

Changing Schools

Applying for a place 'in-year'
at a school in Cornwall

A guide for parents/carers

Version 1.0 – September 2012



Introduction

What is an 'in-year' application?

An 'in-year' application is an application for a place at a school other than at the normal point of entry (i.e. September into a reception class or year 3 at a junior school or starting secondary school). You might make an 'in-year' application if you are moving to Cornwall, moving within Cornwall or want to change schools for personal reasons.

Who is responsible for admissions?

Each school has an 'admission authority' which must determine admission arrangements and oversubscription criteria for the school that are in line with the regulations and codes on admissions and appeals. Children must be offered places at each school in strict accordance with these arrangements.

Cornwall Council is the admission authority for community and voluntary-controlled schools in the County. The admission authority for academies, free schools, trust and voluntary-aided schools is the academy trust or governing body. To find out what type a particular school is, visit www.cornwall.gov.uk/schools or contact the Admissions and Transport Team (details on page 5).

Cornwall Council processes applications to all schools and academies in Cornwall for normal point of entry admissions and in-year admissions. The arrangements described in this document apply to all schools and academies in Cornwall.

Headteachers do not make decisions regarding admissions. School places can only be offered by Cornwall Council.

Making an application

When can I make an in-year application?

Any parent/carer can apply for a place for their child at any time to any school outside the normal admissions round.

How to apply

To apply for a school place during the school year you will need to complete an In-Year Application Form for each child. These can be downloaded from our website www.cornwall.gov.uk/admissions. If you wish, you may request a copy from the Admissions and Transport Team (details on page 5) which we can post or email to you. Alternatively you may collect a copy from the Admissions Office at New County Hall, Truro or by visiting a One Stop Shop.

Once completed please send the form to the Admissions and Transport Team (details on page 5).

Can I change my child's school even if I am not changing my address?

Yes, parents may request a different school for their child even if they are not changing address. You should be aware, however, that your entitlement to transport might change depending on where you are applying. For more information visit www.cornwall.gov.uk/schooltransportpolicy or contact the Admissions and Transport Team (details on page 5).

What do I do if I live outside Cornwall?

If you do not currently live in Cornwall please apply to your own Local Authority (LA) who will continue to co-ordinate in-year admissions with us. Once we have processed your application we will let your LA know the outcome and they will then advise you of this.

What if I want to apply to a school outside Cornwall?

If you want to apply to a school outside Cornwall, you should contact the local authority for the area you are interested in. Visit www.direct.gov.uk for a list of local authorities.

What if I want places for more than one child?

Please be aware that having a child admitted into a particular school does not guarantee a place for their sibling(s). All schools have to follow their published admission criteria and cannot exceed admission numbers to place all children at the same school.

About the allocation of places

Processing the application

Applications will be processed no more than six school weeks in advance of a school place being required, so we would not treat your application as 'being received' in advance of that six-week period. The 'closing date' for applications is midnight on each working day. Usually, all applications received by midnight each working day will be considered at the same time.

How will places be allocated?

If the number of pupils in the year group at the school you are applying for is below the number that it is agreed they can take (the 'Published Admission Number [PAN] or an agreed number above this [the 'operational capacity']) and there are no other applications to be considered for that year group, your child will qualify for a place.

Will we have to have an interview for a place?

No – interviews are strictly forbidden by the Admissions Code and you should not be invited for an interview or be offered/refused a place based on the outcomes of a meeting with the school. The Local Authority takes this very seriously and you should notify us if you are asked to attend an interview or believe that you have been treated unfairly. Contact the Admissions and Transport Team for advice (details on page 5).

What if the school I want to apply to is full – can I go on a waiting list?

If there are no places available at the school you apply to, you can request to go on the waiting list. All schools must maintain a waiting list and this list must be ranked in line with the oversubscription criteria each time a child is added. However, children with a statement of special educational need which names the school, children in care or those that were previously in care or those allocated a place through the Fair Access Protocol will get priority over those on the waiting list.

How can I find out what the school's oversubscription criteria is?

If the school is a community or voluntary-controlled school, the oversubscription criteria is set by the Local Authority, as the admission authority for these types of

school. This criteria can be found at www.cornwall.gov.uk/admissions or by contacting the Admissions and Transport Team (details on page 5). If the school is an academy, free school, trust or voluntary-aided school, they set their own oversubscription criteria which will be available on their website or by contacting the school direct.

You can find out the type of the school you are interested in by looking at the contact list here: www.cornwall.gov.uk/schools, by contacting the school themselves or by contacting the Admissions and Transport Team (details on page 5).

What if a place is refused?

The Admissions and Transport Team will be able to tell you about places available at other schools in the area. You also have the right to appeal which the Admissions and Transport Team will inform you about. Your application will also be considered against the Local Authority's Fair Access Protocol.

What is a Fair Access Protocol?

All local authorities are required to have a Fair Access Protocol which ensures that children who are most vulnerable can be offered a place at a suitable school as soon as possible, even if that school is already full. The Protocol and further details can be found here: www.cornwall.gov.uk/admissions or contact the Admissions and Transport Team (details on page 5).

What if my child has special educational needs?

If your child has special educational needs you should discuss this with the headteacher of your preferred school. For general advice or for any concerns, please contact the Assessment and Education Provision Team at New County Hall, Truro, TR1 3AY (0300 1234 101).

What about children in care?

Children in care or those that were previously in care will always be the first priority on the school's oversubscription criteria because this is a requirement of the Admissions Code. Also, it is possible for the Local Authority or the Secretary of State to direct a school to admit a child in care to a school which they think will be the best place for them, even if the school is full.

What about Service families?

The Admissions Code requires admission authorities to have arrangements that support the Government's commitment to removing disadvantage for children of UK Service Personnel. A place must be allocated in advance of a Service family arriving in the area provided that the application is accompanied by an official letter with a relocation date and a Unit postal address or quartering area address so that the application can be considered against the oversubscription criteria.

What about transport to school?

The majority of children are not eligible for free transport and this will usually have to be organised and paid for by parents or carers (although there are some arrangements for lower income families). You can apply for assistance with transport if **all** of the following details apply to your child:

- Your child lives in Cornwall
- They attend the nearest primary school or their nearest catchment secondary school and
- The journey to school is two miles or more for a child aged under eight, and three miles or more for a child aged eight or over

If transport is likely to be an issue for you, we would advise you to contact us to see if we can help with transport before choosing your preferred schools/academies. You can obtain a list of your nearest schools/academies by using the 'My Nearest' tool on the www.cornwall.gov.uk homepage; however, please note that this will only give a straight line distance from your postcode to the school. More information can be found here: www.cornwall.gov.uk/schooltransportpolicy

Can I get help with my application?

If you need help in finding a school place, or need any advice during the process, please contact the Admissions and Transport Team (details below) who will be pleased to help you.

The Family Information Service's Choice Advice Service provides free help for parents/carers with things such as advice about admissions and help with completing the application form. Call **0800 587 8191**.

Contact details

Admissions and Transport Team

Email: admissionsandtransport@cornwall.gov.uk

Post: Camel Building, County Hall, Treyew Road, Truro, TR1 3AY

Fax: 01872 323839

Website: www.cornwall.gov.uk/admissions

Telephone: 0300 1234 101

If you would like this information
in another format please contact:

Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY

Telephone: **0300 1234 100**

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk