – Joining our School**

### **Come and visit us**

If you are interested in your child attending our school, you are welcome to come in and visit us. You can arrange a visit with us or by calling or emailing [admin@ugborough-primary.devon.sch.uk](mailto:admin@ugborough-primary.devon.sch.uk)

Devon is the admissions authority for our school, responsible for the admissions policies and decisions when there is an application for admission. We have an admissions policy for each academic year. Policies are written to comply with the School Admissions Code 2021 and the School Admissions Appeals Code 2022. We take part in the normal round and the in-year co-ordinated admissions schemes of Devon County Council.

### **Applying to come here**

Once you decide you would like a place you must make a formal application. This is the same for all new admissions, including children who have a sibling with us, children who have been a pupil here before. You can do this by applying to the Local Authority (Devon County Council).

If your child is due to start in Reception (Foundation Stage), children are offered places to start in Reception at the beginning of the September term after their fourth birthday, even if they intend to defer admission until later in the academic year.

### **The Local Authority**

Devon County Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) where you can read about the admission process in the *Step by Step* and *In-Year Admissions* booklets.

**Applications can be made online at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or by using the forms available at <http://devon.cc/applicationforms>**

There is an appeals process if an application is refused; this is detailed at [www.devon.gov.uk/school-appeals](http://www.devon.gov.uk/school-appeals)

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact Devon School Admissions Service on 0345 155 1019 or by email to [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk).

The admissions policies for all state-funded mainstream schools in Devon can also be found at <http://devon.cc/schoolpolicy>

### **Our Admissions Policies**

You can find our admissions arrangements below - we review the school policy annually and may make changes if we feel this is in the best interests of the school and our community.

Each academic year has its own policy document, with details about how to apply for a place in school from the start of Reception through to Year 6.

#### **School admissions policy 2025-26**

This is our determined policy. If you have any comments regarding the policy, you can contact us at the school or [schoolsadmissionpolicy-mailbox@devon.gov.uk](mailto:schoolsadmissionpolicy-mailbox@devon.gov.uk).

We amended our policy to remove a time limitation on when in-year applications could be made for children of Crown Servants or UK Service personnel.

#### **School admissions policy 2026-27**

This is our determined policy. If you have any comments regarding the policy, you can contact us at the school or [schoolsadmissionpolicy-mailbox@devon.gov.uk](mailto:schoolsadmissionpolicy-mailbox@devon.gov.uk).

We amended our policy to remove a time limitation on when in-year applications could be made for children of Crown Servants or UK Service personnel.

### **School admissions policy 2027-28**

We will consult on an admissions policy between November 2025 and 16 January 2026. If you have any comments regarding the policy we propose, you can contact us at the school or [schoolsadmissionpolicy-mailbox@devon.gov.uk](mailto:schoolsadmissionpolicy-mailbox@devon.gov.uk).

After the consultation, we will determine the policy at a meeting of the admissions authority held before the end of February 2026. Once determined, the policy will be updated online by 15 March 2026.

Objections can be made up to 15 May 2026 to the Office of the Schools' Adjudicator.

**Please see the separate link for the proposed policy.**

### **The Admissions Appeals Timetable 2026**

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.

Allocation date for Reception or junior school Year 3: **16 April 2026**

Deadline for appeal forms to be submitted: **31 May 2026**

Appeals will be heard within 40 school days, by: **24 July 2026**

Where possible, appeals that are submitted after 31 May will be heard by 24 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted

In-year appeals can be submitted after a refusal. They will be heard within 30 school days of an appeal being submitted.

Allocation date for Year 7 intake or studio school / UTC Year 10: **2 March 2026**

Deadline for appeal forms to be submitted: **20 April 2026**

Appeals will be heard within 40 school days, by: **23 June 2026**

Where possible, appeals that are submitted after 20 April will be heard by 23 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

In-year appeals can be submitted after a refusal. They will be heard within 30 school days of an appeal being submitted.

Allocation date for Year 12: by **28 February 2026**

Deadline for appeal forms to be submitted: **31 March 2026**

Appeals will be heard within 40 school days, by: **15 June 2026**

Where possible, appeals that are submitted after 31 March will be heard by 15 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Sixth form appeals in response to a candidate not meeting academic criteria when the external exam results are published in August, within 30 school days: by **16 October 2026**.

### **The Admissions Appeals Timetable 2027**

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.

Allocation date for the normal round Reception: 16 April 2027

Deadline for appeal forms to be submitted: 31 May 2027

Appeals will be heard within 40 school days, by: 23 July 2027

Where possible, appeals that are submitted after 31 May will be heard by 23 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

In-year appeals can be submitted after a refusal. They will be heard within 30 school days of an appeal being submitted.

Allocation date for Year 7 intake or studio school / UTC Year 10: **1 March 2027**

Deadline for appeal forms to be submitted: **19 April 2027**

Appeals will be heard within 40 school days, by: **21 June 2027**

Where possible, appeals that are submitted after 19 April will be heard by 21 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

In-year appeals can be submitted after a refusal. They will be heard within 30 school days of an appeal being submitted.

Allocation date for Year 12: by **28 February 2027**

Deadline for appeal forms to be submitted: **31 March 2027**

Appeals will be heard within 40 school days, by: **14 June 2027**

Where possible, appeals that are submitted after 31 March will be heard by 14 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Sixth form appeals in response to a candidate not meeting academic criteria when the external exam results are published in August, within 30 school days: by **15 October 2027**.

## Suggested Wording for Newsletters

### **Admissions policy for 2027-28: Annual Consultation**

Along with all other schools and academies in Devon, we are consulting on an admission policy for 2027-28. The Local Authority is also consulting on its arrangements – the admissions schemes through which you can apply. You are invited to look at the proposal new policies which are based on policies for this year and next year and to have your say on them.

Our proposed policy is on our admission page and you can see all policies at <http://devon.cc/schoolpolicy>

Further information is here: [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

The consultation runs between 1 November and 16 January 2026.

Policies will be determined by the end of February and published in the same places by 15 March 2026 next year. You can comment at [schoolsadmissionpolicy-mailbox@devon.gov.uk](mailto:schoolsadmissionpolicy-mailbox@devon.gov.uk) or by emailing the school. No changes are being proposed.

**For OLA schools, the following words could be used.**

**Nb if you receive appeals support from Devon, you should use the Devon Appeals contact information.**

**OLA weblinks are subject to change.**

### **The Local Authority**

Cornwall Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [Applying for a School place for September 2027 booklet](#)

Applications can be made online at <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/apply-to-start-school-or-transfer-to-junior-secondary-or-ks4-school-in-september-2027/> or by using the forms available by calling the LA.

There is an appeals process if an application is refused; this is detailed at [www.devon.gov.uk/school-appeals](http://www.devon.gov.uk/school-appeals)

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact Cornwall School Admissions Service on 0300 1234 101 or by emailing [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

### **The Local Authority**

Torbay Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [TIPS 4 Booklet](#) and [TIPS 8 Booklet](#)

Applications can be made online at <https://www.torbay.gov.uk/schools-and-learning/admissions/> or by using the forms available by calling the LA.

There is an appeals process if an application is refused; this is detailed at [www.devon.gov.uk/school-appeals](http://www.devon.gov.uk/school-appeals)

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact Torbay School Admissions Service on 01803 208908 or by emailing [pupilservices@torbay.gov.uk](mailto:pupilservices@torbay.gov.uk)

### **The Local Authority**

Plymouth City Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [Starting School in Plymouth Booklet](#)

Applications can be made online at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) or by using the forms available by calling the LA.

There is an appeals process if an application is refused; this is detailed at [www.devon.gov.uk/school-appeals](http://www.devon.gov.uk/school-appeals)

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact Plymouth City School Admissions Service on 01752 307469 or by emailing [school.admissions@plymouth.gov.uk](mailto:school.admissions@plymouth.gov.uk)

### **The Local Authority**

Somerset Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [Primary Admissions Guide](#)

Applications can be made online at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or by using the forms available by calling the LA.

There is an appeals process if an application is refused; this is detailed at <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/appeals-for-a-place-to-start-school-in-september/>

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact Somerset School Admissions Service on 0330 123 2224 or by emailing [SchoolAdmissions@somerset.gov.uk](mailto:SchoolAdmissions@somerset.gov.uk)

### **The Local Authority**

Bournemouth, Christchurch and Poole Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [Admission to Infant / First School 2027: A Guide for Parents and Carers](#)

Applications can be made online at <https://www.bcpccouncil.gov.uk/Schools-and-learning/School-admissions/School-admissions.aspx> or by using the forms available by calling the LA.

There is an appeals process if an application is refused; for more information, email [htst@bcpccouncil.gov.uk](mailto:htst@bcpccouncil.gov.uk)

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact BCP School Admissions Service on 01202 123222 or by emailing [cis@bcpccouncil.gov.uk](mailto:cis@bcpccouncil.gov.uk)

### **The Local Authority**

Dorset Council publishes information about admissions and its own policies to support the admissions application and appeals process. This is at [Parents' Guide to School Admissions](#)

Applications can be made online at <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/apply-for-a-school-place> or by using the forms available by calling the LA.

There is an appeals process if an application is refused; this is detailed at [Appeal a school admission decision - Dorset Council](#)

For questions about your child joining the school or just about the admissions process in general, please don't hesitate to contact the school direct or contact Dorset School Admissions Service on 01305 221060 or by emailing [admissions@dorsetcouncil.gov.uk](mailto:admissions@dorsetcouncil.gov.uk)