



Together   
for Families

# Applying for a school place





# School Admissions Team – about us

- We allocate places for school-age children at all of the 267 state-funded mainstream schools in Cornwall – infant, junior, primary and secondary schools.
- We do this for the normal admissions round (the new intake to schools) and for ‘in-year’ applications – for places during the school year.
- We process over 16,000 applications each year.



# Children with an Education, Health and Care Plan

If your child has an Education, Health and Care (EHC) plan you are **not required** to make an application.

- School admissions for children with an EHC plan are arranged by the Statutory SEN Service, outside the Co-ordinated Admissions Scheme.
- Admissions for these children will be handled in accordance with the national SEND Code of Practice and associated regulations.

## Statutory SEN Service, Cornwall Council

Email: [statutorysen@cornwall.gov.uk](mailto:statutorysen@cornwall.gov.uk)

Tel: 01872 324242

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/special-educational-needs-file/>

# Key messages

- **Apply on time!**
- **Apply even if you already have a child at the school or your child attends the school's nursery.**
- **Think about how you will get your child to school.**
- **List more than one preference.**
- **Consider listing your nearest and/or designated school.**





# Starting school in reception

- Most children start reception full-time in September after their fourth birthday.
- If your child attends a school's nursery or pre-school class you still need to apply.
- You can request part-time admission until your child reaches compulsory school age. You need to arrange this with the school.



# Transferring to secondary school

- Applying for a place in year seven at a secondary school.
- Children normally transfer to secondary school in the September following their eleventh birthday.



# Transferring from an infant to junior school

- Applying for a place in year three at a junior school. This is the first year of a junior school.
- For children who need to transfer from Year 2 in an infant school to Year 3 in a junior school and children who live in Cornwall and attend a primary school who want a place in Year 3 at a junior school.
- There are eight junior schools.
- Children normally start in year three at a junior school in the September following their seventh birthday.



# Important dates

## **31 October**

The deadline for applying for a secondary school.

## **15 January**

The deadline for applying for a place in a reception class.

The deadline for applying to transfer to Year 3 in a junior school.





# Apply on time!

- Make sure you apply before the deadline.
- If your application is late it will be processed after all of the on-time applications and there may not be any places left at your preferred schools.



# Naming your preferences

You can apply for up to three schools.

Before you decide which schools to apply for you could:

- arrange a visit by contacting the school or finding out when they are having an open evening;
- have a look at the school's website;
- ask for a copy of their prospectus.

**You should also...**

## **Read the school's admission arrangements**

- This will help you understand how places will be allocated.

## **Find out if your child would be eligible for travel assistance**

- You should not assume that your child is eligible for home to school travel assistance. If you wish to check your eligibility please contact the Transport Co-ordination Service **before submitting your application.**



# Name more than one preference!

- If you only put one preference and we cannot offer you that school you might be allocated a school some distance away as other parents/carers who did list additional preferences will take priority for the nearer schools.
- Naming more than one preference will not give you any less chance of getting a place at your preferred school.
- We recommend naming your nearest or designated school as one of your preferences.



# Designated areas

Cornwall Council has divided Cornwall into areas called 'designated areas'. You might also hear them called 'catchment' areas. These are each served by a specific school or schools.

- Your designated school may not be the one nearest to your home address.
- Some schools include living in the designated area as a priority in their oversubscription criteria. This is the criteria they use to decide who should have a place.
- If you want to find the designated or nearest school or schools for your address:
  - go to [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions); or
  - contact the School Admissions Team.



# Home address

We can only use one address to process your application.

- The address must be:
  - the child's main address at the point of application and the address from which they will attend school; or
  - a future address from which the child will attend school, supported by a form of evidence.
- We would need evidence of a proposed address in the form of, for example:
  - a signed rental agreement; or
  - evidence of an exchange of contracts.



# Consider how you will get your child to school

Eligibility for free travel assistance is assessed separately from admission to school.

- You should not assume that your child is eligible for travel assistance. If you wish to check your child's eligibility, please contact the Transport Co-ordination Service before submitting your application.
- The eligibility criteria are explained in **Cornwall's Home to School Travel Assistance Policy**. You can read this at: [www.cornwall.gov.uk/schooltransport](http://www.cornwall.gov.uk/schooltransport).
- If eligible, travel assistance will only be provided at the official beginning and end of the school day.

## Transport Co-ordination Service

Email: [studenttravel@cornwall.gov.uk](mailto:studenttravel@cornwall.gov.uk)

Telephone: 0300 1234 222



# Making an application

Before the deadline go to [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) and complete your online application in Parent Portal.

It is quicker and easier to apply online through Parent Portal. However, if this is difficult for you we can provide a paper application form on request.

## **Providing supporting information**

If you believe that you should be given priority based on a particular oversubscription criterion in the school's admission arrangements:

- You will need to provide as much relevant information as possible with your application. You can upload this to your Parent Portal application.
- Places can only be allocated using the written information that you give us.



# How places are allocated

- Each school has an ‘admission authority’ which sets the admission arrangements. This includes the priority order they will use if there are more applications than places available – the ‘oversubscription criteria’.
- If your application was submitted by the deadline it will be considered at the same time as all other applications received by the deadline.
- All applicants will be listed in the order of each school’s oversubscription criteria for admission to each school. They will be listed regardless of whether the school is named as a first, second or third preference.
- If you name three preferences, your child will appear on three lists.
- We will offer places up to the Published Admission Number (PAN) for each school. The PAN is the maximum number of children that a school will admit to the year group.
- If your child qualifies for a place at more than one of the schools you have expressed a preference for, a place will be offered at the one you have ranked as your highest preference on your application form.





# Notifications

- If you submit an application online by the deadline you will be sent an email on National Offer Day telling you which school you have been allocated.
- If you applied online you will also be able to log back in to the system to check your allocation.
- If you applied using a paper application and did not provide an email address we will send you a letter in the post.

## National Offer Days

- Secondary school allocations: 1 March or the next working day
- Primary school allocations: 16 April or the next working day



# Appeals

- If we have to refuse a place at any of your preferred schools you will have the right to appeal to an independent panel. Your letter will tell you how to do this.
- You will have 20 school days after you receive your notification to appeal the decision.
- Appeals must then be heard within 40 school days of this deadline.



# Waiting lists

- Cornwall Council or individual admission authorities will maintain waiting lists for at least the first term of the academic year.
- Children will automatically be added to the waiting list for schools where a place has been refused.
- Waiting lists are based on the school's oversubscription criteria. This is the list that is used to decide the order of priority.
- Children's places on a waiting list are subject to change. A child's position may change if extra information is received about applications or other children are added to the list.
- No priority is given to the length of time that a child has been on the list.
- You should notify us as soon as possible if your circumstances change in any way in case it affects your child's position on the waiting list.



# Changing schools during the school year

You can make an 'in-year application' to **change schools** or **join a school** in Cornwall during the school year. In-year applications include joining an existing year group at the start of a new school year.

If you are moving/have moved house you will need to provide evidence of your new address.

Changing school is a significant step. You should think carefully before submitting your application.

If you are thinking of requesting a change of school for your child because of concerns about their attendance, their behaviour or because of bullying we strongly recommend that you talk to someone at your child's current school about your reasons for considering a change. It might be that any issues could be addressed without having to change schools. You may find the following web page useful:

<https://www.headstartkernow.org.uk/struggling-in-school>

**Where to get help:**

## **School Admissions Team**

**Website: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)**

**Email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)**

**Telephone: 0300 1234 101**

