



Co-ordinated Admissions Scheme

for September 2015 entry to
infant and primary school and
transfer to junior school

Introduction

This scheme is made by Cornwall Council, the Local Authority (LA) for the County of Cornwall, acting under the provisions of The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2012.

Interpretation

1. In this scheme:

“the LA” means Cornwall Council acting in its capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“school” means a community, foundation, voluntary-controlled (“VC”), voluntary-aided (“VA”), or trust school which is maintained by the LA or an academy or free school (but not a special school);

“admission authority” in relation to a community or VC school means the LA and in relation to an academy or free school, the academy trust and in relation to a foundation, VA or trust school, means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2015;

“admission arrangements” means the arrangements for a particular school which govern the procedures and decision-making for the purposes of admitting pupils to that school;

“in-year admission” means any application for a place in any year group at a school for the 2015/16 school year which is received by the LA after 31 August 2015;

“PAN” means the Published Admission Number for the year of entry at a school;

“parent” means a parent or carer;

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s PAN.

The scheme

2. The scheme shall be determined and applied in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.

3. The scheme shall apply to every state-funded school in the LA area (except

special schools) and shall take effect for admissions from September 2015¹.

4. The scheme shall be based on an "equal preference" system i.e. applications must be considered without reference to the parent's ranked order of preference.

Schedule 1

5. There will be a standard form known as the (Cornwall Admissions) Common Application Form (CACAF). This form will be available to parents electronically and as a paper copy.
6. The CACAF will be used for the purpose of admitting pupils into the first year of an infant, primary or junior school in the specified year.
7. The CACAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a school within the LA area; and/or
 - (b) to be admitted to a school located in another LA's area.
8. The CACAF and the accompanying written information will:
 - (a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in ranked order of preference;
 - (b) invite parents to give their reasons for each preference;
 - (c) explain that the parent will receive no more than one offer of a place at a school and that:
 - (i) all preferences will be treated equally initially;
 - (ii) a place will be offered at the highest ranking nominated school for which they are eligible for a place;
 - (iii) if a place cannot be offered at a nominated school a place will be offered at an alternative school.
 - (d) specify the closing date and where it must be returned, in accordance with paragraphs 12 to 15.
9. The LA will make appropriate arrangements to ensure:
 - (a) that the CACAF is available on the Council's website and on request from the LA and all primary schools in the LA area; and

¹ However, free schools may choose whether to participate in the scheme in their first year of opening

- (b) that a written explanation of the Co-ordinated Admissions Scheme is available on the Council's website and on request from the LA and all primary and secondary schools in the LA area.
- 10. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child of the appropriate age has access to a copy of the CACAF and a written explanation.
- 11. All preferences expressed on the CACAF are valid applications. If a parent expresses a preference for a school where the governing body or academy trust is the admission authority, that school may require the parent to provide additional information on a supplementary form only where the additional information is required for the governing body or academy trust to apply their oversubscription criteria to the application. Where a supplementary form or information is required it must be returned direct to the relevant school but such supplementary information cannot be regarded as a valid application unless the parent has also completed the CACAF and named that school as one of their preferences.

Processing of CACAFs

- 12. The closing date for applications for a reception class or year 3 in a junior school is 23:59 on 15 January 2015 i.e. this is the date and time by which completed applications (paper and online) must be received by the LA.
- 13. Completed paper or online CACAFs for reception places are to be returned direct to the LA.
- 14. Completed paper CACAFs for junior schools should be returned via the child's infant school or direct to the LA if the child does not attend an infant school in Cornwall. If a parent completes an online application for a junior school place, infant schools will be informed accordingly. Infant schools should keep a record of application forms for year 3 places at junior schools before forwarding them to the LA. This should be done either by copying each form or by recording details.
- 15. Infant schools will forward any junior school applications which they receive to the LA as soon as possible and by the closing date for applications.

Determining offers in response to the CACAF

- 16. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CACAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CACAF where:
 - (a) it is acting in its separate capacity as an admission authority; or
 - (b) an applicant is eligible for a place at more than one school; or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 20 of this Schedule.

17. **By 06 February 2015** where parents have nominated a school outside the LA area, Cornwall Council will notify the relevant LA.
18. **By 06 February 2015** the LA will notify the governing body or academy trust of any school where it is the admission authority and does its own ranking, of every nomination for a place at that school, regardless of the ranking of each preference. **By 16 February 2015** the LA will notify governing body or academy trust of the number of first, second and third preferences for their school.
19. **By 27 February 2015** the governing body or academy trust of any school where it is the admission authority and does its own ranking will have considered all applications for places, applied the school's oversubscription criteria and provided the LA with a list of those applicants ranked in priority order.
20. **By 23 March 2015** the LA will rank all applications for those schools for which it is the admission authority or for those schools where it is acting on behalf of the governing body or academy trust. Using these ranked lists and those provided by schools that do their own ranking, the LA will be able to determine the children who are eligible for places at each school. This will be done by comparing the number of children on each school's list to the PAN for that school. If the number of preferences is equal to or less than the PAN, all children on the list will be eligible for places at that school. Otherwise, the number of children eligible for places will be those children with the most priority, as determined by the school's oversubscription criteria, up to the school's PAN. If children are eligible for places at more than one school, they will be allocated a place at the school ranked as the highest preference and removed from the other list(s). Other children will then be able to move up the ranked list(s) for the second and/or third preference school(s) accordingly. Where a child living in Cornwall is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest school in Cornwall with a vacancy. Distances will be measured by the nearest available route, as determined by the LA's Geographical Information System (currently dataMap).
21. **By 23 March 2015** Cornwall Council will inform other LAs of places in schools in Cornwall to be offered to their residents. Similarly, Plymouth and Devon LAs (and others, as appropriate) will notify Cornwall LA of places to be offered to residents in Cornwall. If on exchanging such information with other LAs it transpires that another LA is also intending to offer a child a place at a school, the highest ranking preference would take priority and only one school place would be allocated.
22. **By 10 April 2015** the LA will send all schools in Cornwall lists of the children to be offered places at their establishment.
23. **On 16 April 2015** parents will be sent a letter by the LA notifying them that they are being offered a place at the school. Parents who apply online and who opt to be notified of the outcome of their application electronically will also receive an e-mail notification. The letter will give the following information:

- the name of the school at which a place is being offered;
- if appropriate, the reasons why the child is not being offered a place at the other schools nominated on the CACAF;
- if appropriate, the reasons why the child is not being offered a place at any of the schools nominated on the CACAF;
- if appropriate, information about the statutory right of appeal against the decision to refuse places at any of the nominated schools, including contact details as necessary;
- an invitation for the child's name to be added to the waiting list for that school where the child has been refused a place at a nominated school in Cornwall;
- a request to notify the LA without delay if, for any reason, the parent no longer wishes to accept the place offered. Where a parent does not respond, it will be assumed that the place is accepted.

Late applications

24. Round one

The closing date for applications in the normal admissions round is 23:59 on **15 January 2015**.

25. Late applications or changes of mind submitted by **13 February 2015** will be processed with those received by the closing date **ONLY** in exceptional circumstances. Such circumstances would include medical reasons, a recent move into the area, a return from abroad or other circumstances decided by the LA to be exceptional. Late applications not deemed exceptional will be dealt with in round two.

26. Round two

Late applications received between 15 January 2015 and **01 May 2015** but not considered to be exceptional will be dealt with together and parents will be notified by **01 June 2015**.

27. Applications received after **01 May 2015** until 31 August 2015 will be dealt with on a daily basis but only after the round two allocations have been made.

28. All applications for places in reception or for year 3 in a junior school for the 2015/16 school year should be referred to the LA, under this scheme, until the end of August 2015.

Waiting lists (based on oversubscription criteria)

29. The LA, where it holds a waiting list for community and VC schools and on behalf of those governing bodies or academy trusts that request it, will maintain the list for the whole of the academic year of admission unless advised otherwise (in which case it will be held for at least the first term). The governing body or academy trust of schools which hold the list themselves will maintain the list for

at least the first term of the academic year of admission. During the Autumn term 2015 whichever of the LA, governing body or academy trust of a school holds the waiting list will ask parents with children still on the list whether they wish them to remain there. Parents with children still on waiting list at the end of the academic year will be reminded during the summer holidays 2016 that the waiting lists have now ceased and that they will have to submit a further application for year 1 or year 4, as appropriate, if they wish their request for a place to be ongoing.

30. All waiting lists will be based on the school's oversubscription criteria and children's places on the list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list. Children in Care or children admitted through the Fair Access Protocol will be given priority over children on the waiting list.

Schedule 2

Timetable for co-ordinated primary scheme 2015/16

- By 12 September 2014:** Guide for parents and application forms must be available.
- 15 January 2015 (23:59):** Closing date for online applications or for the paper (Cornwall Admission) Common Application Forms (CACAFs) to be received by the LA or infant school.
- By 23 January 2015:** The remainder of the CACAFs for junior school places to be returned to the LA by infant schools (although most forms should already have been forwarded to the LA by this date).
- By 06 February 2015:** Details of applications which include preferences for schools in other LAs to be sent to those LAs.

Cornwall Council to notify the governing body or academy trust of any school where it is the admission authority and does its own ranking of all nominations.
- 13 February 2015:** Final date for submission of exceptional late applications.
- 16 February 2015:** The LA will notify headteachers of the number of first, second and third preferences for their school.
- By 27 February 2015:** The governing body or academy trust of any school where it is the admission authority and does its own ranking will provide the LA with a list of all applicants ranked in priority order according to the individual school's oversubscription criteria, unless the LA do this on behalf of the governing body or academy trust.

Between 27 February and 23 March 2015, the LA will match the ranked lists of all schools and provisionally allocate places in accordance with paragraph 20 of Schedule 1.
- By 23 March 2015:** The LA will inform all other LAs of offers to be made to applicants resident in their areas (and will receive corresponding information from Plymouth, Devon and other LAs, as appropriate, according to their own schemes).

Between 23 March and 10 April 2015, the LA will decide on final allocations.
- By 10 April 2015:** The LA will notify schools which parents are to be offered places at their schools.

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| On 16 April 2015: | Notifications to be sent to parents by the LA. |
| By 01 May 2015: | Last date for submission of round two late applications. |
| By 15 May 2015: | Parents to submit appeals or requests for their children to remain on waiting lists (round one applications). |
| By 01 June 2015: | Notifications to be sent to parents of round two allocations. |
| June 2015: | Within 20 school days of notification of round two allocations, parents to submit appeals or requests for their children to remain on waiting lists. Appeals must then be heard within 40 school days of this deadline. |
| June 2015: | Appeals will take place (mainly for on-time refusals). |
| July 2015: | Appeals will take place (mainly for round two refusals). |
| July/August 2015: | Appeals will take place (mainly for refusals after round two). |
| 31 August 2015: | Scheme closes. |
| 01 September 2015: | In-year co-ordination scheme commences. |

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