

Transfer to Secondary School

2013/2014

How to apply for a place in year seven in a secondary school, academy or free school for the 2013/2014 school year if you are a parent or carer living in Cornwall



Your application has to be returned by 23:59 on 31 October 2012.

Why not apply online?
It is faster and easier!

www.cornwall.gov.uk/admissions

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Why not apply online?

www.cornwall.gov.uk/admissions

- It is fast and simple to apply online!
- The system is secure and safe to use.
- There are guidance notes on the online application system that will take you through each step.
- You can make as many changes as you want to, right up to the deadline date.
- You don't need to worry whether we have received your application – if you apply online the system will generate an immediate confirmation that your application has been submitted successfully.
- You will be able to receive your child's allocation details on 01 March 2013 so you don't have to wait for the post.
- Just visit our website www.cornwall.gov.uk/admissions and click on 'Apply Online' and follow the instructions on the screen.
- The website will be open from **12 September 2012** for you to make your application and it will close at 23:59 on **31 October 2012**.

Some things to remember when applying online

- Please make sure that the email address that you submit is one that you access regularly. We will send reminders and your allocation details to this address.
- When applying online, you can change your preference(s) right up to the deadline of 23:59 on 31 October 2012. **However, please remember that if you edit your application, it is essential that you remember to resubmit. Failure to do so will result in a non-application.**

Introduction

- This is an important time in the life of every pupil and we want to give you as much help as possible. If you need any advice or further information, please do not hesitate to contact the Admissions and Transport Team (details opposite). Alternatively, you could ask the headteacher of your child's primary school.
- Please make sure that any information you provide when applying is accurate. If it can be shown that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to be resident at a particular address), Cornwall Council, the Local Authority, reserves the right to withdraw that offer. The Authority also reserves the right to require documentary evidence to prove that a family address or any other information given in support of your application is genuine.

If you require further information or if you are uncertain about anything in this booklet, please do not hesitate to contact us.

We are here to help you.



David Wood, Head of Service, Schools, Achievement and Special Educational Needs

E mail: admissionsandtransport@cornwall.gov.uk

Cornwall Council's Website:
www.cornwall.gov.uk/admissions

Post:

Admissions and Transport Team, Children, Schools and Families, Cornwall Council, Camel Building, County Hall, Treyew Road, Truro, TR1 3AY

Telephone: **0300 1234 101**

Fax: **01872 323839**

Where to get help

On request this document can be made available in large print, Braille, on disk or CD. Contact the Admissions and Transport Team.

For help with understanding the application process or other aspects of starting school, or if English isn't your first language and you need help understanding this booklet, please contact the Choice Advice Service on **0800 587 8191**.

About transferring to secondary school

When do children transfer to secondary school?

- Children normally transfer to secondary school in the September following their eleventh birthday.

Can my child go to secondary school a year early?

- Cornwall Council's preferred option is for children to remain in their year group according to their age. Early transfer to secondary school may cause difficulties later in a child's school career and is not always a satisfactory way of meeting the needs of gifted and talented children. However, in very exceptional and extenuating circumstances, permission may be given for children to transfer to secondary school a year earlier than usual. This will only be agreed after a full consultation meeting with all relevant professionals, including the child's primary headteacher and a representative of the Local Authority, the family and the child. If you are thinking of making a request for early admission you should consult your child's primary headteacher as soon as possible. You should bear in mind, however, that very few children are admitted early to secondary school. **Please note that a decision cannot be made by a headteacher, or any other professional in isolation. It is important that discussions take place at an early stage and certainly before a child enters Year 6.**

Can my child stay on an extra year at primary school?

- As stated opposite, the Local Authority's preferred option is for children to remain in their year group according to their age. However, occasionally, permission is given for children to remain in primary school for an extra year, only when there are very exceptional and extenuating circumstances. Being Summer-born is not viewed as an exceptional or extenuating circumstance. A decision will be reached only after a full consultation meeting with all relevant professionals, including the child's primary headteacher and a representative of the Local Authority, the family and the child. If you feel that your child would benefit from this option, you should ask your child's primary headteacher about this possibility in the first instance. **Please note that a decision cannot be made by a headteacher, or any other professional in isolation. It is important that discussions take place at an early stage and certainly before a child enters Year 6.**

About admissions

Which schools does this guide apply to?

- This guide provides information about the admissions arrangements that apply to all secondary schools in Cornwall. This includes Local Authority maintained secondary schools as well as academies and free schools which are outside of Local Authority control but must still take part in the co-ordinated scheme. The differences between these types of schools are explained on page 35.

Who is responsible for admissions?

- The Local Authority co-ordinates the admissions processes for secondary transfer and these apply equally to all schools. Trust schools, academies and free schools may have different admission arrangements which include the priority for places that they will apply when they have more applications than places available – called the ‘oversubscription criteria’. This is because they are the ‘admission authority’ for the school and therefore they have the responsibility for admissions.
- Cornwall Council is the admission authority for all community secondary schools in Cornwall. For trust schools the admission authority is the school’s governing body and for academy and free schools, it is the academy trust.
- There is a list of schools which starts on page 22 of this booklet where the status of each school is listed along with other information including the school’s oversubscription criteria.
- Please be aware that the status of some schools may change after the publication of this booklet during the school year starting in September 2012. However, the oversubscription criteria for the schools will remain the same for the 2013/14 school year.

- The admission authority must determine admission arrangements and oversubscription criteria that are in line with the Government’s Regulations and Codes on admissions and appeals (see www.dfe.gov.uk for more information). Children must be offered places at each school in strict accordance with these arrangements.
- Places in year 7 in a secondary school can only be offered by Cornwall Council.

Fair Access Protocol

- All local authorities are required to have a Fair Access Protocol which applies to all schools, academies and free schools. This document sets out how the local authority and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. To find out more about the Protocol please visit www.cornwall.gov.uk/admissions or contact the Admissions and Transport Team (details on page 5).

Admissions for Service Children

- The Government is committed to removing disadvantage for children of UK Service Personnel or Crown Servants returning from overseas. All admission authorities are required to allocate a place in advance of a service family arriving in Cornwall as long as the application is accompanied by an official letter that declares a relocation date and supplies the Unit postal address or quartering address so that the application can be considered against the school’s oversubscription criteria. The application form for a place in a secondary school asks whether or not it relates to a Service family so that the Local Authority can make sure that the child is not disadvantaged in the application process.

About the application process

Where to start

- Decide on your first, second and third preference secondary schools. Although it is not compulsory to give a second or third preference, it is advisable. **Naming a second or third preference school will not give you any less chance of getting a place at your first preference school.**
- Although you can apply to any school, regardless of where you live, you should bear in mind that many schools use designated area as a way of deciding who to prioritise when they have more applications than places available. Where you live also has an impact on your entitlement to transport. See page 20 for more information.
- Before you make your decision regarding the secondary schools you prefer for your child, you may wish to visit several schools in order to find out more about them. Listed on page 28 are the times and dates of Open Days/ Evenings for year 6 parents and pupils.

Preferences

- Cornwall operates an 'equal preference' scheme. All of your preferences will be considered equally against each school's oversubscription criteria. If we are able to offer your child a place at more than one school, we will offer a place at the school you have ranked the highest.
- **If your child is not allocated a place at your first preference school and you have not named a second or third preference, a place will be allocated at the nearest school with room after all the first, second and third preference allocations have been made.**

- Please be aware that 'expressing a preference' for a school is not the same as 'choosing' a school. You may express a preference for any school, but whether the Local Authority or the governing body can meet your preference will depend on the number of applications that we receive for that school and your child's priority for a place according to the school's oversubscription criteria.

What if I want a school outside Cornwall?

- If you live in Cornwall, you should make a single application to Cornwall Council for your preferred school(s) even if one (or more) of your preferred schools is not in Cornwall.
- Cornwall Council will ensure that your application is forwarded to the appropriate local authority/authorities. You should also contact the school(s) or relevant local authority direct for details of any additional information that may be required in order to determine your child's priority for admission. If any additional information should be required, please send it direct to the school or relevant local authority.
- If you want to find out about schools in a particular authority, the Department for Education's EduBase website gives information about all schools. This can be accessed via the Department's website: www.dfe.gov.uk

What do I do if I live outside Cornwall?

- If you live outside Cornwall but you wish to apply for a first, second or third preference place at a secondary school in Cornwall, you should apply online to your home local authority or you should complete the paper Common Application Form (CAF) provided by your home local authority. You should then refer to your home local authority's guidelines for information regarding where you should send the completed form. Your home local authority will ensure that Cornwall Council receives a copy of your application.
- If you live overseas, but are planning to take up residence in Cornwall by September 2013, you can apply online up to 31 October 2012. If you are not able to apply by this date, you can apply by e-mail to admissionsandtransport@cornwall.gov.uk or you can submit a paper form. If we receive your application by 06 January 2013, it will be considered with those received by the closing date.

What should I do if I need help with my application?

- **Choice Advice** is an independent support service offered by the Family Information Service. Choice Advisors will be working alongside the Admissions and Transport Team and other groups to help parents and carers with the admissions process. It is free and covers all of Cornwall. Please contact the Choice Advice Service on 0800 587 8191.

Ready to apply?

- **Before 31 October 2012**, log on to www.cornwall.gov.uk/admissions and complete your online application or complete and return the paper application form at the

back of this booklet. **Please note that only one application may be submitted for each child. If we receive more than one application for the same child, this could lead to a delay in that child being allocated a school place.**

- When you complete your application, please give as much relevant information as possible to support your preference(s). Places can only be allocated using the written information that you give to us. If you wish to send any extra supporting information after you have submitted your application you should note that we can only guarantee that such information would be taken into account if it is received by the Admissions and Transport Team by 06 January 2013. (All information provided in connection with the application will, in so far as is possible, be treated as confidential.)
- If one of your preferred schools is St Michael's Catholic Secondary School you also need to complete a supplementary information form which you will need to get from the school. You should only be asked for information or evidence that is necessary for the Governing Body to determine your child's priority under their oversubscription criteria. **You must still submit an online application or complete and return the application form in this booklet as well as provide the additional information to the school.**
- **If your child attends a maintained primary school in Cornwall, you should return your completed paper application form to the primary school.**
- If your child **does not** attend a primary school in Cornwall you should send your completed form to the address on page 5 of this booklet.
- **You must not return your completed form to your preferred secondary school.**

Will my application be acknowledged?

- If you apply online, you will receive an automated email response to let you know that your application has been received. Paper application forms will not be acknowledged. However, if you would like an acknowledgement confirming that your form has been received, please attach a stamped addressed envelope to your completed form. Requests for confirmation of receipt made by telephone will not be acknowledged.

What if we are separated/divorced – who submits the application for our child's school place?

- Only one application should be submitted for each child. See the information under 'Home address' on page 13.

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 them 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 I change my mind before the application deadline?

- When applying online, you can change your preference(s) right up to the deadline of 23:59 on 31 October 2012. **However, please remember that if you edit your application, it is essential that you remember to**

resubmit. Failure to do so will result in a non-application.

- If you have already sent in a paper application form, you will need to write to the Admissions and Transport Team (details on page 5) to tell them you want to change your preference/s.

What if my request is late?

- Applications submitted after the closing date of 31 October 2012 will usually not be processed until after all those applications received by the deadline. There will be some delay before a place can be allocated and it is likely that some schools will already be full.
- If you have just moved to Cornwall you should fill in the form at the back of this booklet and return it as soon as possible. Please note that you cannot apply online after the closing date of 31 October 2012.
- In exceptional circumstances, for example due to medical reasons, or a recent move into the area or a family is returning from abroad, an application may be accepted for consideration with those submitted by the closing date (31 October 2012) if it is submitted by 06 January 2013. If you think this applies to your late application, please ensure that you attach a covering letter to your form explaining why your application is late.

What if I want to change schools during the school year?

- Although Cornwall Council co-ordinate the applications and offer of places for children transferring to secondary school, if you wish to change schools during the school year, you need to apply direct to the school that you are interested in and they will handle your application. You can still contact the Admissions and Transport Team for help and advice.

How will places be allocated?

Applications submitted on time ('round one')

- If your application is submitted by the closing date (31 October 2012) it will be considered at the same time as all other applications received by the closing date. No priority is given to applications on a "first-come, first-served" basis.
- All applicants for schools will be listed in priority order for admission to each school, regardless of whether the school is named as a first, second or third preference. So, if you name three preferences, your child's name will appear on three lists. We will offer places up to the published admission number (PAN) for each school. The secondary schools and their PANs are listed on page 22 and an explanation of the term PAN can be found on page 30.
- 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.
- Parents will only receive one offer of a school place for each child.

What about designated (or 'catchment') areas?

- Cornwall Council is under a legal duty to ensure a school place is available for every child of compulsory school age resident in Cornwall. To help it to do this, the Local Authority has divided the County into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called "designated

areas". (You may also have heard these areas referred to as "catchment" areas.) Your designated school will not always be the one nearest to your home address.

- Cornwall's published oversubscription criteria for community secondary schools give priority for admission to those children living in the designated area of a school.
- Please note that some schools no longer include designated area in their oversubscription criteria (see page 22). However, entitlement to transport will still be determined by the Local Authority with regard to whether the school is in the designated area for your address or is your nearest school.
- Special arrangements apply in Penzance and Newquay where it has been agreed that the two secondary schools (Humphry Davy School and Mounts Bay Academy in Penzance and Newquay Tretherras and Treviglas in Newquay) will be treated as if they have one designated area, which is called a "de-zoned area". If you live in this de-zoned area neither of the two schools named will be designated specifically for your home address, but in the event of a "tie-breaker" being necessary to decide on admissions, your child would have priority for the designated school nearest to your home address.
- In addition, if you live in the designated area for Cusgarne Community Primary School, your child has an equal priority for admission to two secondary schools: Redruth School and Richard Lander School, Truro. If you live in the designated area that previously served Tresillian Infant School (which closed on 31 August 2004), your child has an equal priority

for admission to The Roseland Community College and Penair School, Truro. All other addresses have one designated secondary school only.

- You may express a preference to send your child to the designated school (or one of the designated schools) for your child's address or you may express a preference for any other secondary school.
- If you have any queries about the designated school (or schools) for your address, please do not hesitate to contact the Admissions and Transport Team (details on page 5).

What is the order of priority?

- If a child with a statement of special educational needs has the name of a maintained school specified in his/her statement, the child must be admitted to that school.
- For all other children, where there are more applications than there are places available the school's oversubscription criteria will be used to determine the priority order for places. The oversubscription criteria used to decide on priority for places at a community school are set out below. The oversubscription criteria that apply to foundation, trust, academy and free schools are summarised in the individual schools list which starts on page 22.

Cornwall Council's oversubscription criteria for admission to community secondary schools

The following priority order will be used to decide which children should occupy any vacant places in year 7 at a community secondary school in the 2013/14 school year.

1. **Children in care** and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
2. **Children who live in the designated area** of the preferred school, or whose parents can provide evidence that they will be living in the designated area of the preferred school by the beginning of the autumn term of the 2013/2014 school year.

If there are more designated area children wanting places at a school than there are places available, criteria 3 to 6 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. **Children with an unequivocal professional recommendation** from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.

If you think your child meets this criterion you must send the relevant written evidence to Cornwall Council, Admissions and Transport, Children, Schools and Families, Camel Building, County Hall, Truro, TR1 3AY.

4. **Children with siblings** who will still be attending the preferred school at the time of their admission.

‘Siblings’ means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application, allocation and admission.)

5. **Children on the roll of a primary school** (at the time of allocation) whose designated area is contained within or forms part of the designated area of the preferred secondary school.
6. **All other children.**

If the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

(i) Children living in designated areas served by more than one school (dezoned areas) who wish to attend one of those schools.

(a) Where two or more children fulfil the same criterion, priority will be given in the first instance to those children for whom the preferred school is the nearest designated school. Within this category, most priority will be given to those children who live nearer to the preferred school.

(b) Priority would then be given to those children for whom the preferred school is not the nearest designated school, with most priority being given to those children in this category who live nearer to the preferred school.

(ii) All other children

For children who do not come under (i) above, where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.

(iii) Final tie-breaker

Should the tie-breakers opposite still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. The local authority’s Random Allocation Protocol is available from the local authority on request.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the Council’s Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by the Council’s Geographical Information System (dataMap).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. **However, parents should settle any dispute prior to submitting only one application to the LA for each child.**

What happens after I submit my application?

When will I be told about the outcome of my application?

- If you submit an online application by **31 October 2012** and have chosen to be notified of the outcome of your application electronically, you will receive an e-mail notification on **01 March 2013**.
- If you submit a paper application by **31 October 2012**, we will send you a letter (by first class post) on **01 March 2013**.

What do I do when I receive my letter?

- You do not need to do anything unless you have changed your mind or your circumstances have changed, in which case you should contact the Admissions and Transport Team for advice.

What happens if my child is not offered a place at my preferred school?

- The letter will tell you if you have been allocated a place at your second or third preference schools.
- If you have not named a second or third preference school, or if your second and third preference schools are also full, your child will be offered a place at the nearest school in Cornwall with room (measured as an actual distance by the nearest available route).
- If you are not allocated a place for your child at the school you prefer you will have the right to appeal to an independent appeal panel. The letter will tell you how to do this. The panel will meet as early as possible during

the Summer term 2013 to decide on appeals for secondary school places. The relevant legislation covering appeal panels states that the decisions made by these panels are final. You will have 20 school days after the date you receive your notification to appeal the decision. Appeals must then be heard within 40 days of this deadline.

- If you are refused a place at a secondary school in Cornwall and your appeal is based on the fact that you are intending to change address, you will not be given a date for your appeal hearing until you have provided firm evidence of that new address and your moving date.
- If your child has a statement of special educational needs, you will have the right of appeal to the Special Educational Needs and Disability Tribunal. However, in the first instance, you will be advised to contact the Assessment and Education Provision Team (details on page 18).

When will appeal hearings take place?

By 02 April 2013: Parents to submit appeals or requests for their children to remain on waiting lists.

April/May 2013: Appeals will take place (mainly for on-time refusals).

By 12 April 2013: Notifications to be sent to parents of round two allocations.

June 2013: Appeals will take place (mainly for round two refusals).

July/August 2013: Appeals will take place (mainly for round three refusals).

If my appeal is unsuccessful, can I appeal again?

- You can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

What if my request was late?

After all on-time ('round one') places have been allocated, applications will be dealt with as follows:

- 'Round two'**

Late applications submitted between 07 January and 15 March 2013 (and those submitted between 01 November 2012 and 06 January 2013, but not considered 'exceptional') will be considered together, after 15 March 2013. Parents will be notified of the outcome of their applications by 12 April 2013.

- 'Round three'**

Late applications received between 16 March and 31 August 2013 will be dealt with on a daily basis, with the 'closing date' for receipt of applications being midnight each day. All applications for 2013/14 year 7 received in Cornwall Council's Admissions Team by midnight on the same day during this period will be treated equally and will be known as 'round three' allocations.

- Round two late applications for oversubscribed schools (i.e. those applications that are submitted between 01 November 2012 and 15 March 2013 but are not deemed to be 'exceptional') will be added to waiting lists after 15 March 2013, together with the names of children who have already been refused places at the school and whose parents have

indicated that they want their children's names to remain on the waiting list for that school. Round three late applications for oversubscribed schools (i.e. those applications that are submitted on or after 16 March 2013 and are received by 31 August 2013) will be added to waiting lists on a daily basis.

What about waiting lists?

- When school place allocations are notified, any parent refused a place at their preferred school(s) will be asked whether they wish their child's name to remain on the waiting list for that school(s). After the on-time places have been allocated, late applications will be added to the waiting lists according to the Local Authority's or governing body's published criteria for deciding on priority for admission. If a place becomes available at an oversubscribed school it will be allocated to the child at the top of the waiting list regardless of whether the application for that child had been late or on-time.
- The waiting lists will be maintained until the end of the 2013/14 school year at which point the school will write to you to ask if you wish to remain on the list.
- Parents should be aware that children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. Parents should also note that no priority is given to the length of time a child's name has been on a waiting list.**
- Under certain circumstances, e.g. if a child is in care, a child could be admitted to a full or oversubscribed school.
- Children who are the subject of a direction by the Local Authority or who are allocated to a school in accordance with the Fair Access Protocol (see page 7) will take precedence over any child already on the waiting list.

What if I change my mind?

- If you have been allocated a place at a school, but then change your mind and wish to express a preference for a different school, please put your request in writing to the Admissions and Transport Team (contact details on page 5). Please note that you would have to give up the allocated place and your changed preference(s) would be processed as a late application. You must state your new first, second and third preferences when you change your mind.
- If you change your mind about any of your preferences after the deadline date, but before places have been allocated, there may be some delay in allocating a place and some schools may already be full. However, in exceptional circumstances, if you change your mind and the reason for the change is considered to be a valid one, this could be processed, providing it was notified in writing, together with your reasons, by 06 January 2013.

What if I change address before a place has been allocated?

- You should always tell your child's primary school if your address changes. If you change address before 01 March 2013, you must also tell the Admissions and Transport Team in writing. A change of address may affect your priority for a place at a school or your entitlement to free transport. Address changes should be notified as soon as possible and all such notifications received by 06 January 2013 will be taken into account when considering your child's priority for a place at a school. If you fail to notify Cornwall Council of your change of address and you are allocated a place at an oversubscribed school on the basis of your previous address, Cornwall Council reserves the right to withdraw that allocation.

What if I change address after a place has been allocated?

- If you change address after 01 March 2013, you should tell your child's primary school and the Admissions and Transport Team in writing. A change of address may affect your entitlement to free transport. However, as long as your move takes place after your allocation date (01 March 2013 for on time applications), an allocated place would not be withdrawn if you wished to retain it.

What about transport to school?

Cornwall Council's Home to School Transport Policy is currently in draft following a review and is to be consulted upon at the start of the Autumn term 2012. It is not to be regarded as a final statement of policy until the completed policy has been subject to consultation and the final policy document as amended is approved and adopted by the Council.

For the draft policy on Home to School Transport, please see the Council's website www.cornwall.gov.uk/schooltransportpolicy or contact the Admissions and Transport Team (details on page 5) for advice.

Scope of the Policy

The Policy will cover areas as set out in paragraph 74 of the Home to School Travel and Transport Guidance 2007 which states:

Authorities should publish general arrangements and policies in respect of transport for pupils of compulsory school age and below, to and from schools and institutions within the further education sector including, in particular:

- (a) the provision of free transport;
- (b) the carriage on school buses of pupils for whom free transport is not provided;
- (c) the payment in whole or in part of reasonable travelling expenses;
- (d) the provision of other travel arrangements including escorts;
- (e) the arrangements for children with special educational needs; and
- (f) the arrangements in respect of transport for pupils to schools for which the pupil's parent has expressed a preference on the grounds of the parent's religion or belief.

Sustainable travel to school

When you are thinking about the schools you would like your child to attend, it is important you consider the following:

- Cornwall Council is fully committed to promoting walking, cycling, bus use (if available) and car sharing for the school journey. We would like as many children to walk and cycle to school as possible instead of being driven by their parents.
- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using the bus reduces congestion on the roads. Parents in Cornwall who drive their children to school increase congestion on the roads by 20% and generate approximately 4,000 tonnes of carbon dioxide, the principal cause of human induced climate change.
- Unless the school your child attends is less than half a mile from your home you will probably drive your child to school. Walking, cycling and using public transport (if available) offers children independence and flexibility - which is especially important at a time of change in nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.
- Where walking, cycling or public transport are not feasible, car sharing may be the option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

What if my child has special educational needs?

- If your child has special educational needs, his/her school will initially assess and provide for them according to the Department for Education's Code of Practice. If your child has more complex special educational needs than can be provided for by the support available for pupils on the School's Record of Need, Cornwall Council will carry out a statutory assessment in line with the Education Act 1996. If you feel your child has special educational needs you should discuss this with the headteacher of your child's school.
 - The Assessment and Education Provision Team can give you detailed information about all aspects of provision for children with special educational needs, including statutory assessments and the Code of Practice.
 - Wherever possible, Cornwall Council aims to provide for children with special educational needs in mainstream schools. Cornwall Council has, however, four special schools and a number of area resource bases attached to mainstream schools to provide for children with more severe difficulties. All admissions to special schools are decided by admission panels. Placement at a special school outside Cornwall is also possible in exceptional cases where no appropriate provision is available in Cornwall. Education is also provided for children in hospital and for those who cannot attend school.
- If your child has a statement of special educational needs you should still apply online or complete and return the form at the back of this booklet. If your preferred school is one of the special schools in Cornwall or a school outside Cornwall, it is very important that you also state your second preference of school, in case your first preference is not available.
- If your child has a statement of special educational needs, you will not receive a letter or an electronic notification notifying you of the outcome of your secondary school application. You will, instead, receive a copy of your child's amended statement, showing the school where he/she has been allocated a place from September 2013. You should receive the amended statement by **15 February 2013**.
 - There is also a Parent Partnership Service that provides independent information and support to parents and carers who may have concerns about their child's special educational needs. The Parent Partners can help you make informed choices about your child's education. They can encourage closer working relationships between you, your child's school, Cornwall Council and other agencies. Telephone number: 01736 752826.

Contact details

Assessment and Education Provision Team
County Hall
Treyew Road
Truro
TR1 3AY
0300 1234 101

Special schools

Name	Status	Age range	Address	Tel no.
Nancealverne	Trust	2-19	Madron Road, Penzance, TR20 8TP	01736 365039
Curnow	Community	2-16	Drump Road, Redruth, TR15 1LU	01209 215432
		16-19	Pool Business and Enterprise, College, Church Road, Pool, Redruth, TR15 3PZ	01209 715011
Pencalenick	Academy	11-16	St Clement, Truro, TR1 1TE	01872 520385
Doubletrees	Community	2-19	St Blazey Gate, St Blazey, Par, PL24 2DS	01726 812757

Other information about schools

School meals

- Meals are available at all schools in Cornwall for pupils to purchase unless the family is entitled to free school meals (see below). It is the parents' /carers' responsibility to ensure that their children are provided with money to purchase these meals. Details of the meal prices should be available from individual schools. Facilities are also available at all schools for pupils who wish to bring their own packed lunches.
- Child Tax Credit (CTC) with an Annual income of less than £16,190
- Guarantee Element of Pension Credit (GPC) Immigration and Asylum Act 1999 (IAA) Support
- You can check your eligibility online at www.cornwall.gov.uk/freeschoolmeals.
- If eligible, you can then apply online or application forms can be obtained from the Free School Meals Team, Camel Building, County Hall, Treyew Road, Truro, TR1 3AY (Tel. 0300 1234 101) and all schools or Council One Stop Shops in Cornwall.

Free school meals

- **People receiving Working Tax Credit are not eligible for free school meals.**
- Parents/carers can apply for free school meals for their children if they are in receipt of any of the following:
 - Income Support (IS)
 - Job Seekers' Allowance (Income-Based)
 - Income Related Employment and Support Allowance (ESA-IR)
- Free school meals can only be authorised on receipt of a correctly completed application form. Claims cannot be backdated. Please note that this entitlement to a free meal applies to meals taken at lunch time and not during break times.

Boarding education

- The Local Authority does not provide any help with the costs of boarding education unless it is considered to be necessary for a child with a statement of special educational needs.

School results

- If you would like to know about results and reports for your preferred school or compare schools in your preferred area, you can either have a look at the Ofsted website which will have the school's last inspection report, have a look at the school's website for results or contact the school direct.
 - Ofsted: www.ofsted.gov.uk
tel: 0300 123 1231
 - School contact details: See list starting on page 22

School uniform

- A school's governing body are responsible for the school's policy on school uniform. For more information, contact the school (details starting on page 22).
- There is no longer a uniform grant available from Cornwall Council.

Other sources of information

Department for Education

www.dfe.gov.uk

Family Information Service

Cornwall Council

39 Penwinnick Road

St Austell

Cornwall

PL25 5DR

Tel: 0800 587 8191

Tel: 01872 323 535

Email: fis@cornwall.gov.uk

Individual school information

The table starting on page 22 has information about each of the secondary schools in Cornwall. For further information, please contact the school direct.

Explanations for each of the headings in the table are given below:

“School & contact details”

The school’s name, address, telephone number and website. Enquiries should be directed to the headteacher in the first instance.

“Status, (age range) and specialism”

The first letter in this column refers to the school’s status, which is either academy (A), community (C), foundation (F), free school (Fr) or trust (T). The school’s status will have an impact on the school’s oversubscription criteria. Please note that some schools may change their status in the school year starting in September 2012, after publication of this booklet. However, the oversubscription criteria will remain the same for 2013/14. For more information about the different school types, see page 35.

The age-range of the pupils admitted to the school is shown in brackets.

The school’s specialist status is listed after the age range.

“Feeder schools”

These are the primary schools in the secondary school’s designated area.

“2012 applications: 1st/2nd/3rd pref. & (PAN)”

This column lists the number of 1st/2nd/3rd preference applications received last year and the school’s published admission number (PAN) for that year.

“PAN 2013 & (estimated NOR)”

This column shows the school’s published admission number (PAN) for 2013 and the estimated number of pupils at the school. This estimation is calculated using NHS birth data, historical application numbers, migration rates and any large housing developments.

“Oversubscription Criteria”

If the number of first-preference applications exceeds the PAN, the oversubscription criteria will be applied. This is the agreed way of determining which pupils are to be allocated a school place. Please note that this is just a summary of the criteria and you should contact the school or look on their website for the accurate, detailed criteria, to understand how places will be allocated. The numbers referred to are:

- 1 – Children in care/previously in care
- 2 – Children living in the designated area
- 3 – Professional recommendation
- 4 – Siblings (see individual school’s criteria for specific details)
- 5 – Children attending a designated primary school
- 6 – Children of staff (see individual school’s criteria for specific details)
- 7 – Living closest to the school (see individual school’s criteria for specific details)
- 8 – Attending listed primary school
- 9 – Faith based criteria (see individual school’s criteria for details and definitions)
- 10 – All other children

School and contact details	Status, (age range), specialism	Feeder schools	2012 Applications: 1st/2nd/3rd pref and (PAN)	PAN 2013 and (estimated NOR.)	Oversubscription Criteria - (see page 21 for key)
Bodmin College Lostwithiel Road, Bodmin PL31 1DD tel: 01208 872114 www.bodmin.co.uk	A (11-18) Science	Berrycoombe, Blisland, Cardinham, Lanivet, Lanlivery, Nanstallon, Robartes, St Mary's RC, St Petroc's, St Tudy, St Wenn, The Beacon	211/35/17 (240)	240 (1475)	1,3,8,4,7
Brannel School Rectory Road, St Stephen PL26 7RN tel: 01726 822485 www.brannel.cornwall.sch.uk	C (11-16) Performing Arts	Foxhole, Nanpean, Roche, St Dennis, St Mewan, St Stephens, Whitemoor	125/10/16 (150)	150 (730)	LA
Budehaven Community School Valley Road, Bude EX23 8DQ tel: 01288 353271 www.budehaven.cornwall.sch.uk	C (11-18) Sports	Bude Junior, Jacobstow, Kilkhampton, Marhamchurch, St Mark's, Stratton, Whitstone	159/24/6 (210)	210 (1190)	LA
Callington Community College Launceston Road, Callington PL17 7DR tel: 01579 383292 www.callingtoncommunitycollege.co.uk	A (11-18) Sports and Music	Callington, Calstock, Delaware, Gunnislake, Harrowbarrow, Pensilva, Quethiock, St Dominic, St Mellion, Stoke Climsland, Upton Cross	197/84/27 (240)	240 (1401)	1,3,8,4,10
Camborne Science and International Academy Cranberry Road, Camborne TR14 7PP tel: 01209 712280 www.camborne-comm-coll.cornwall.sch.uk	A (11-18) Science	Crowan, Kehelland, Penponds, Rosemellin, Roskear, St John's, St Meriadoc Junior, Trevithick, Troon, Weeth	219/44/25 (245)	245 (1317)	1,4,6,8,3,7
Cape Cornwall School Cape Cornwall Street, Penzance TR19 7JX tel: 01736 788501 www.cape.cornwall.sch.uk	"C (11-16) Arts (Visual and Media)"	Pendeen, Sennen, St Buryan, St Just, St Levan	44/6/12 (120)	100 (379)	LA

School and contact details	Status, (age range), specialism	Feeder schools	2012 Applications: 1st/2nd/3rd pref and (PAN)	PAN 2013 and (estimated NOR.)	Oversubscription Criteria - (see page 21 for key)
Falmouth School Trescobeas Road, Falmouth TR11 4LH tel: 01326 372386 www.falmouth.cornwall.sch.uk	A (11-18)	Falmouth, King Charles, Marlborough, St Francis, St Mary's RC	151/46/8 (220)	220 (986)	As LA
Fowey Community College Windmill, Fowey PL23 1HE tel: 01726 832302 www.fowey-comm-coll.cornwall.sch.uk	C (11-16) Technology/ Vocational	Biscovey, Fowey, Lanlivery, Lerryn, Lostwithiel, Polruan, St Winnow, Tywardreath	117/16/13 (200)	200 (760)	LA
Hayle Community School High Lanes, Hayle TR27 4DN tel: 01736 753009 www.hayle-comm.cornwall.sch.uk	C (11-16) Language/ Business & Enterprise	Bodriggy, Connor Downs, Gwinear, Leedstown, Penpol, St Erth	109/21/17 (150)	150 (650)	LA
Helston School and Community College Church Hill, Helston TR13 8NR tel: 01326 572685 www.helston.cornwall.sch.uk	T (11-18) Technology	Boskenwyn, Breage, Germoe, Godolphin, Halwin, Nansloe, Parc Eglos, Porthleven, Sithney, St Michael's, Trannack, Wendron	194/34/20 (270)	270 (1589)	1,2,3,4,8,10
Humphry Davy School Coombe Road, Penzance TR18 2TG tel: 01736 363559 www.humphry-davy.cornwall.sch.uk	C (11-16) Music	Alverton, Germoe, Gulval, Heamoor, Ludgvan, Marazion, Mousehole, Newlyn, Pensans, St Hilary, St Maddern's, St Mary's CE, St Mary's RC, Trythall	87/75/23 (180)	175 (617)	LA

School and contact details	Status, (age range), specialism	Feeder schools	2012 Applications: 1st/2nd/3rd pref and (PAN)	PAN 2013 and (estimated NOR.)	Oversubscription Criteria - (see page 21 for key)
Launceston College Dunheved Road, Launceston PL15 9JN tel: 01566 772468 www.launceston-college.cornwall.sch.uk	F (11-18) Technology	Altarnun, Boyton, Coads Green, Egloskerry, Launceston, Lewannick, North Petherwin, South Petherwin, St Catherine's, St Stephen's, Tregadillet, Trekenner, Warbstow, Werrington	198/22/15 (223)	223 (1316)	LA
Liskeard School and Community College Luxstowe, Liskeard PL14 3EA tel: 01579 342344 www.liskeard.cornwall.sch.uk	T (11-18)	Braddock, Darite, Dobwalls, Liskeard Hillfort, Menheniot, St Cleer, St Martins, St Neot, Trewidland	136/37/19 (250)	244 (1019)	LA
Looe Community Academy Sunrising, Looe PL13 1NQ tel: 01503 262625 www.looe.cornwall.sch.uk	A (11-16) Performing Arts	Duloe, Looe, Pelynt, Polperro, Trenode	99/31/23 (122)	122 (568)	LA
Mounts Bay Academy Boscathnoe Way, Penzance TR18 3JT tel: 01736 363240 www.mounts-bay.cornwall.sch.uk	A (11-16) Sports	Alverton, Germoe, Gulval, Heamoor, Ludgvan, Marazion, Mousehole, Newlyn, Pensans, St Hilary, St Maddern's, St Mary's CE, St Mary's RC, Trythall	169/70/11 (185)	185 (893)	1,3,8,4,7
Mullion School Meaver Road, Mullion TR12 7EB tel: 01326 240098 www.mullion-comp.cornwall.sch.uk	T (11-16) Performing Arts	Coverack, Cury, Garras, Grade-Ruan, Landewednack, Manaccan, Mullion, St Keverne, St Martin-in-Meneage	87/47/9 (115)	115 (573)	LA

School and contact details	Status, (age range), specialism	Feeder schools	2012 Applications: 1st/2nd/3rd pref and (PAN)	PAN 2013 and (estimated NOR.)	Oversubscription Criteria - (see page 21 for key)
Newquay Tretherras School Trevenson Road, Newquay TR7 3BH tel: 01637 872080 www.tretherras.cornwall.sch.uk	A (11-18) Technology	Cubert, Goonhavern, Indian Queens, Mawgan-in-Pydar, Newquay Junior, Perranporth, St Columb Major, St Columb Minor, St Newlyn East, Summercourt, The Bishops	281/68/7 (272)	280 (1613)	1,3,4,6,8,7
Penair School St Clement, Truro TR1 1TN tel: 01872 274737 www.penair.cornwall.sch.uk	A (11-16) Science	Archbishop Benson, Devoran, Kea, St Erme with Trispen, St Mary's CE, Tregolls	195/105/31 (240)	240 (1124)	1,2,6,3,4,5,10
Penrice Community College Charlestown Road, St Austell PL25 3NR tel: 01726 672163 www.penrice.cornwall.sch.uk	A (11-16) Language	Bishop Bronescombe, Carclaze, Charlestown, Luxulyan, Mevagissey, Mount Charles, Pondhu, Sandy Hill, St Mewan	282/94/22 (270)	270 (1350)	1,4,7,5,6,3,10
Penryn College Kernick Road, Penryn TR10 8PZ tel: 01326 372379 www.penryn-college.cornwall.sch.uk	A (11-16) Sports	Constantine, Flushing, Kennall Vale, Mabe, Mawnan, Mylor Bridge, Penryn Junior, Perran-ar- worthal	207/92/16 (210)	210 (1050)	As LA
Poltair School Trevarthian Road, St Austell PL25 4BZ tel: 01726 874520 www.poltair.cornwall.sch.uk	C (11-16) Sports	Bishop Bronescombe, Carclaze, Mount Charles, Pondhu, St Mewan, Treverbyn,	105/89/26 (180)	180 (719)	LA
Pool Academy Church Road, Pool Redruth TR15 3PZ tel: 01209 712220 www.pool.cornwall.sch.uk	A (11-16) Business & Enterprise	Illogan, Pencoy's, Portreath, Rosemellin, Roskear, Treloweth	176/110/23 (210)	210 (962)	1,4,8,6,3,10

School and contact details	Status, (age range), specialism	Feeder schools	2012 Applications: 1st/2nd/3rd pref and (PAN)	PAN 2013 and (estimated NOR.)	Oversubscription Criteria - (see page 21 for key)
Redruth School: A Technology College Tolgus Vean, Redruth TR15 1TA tel: 01209 203700 www.redruth.cornwall.sch.uk	C (11-18) Technology	Cusgarne, Lanner, Pennoweth, St Day & Carharrack, Stithians, Treleigh, Trewirgie Junior	140/50/40 (260)	220 (951)	LA
Richard Lander School Higher Besore Road, Truro TR3 6LT tel: 01872 273750 www.richardlander.cornwall.sch.uk	C (11-16) Technology	Blackwater, Bosvigo, Chacewater, Cusgarne, Mithian, Mount Hawke, Shortlanesend, St Agnes, Threemilestone, Treyew Primary	232/102/34 (270)	270 (1214)	LA
saltash.net Community School Wearde, Saltash PL12 4AY tel: 01752 843715 www.saltash.cornwall.sch.uk	A (11-18) Science, Mathematics and Computing	Bishop Cornish, Brunel, Burraton, Landulph, Sir Robert Geffery's, St Germans, St Stephen's	198/54/33 (230)	230 (1324)	As LA
Sir James Smiths Community School Dark Lane, Camelford PL32 9UJ tel: 01840 213274 www.sirjamesmiths.cornwall.sch.uk	T (11-16) Humanities	Boscastle, Camelford, Delabole, Otterham, Port Isaac, St Breward, St Teath, Tintagel	79/12/7 (120)	120 (462)	1,2,3,4,5,10
St Ives School: A Technology College Higher Tregenna, St Ives TR26 2BB tel: 01736 795608 www.st-ives.cornwall.sch.uk	C (11-16) Technology	Nancladra, St Ives Junior, St Uny	114/30/6 (150)	150 (669)	LA
St Michael's Catholic Secondary School Trevenu Road, Camborne TR14 7AD tel: 01209 711172 www.stmichaelscornwall.org.uk	Fr (11-16)		n/a	60	Strand A: 1,4,9/7,9,9 Strand B:1,4,7

School and contact details	Status, (age range), specialism	Feeder schools	2012 Applications: 1st/2nd/3rd pref and (PAN)	PAN 2013 and (estimated NOR.)	Oversubscription Criteria - (see page 21 for key)
The Roseland Community College: A Specialist College for Music with English Tregony, Truro TR2 5SE tel: 01872 530675 www.theroseland.co.uk	A (11-16) Music with English	Gerrans, Gorran, Grampound, Grampound-with-Creed, Ladock, Probus, St Mawes, Tregony, Veryan	113/28/14 (120)	120 (609)	As LA
Torpoint Community College Trevol Road, Torpoint PL11 2NH tel: 01752 812511 www.torpoint.cornwall.sch.uk	T (11-18) Humanities	Antony, Carbeile Junior, Fourlanesend, Millbrook, St Nicolas	88/32/16 (170)	170 (732)	LA
Treviglas Community College Bradley Road, Newquay TR7 3JN tel: 01637 872076 www.treviglas.net	C (11-18) Business & Enterprise	Goonhavern, Indian Queens, Mawgan-in-Pydar, Newquay Junior, Perranporth, St Columb Major, St Columb Minor, St Newlyn East, Summercourt	103/77/10 (200)	200 (971)	LA
Wadebridge School Gonvena Hill, Wadebridge PL27 6BU tel: 01208 812881 www.wadebridge.cornwall.sch.uk	A (11-18)	Padstow, St Breock, St Issey, St Kew, St Mabyn, St Merry, St Minver, Trevisker, Wadebridge	190/50/7 (210)	210 (1177)	LA

Open days/evenings

School Name	Open Days/Evenings
Bodmin College	Thursday 4th October (7pm)
Brannel School	Wednesday 19th September (6pm)
Budehaven Community School	Thursday 11th October - Open School (4:30pm) Thursday 11th October - Parents Evening (7pm)
Callington Community College	Tuesday 25th September (6:30pm) Wednesday 26th September (6:30pm)
Camborne Science and International Academy	Tuesday 18th September - Open Evening (5:45pm) Monday 24th September - Parents Forum (6:30pm)
Cape Cornwall School	Wednesday 10th October - Year 6 Taster Day (8:30am - 1:10pm) Wednesday 10th October Open Evening (6:30pm)
Falmouth School	Thursday 4th October (6pm)
Fowey Community College	Tuesday 18th September (6pm)
Hayle Community School	Wednesday 19th September (6pm)
Helston Community College	Wednesday 19th September (5pm)
Humphry Davy School	Tuesday 2nd October (6pm)
Launceston College	Thursday 4th October (5:30pm)
Liskeard School and Community College	Wednesday 19th September (6pm)
Looe Community Academy	Thursday 27th September - Open Evening (6pm) Monday 1st October & Tuesday 2nd October - Open Day by Appointment Only
Mounts Bay School	Thursday 4th October (7pm)
Mullion School	Tuesday 25th September (11am)
Newquay Tretherras School	Thursday 13th September - Transfer Evening (6pm) Friday 14th September - Transfer Morning (9am)
Penair School: A Science College	Thursday 13th September (5pm)
Penrice Community College	Thursday 27th September (5:30pm)
Penryn College	Wednesday 26th September (6pm)
Poltair Community School and Sports Coll.	Thursday 20th September (3:15pm)
Pool Academy	Wednesday 19th September (5:30pm)
Redruth School: A Technology College	Thursday 13th September - Open Evening (6pm) Monday 17th September - Parents Forum (6pm)
Richard Lander School	Thursday 20th September (5pm)
saltash.net Community School	Wednesday 3rd October (6:30pm) Thursday 4th October (6:30pm)
Sir James Smith's Community School	Tuesday 2nd October (5pm)
St Ives School	Thursday 27th September (6:30pm)
St Michael's Catholic Secondary School	Thursday 27th September (6pm)
The Roseland Community School	Wednesday 26th September (6pm)
Torpoint Community School	Tuesday 18th September (6:30pm)
Treviglas Community College	Tuesday 18th September - Open Evening (5:30pm) Wednesday 19th September - Open Morning (9am)
Wadebridge School	Thursday 18th October (5pm)

Somebody Else's Child - Everybody's Responsibility

- Cornwall Council is urging people in Cornwall to help them ensure the safety and well-being of children who are being cared for by someone who is not a direct relative.
- The call to action is part of an ongoing national campaign called 'Somebody Else's Child', which is run by the British Association for Adoption and Fostering, and aims to raise awareness of private fostering.
- Private fostering describes an arrangement when someone who is not a close relative (a close or direct relative is defined as step-parent, grandparent, brother, sister, uncle or aunt - whether full blood, half blood or by marriage) cares for another person's child for 28 days or more. Although this is done by a private arrangement, legally the parent and the carer must notify the local authority where the child is going to live so that the local authority can ensure that the child is being properly looked after. Nobody knows exactly how many children are privately fostered, but in 2001 the Department of Health estimated that there could be as many as 10,000 in England and Wales. It is feared that some of these 'invisible' children could be at risk of abuse, or victims of trafficking.
- The Council is therefore particularly asking parents and people who work with children to be aware of private fostering and to notify us immediately if they suspect such an arrangement. The general public also has a part to play.
- If you are, or think you are, private fostering then please call the Family Placement Service on 01872 323638 for further advice.

Admissions terms

Admissions arrangements are the overall procedures, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered. Admission arrangements are set by the admission authority.

Admission authority is the body responsible for setting and applying a school's admission arrangements. For community or voluntary-controlled schools this body is the local authority. For foundation, trust or voluntary-aided schools, this body is the governing body of the school. For academies and free schools, this body is the academy trust.

Catchment area – see designated area.

Co-ordinated Admission Scheme is the process by which local authorities co-ordinate the allocation of places for schools in the area for the normal admissions round – i.e. for places in September in reception, year three in a junior school or starting secondary school.

Designated area is a geographical area from which children may be afforded priority for admission to a particular school. A designated area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

Oversubscribed is where a school has a higher number of applicants than there are places available at the school, which is dictated by the school's published admission number.

Oversubscription criteria refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place. The oversubscription criteria must be set within the law on admissions.

Published Admission Number (PAN) is the maximum number of children that a school will admit to each year group. The number depends on the amount and type of accommodation available at the school and is worked out using instructions set out by the Department for Education. It is agreed before the admissions process begins and normally the school will not offer more places than this number.

Special Educational Needs (SEN) Statement is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. This could include a particular school where it is believed that the child would be best placed.

Waiting List is a list of children which is held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria. The amount of time a child is on a waiting list has no bearing on the order of priority as the order must be related to the school's oversubscription criteria.

Data protection notice

- All information you provide in connection with your application will be processed by Cornwall Council and may be shared by Cornwall Council with other relevant admission authorities (e.g. other Local Authorities, schools, etc.) for the purposes of dealing with your application and any related matters (e.g. appeals). In addition,

the information you provide in connection with your application may be used for the purposes of dealing with matters connected with or ancillary to your child's education (e.g. school transport, school meals, etc.) or the purpose of updating any other records (e.g. social care, health records, etc.) which either the Council or the schools hold in relation to your child.

- By completing and submitting your application you give your express consent that all personal data submitted by you may be processed by us in accordance with the above mentioned purposes.
- The information you provide in connection with your application will be retained by Cornwall Council and /or the school at which your child is placed for the duration of your child's compulsory education.
- You have a right to apply for a copy of the information we hold on you or your child and to correct any inaccuracies. In addition, in the event that you no longer wish us to process the information for the purpose(s) provided you may withdraw your consent at anytime by giving us written notice. You should understand, however, that we may nevertheless need to continue processing your personal information in accordance with our statutory obligations to the extent permitted by law.
- Please contact us if you would like further information or assistance.
- Please note that although the information contained in this document was correct as at 31 July 2012 in relation to the school year 2013/2014, it cannot be guaranteed that there will be no change before the start of, or during, the 2013/2014 school year or during subsequent school years.

Secondary Transfer 2013

Questionnaire



tear here

Dear Parent/Carer

Every effort has been made to ensure that this booklet is easy to read, clearly laid out and contains all the information that you need. We are also required by law to provide much of this information. Please bear in mind that information about individual schools has been kept to a minimum by necessity so that the booklet isn't too large and because this information is available from the school themselves.

Nevertheless, any comments about the content or style of the booklet would be most welcome as we always aim to improve the service we provide.

If you would prefer to complete this questionnaire online, please go to www.cornwall.gov.uk/admissions

Please tick as appropriate

Questions

1. How helpful was the information we provided?

Very helpful Satisfactory Not helpful

What additional information would you like to see included in the future?

2. Was the information you required easy to find?

Very easy Easy Not easy

3. How clear was the style and presentation of the booklet?

Very clear Clear Not clear

What do you think could be done to improve it?

4. How easy was it to understand the application form?

Very easy Easy Not easy

What do you think could be done to improve it?

5. Were there any technical terms or jargon words which you did not understand? If so, please list them below.

6. If you submitted a paper application, were there any reasons why you did not apply online?

7. Are there any other comments you would like to write about the contents of the booklet?
(Please do not include any comments which relate to your application.)

A large, empty rectangular box with rounded corners, intended for writing comments. The box is white and occupies most of the page's central area.

Thank you for your time and assistance.

Please return this questionnaire to your child's primary school

(for sending on to Admissions and Transport Team, Children, Schools and Families, Cornwall Council, Camel Building, County Hall, Treyew Road, Truro, TR1 3AY).

Please note that you need to read the booklet before completing this form.

Secondary Transfer September 2013

Common Application Form (CAF)

Co-ordinated Admissions Scheme for secondary schools in Cornwall



tear here

Do not complete this form if you have already made an online application.

If you are the parent / carer of a child who is transferring to a secondary school in September 2013 and you live in Cornwall, you should complete this form even if one (or more) of your preferences is for a school outside Cornwall. You must return your form to your child's primary school (if it is a primary school in Cornwall) by **31 October 2012**. If your child does not attend a primary school in Cornwall you should return the form to Cornwall Council - details on page 5 of this booklet, by **31 October 2012**. If you wish to receive acknowledgement of receipt of your application, please include a stamped addressed envelope.

If you miss the **31 October 2012** deadline, this form should be returned to Cornwall Council as soon as possible. See page 15 on how late applications are handled.

You may express a preference for up to three schools and give your reasons overleaf. If one (or more) of your preferences is for a school outside Cornwall, you are advised to contact that school (or schools) in order to check whether any additional information is required. If so, you should send the additional information only to the school concerned. **Please use a black pen to complete this form.**

Please see page 30 for details of how the information you provide on this form will be used.

Please print in block capitals

Surname
of child:

First name(s)
of child:

Date of birth:

/ /

Boy

Girl

(please tick as appropriate)

Address of child:

Postcode:

Parent's e mail address:

Telephone nos: Home

Work

Mobile

Does your child have a statement of special educational needs? Yes No (tick as appropriate)

Is your child in public care ("looked after" by a Local Authority)? Yes No (tick as appropriate)

If "Yes", which Local Authority?

Are you a Service family? Yes No (tick as appropriate)

Name of child's primary school:

Signature of Parent/Carer (you must have parental responsibility for the above-named child):

Name in block letters:

Mr/Mrs/Miss/Ms/Dr/Other (delete as appropriate)

Relationship to child: (mother/father/carers, etc.)

Date:

/ /

PTO

I would like my child to be allocated a place at the following secondary school from September 2013:

Name of first preference school:

For office use only

Please name any brothers or sisters who will still be attending this school in September 2013:

	Date of birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Reasons for preferring this school:

(additional information may be attached on a separate A4 sheet):

If my child does not qualify for a place at my first preference school, I would like my child to be allocated a place at:

Name of second preference school:

Please name any brothers or sisters who will still be attending this school in September 2013:

	Date of birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Reasons for preferring this school:

(additional information may be attached on a separate A4 sheet):

If my child does not qualify for a place at my first or second preference school, I would like my child to be allocated a place at:

Name of third preference school:

For office use only

Please name any brothers or sisters who will still be attending this school in September 2013:

	Date of Birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Reasons for preferring this school:

(additional information may be attached on a separate A4 sheet):

Please now check that you have signed and dated the form (overleaf) before returning it.

School types

Community school is a school where the local authority

- employ the staff
- set the admissions criteria in line with the School Admissions Code and
- own the land and buildings

Voluntary-controlled school (VC) is a maintained school where the local authority

- employ the staff and
- set the admissions criteria in line with the School Admissions Code

The land and buildings are normally owned by a charity, often a religious organisation, which also appoints some of the members of the governing body.

Voluntary-aided school (VA) is a local authority maintained school where the governing body

- employ the staff
- set the admissions criteria in line with the School Admissions Code (the local authority continue to co-ordinate applications)

The land and buildings are normally owned by a charitable foundation, often a religious organisation.

Foundation school is a local authority maintained school which is run by its own governing body who:

- employ the staff
- set the admissions criteria in line with the School Admissions Code (the local authority continue to co-ordinate applications) and
- usually own the land and buildings unless owned by a charitable foundation

Trust school is a type of foundation school which forms a charitable trust with outside partners e.g. businesses or educational charities, aiming to raise standards through sustained and strategic partnerships. Shared trusts allow a group of

schools to work together, sharing resources and best practice. The local authority may be a partner in the trust and as such a local authority trustee will be appointed.

Co-operative trust school is a model of trust which includes the Co-operative Society as a member (usually via the Co-operative College) and seeks to embed Co-operative values. As well as partners, it will include a stakeholder forum in which parents, pupils, staff and other stakeholders can be involved and have a say in how the trust is run.

Academy is a publicly-funded independent school, set up by sponsors from business, faith or voluntary groups in partnership with the DfE. The academy trust serves as the legal entity which the school is part of, and the governing body oversees the running of the school, including

- employing the staff and
- setting the admissions criteria in line with the School Admissions Code (the local authority continue to co-ordinate applications)

Free school is a type of independent, state-funded school that can be set up in response to local demand for new school places by a wide range of proposers including charities, universities, businesses, educational groups, teachers or parents. Free schools have a similar legal status to academies and are funded on a comparable basis to other state-funded schools and are subject to the same Ofsted inspections. Although they set their own admissions criteria, they are still part of the local authority's co-ordinated admissions scheme.

Key dates for applying for a place in year 7 in a secondary school in September 2013

- | | |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 September 2012 | Website opens for online applications
www.cornwall.gov.uk/admissions
Paper applications can be sent in. |
| 31 October 2012 (23:59) | Deadline for applications – online and paper. |
| 1 March 2013 | Date when information about the outcome of your application will be sent out – by email if you applied online and by post if you applied via the paper form. |
| 2 April 2013 | Date by which you can appeal against the outcome of your application. |

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

