



Co-ordinated In-year Admissions Scheme

2027/28



About this Scheme

1. This Scheme is determined by Cornwall Council, the Local Authority for Cornwall, in accordance with the School Admissions Code 2021 and associated regulations.
2. This Scheme applies to all community and voluntary-controlled schools and other state-funded primary, junior and secondary schools in Cornwall that participate in the Scheme. It applies to reception to year 11 at those schools.
3. This Scheme will take effect from 1 September 2027 until 31 August 2028.
4. This Scheme will apply to applications for school places 'in-year' in Cornwall, meaning applications made outside the normal admissions round.

Arrangements for schools that do not participate in this Scheme

5. If a parent wants to apply for a school that does not participate in this Scheme (meaning they handle their own in-year admissions) they must apply direct to that school. The school will provide an application form and will write to the parent to confirm the outcome of the application. The school must process the application in accordance with the School Admissions Code 2021. Non-participating schools must still participate in the locally agreed Fair Access Protocol and Co-ordinated Admissions Scheme for the normal round. The school is required by the School Admissions Code to notify the School Admissions Team of the application and outcome.

Making an application

Children with an Education, Health and Care Plan

6. Parents/carers of children with an Education, Health and Care Plan are not required to make an application through the general school admissions system. All requests for a change of school during the school year for children with an EHC Plan will be handled by the Statutory SEN Service. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations and will not be dealt with under this Scheme. More information can be found here: <https://www.cornwall.gov.uk/schools-and-education/special-educational-needs/>

Information about available places

7. Cornwall Council will provide information about schools with vacancies in its area on request. Schools must inform Cornwall Council of any pupil movement, including

where allocated places are taken up or not taken up, so that up to date data can be held and safeguarding procedures can be followed. All schools are required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point or removed from the admission register. Guidance on how they do this is available in the Schools Platform.

The application form and information

8. There will be a school place application form available to parents/carers as an online form in the 'Parent Portal' on Cornwall Council's website (www.cornwall.gov.uk/changingschools) or in an alternative format on request from the School Admissions Team. The School Admissions web pages will provide a translation function for translating the alternative application form.
9. The application form must be used by a person with parental responsibility to request a school place in Cornwall during the school year.
10. Information on in-year admissions will be available on the Cornwall Council website and in other formats on request.

School preferences

11. The in-year application form will ask the parent/carer to name up to three school preferences.
12. The scheme will be based on an 'equal preference' system. This means that applications must be considered without reference to the ranked order of preference.
13. Where a child has been permanently excluded from two or more schools, the requirement to comply with parental preference is removed for a period of two years from the date on which the second exclusion took place.
14. There is no requirement to comply with parental preference for applications considered under the Fair Access Protocol.
15. If a parent/carer has not been notified of an outcome to their application they may use the form on the School Admissions web pages to indicate a change of preference: <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/in-year-application-in-progress-change-of-preferences/>

Supplementary information forms

16. The admission authority may require the parent to provide additional information on a supplementary form. They can only ask for this where the additional information is

needed for them to apply their oversubscription criteria to the application. The supplementary form must be returned direct to the school. The parent must also complete the in-year application form and name that school as one of their preferences in order for the application to be considered.

Multiple applications in one academic year

17. Parents/carers can only have one application per child processed for each year group at a school. A second application for the same year group at the same school would only be considered:
- if the previous application was withdrawn before allocation or a place was offered and not taken up; or
 - where there has been a significant change in the circumstances of the parent or child; or
 - where the admission authority, or Cornwall Council acting on behalf of the admission authority, has accepted the reasons and agreed to process a further application for the year group.

Applications from outside the United Kingdom

18. It is the responsibility of the parent/carer to check that their children have a right to study at a school. In the case of overseas nationals entering the United Kingdom parents/carers should check that they have the right of abode or the conditions of their visas otherwise permit them to access a state-funded school. More information can be found here: <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

Designated areas

19. Cornwall Council has divided Cornwall into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas'. Not all schools prioritise on the basis of designated area or use Cornwall Council's defined area. The designated school will not always be the one nearest to the home address. Maps are available for all designated areas online at <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/school-designated-areas/> or by calling the School Admissions Team.

Home address

20. Each child can have one registered address only for the purposes of determining priority for admission and travel assistance entitlement.
21. Families moving to or within Cornwall are asked to provide evidence of the new

address. If a preferred school is full or there are more applications than places available, address evidence is needed to ensure that the child has the correct position on the waiting list, where one is held, or to assess their eligibility for a place. In the absence of evidence of the new address the current address will be used for admissions purposes. The only forms of evidence that can be accepted are listed here and must show the applicant's name:

Buying a new home, including a new build

- A solicitor's letter confirming exchange of contracts; and
- if a new build: evidence that the child will be living there before the expected school start date, for example a letter from a developer confirming a build completion date. *Documents evidencing the ownership or purchase of a plot of land will not be accepted.*

Renting a property

- A signed rental agreement, with the period of tenancy extending beyond the date of the expected school start date.

Returning to an owned property

- Evidence of ownership of the property, for example the current financial year's council tax bill or recent utility bills; and
- evidence that the property is available to move into, for example a signed rental agreement showing the date of the end of tenancy.

House exchange

- A copy of the new tenancy agreement, signed; and
- a letter from the housing authority confirming the date for the exchange.

Moving to live with a friend or family

- Written confirmation from the person the family are going to be residing with; or
- evidence to prove that the family is resident at that address, for example a driver's licence or a bank statement.

Temporary housing

- A supporting statement from a housing officer; or
- please contact us to discuss evidence.
- The temporary address must be the family's only address.

Service Families

- An official letter declaring a relocation date and evidence of a future home address, unit address or quartering address.

22. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query

is raised regarding the validity of an address, Cornwall Council will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a child arrangement order where it is shown who has care of the child. Evidence may be requested to show where the child lives.

23. It is expected that parents/carers will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, the admission authority or Cornwall Council (where it is acting on behalf of the admission authority) will decide which address to use.
24. Applications for children of Service Families will be processed and places allocated based on the proposed address, with supporting evidence. If the family is not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address.

Shared parental responsibility – duplicate and disputed applications

25. Any disagreements about the preferred school/s between those with parental responsibility should be resolved before only one application is submitted. The application form asks the applicant to confirm that they have the consent of all persons with parental responsibility. If there is reason to suspect that an agreement has not been reached or conflicting preferences are received from more than one person with parental responsibility or an application is disputed, the School Admissions Team will request that an agreement is reached and ask for evidence of this. Only one place can be allocated for a child. The School Admissions Team cannot become involved in parental disputes. Cornwall Council must have regard to the views of all persons with parental responsibility in the absence of a court order. If those with parental responsibility cannot reach an agreement they may need to seek mediation or apply to the court for an order.

Fraudulent applications

26. Parents/carers who make a false statement or omit any relevant and appropriate information in their application could be subject to investigation and may potentially face criminal proceedings. The information they supply in the application may be shared, as the law allows, for the purpose of preventing and detecting fraud. The offer of a school place may be withdrawn if the application is found to be fraudulent. Parents/carers must notify Cornwall Council immediately of any change in their circumstances – failure to do so or providing false or misleading information may lead to prosecution action being taken against them. As part of the process of ensuring that school places are allocated fairly, Cornwall Council undertakes address checks on a

random sample of applications each year to ensure that information submitted by parents/carers is correct. If a parent is randomly selected they will receive a letter requesting evidence of their current address. Cornwall Council may also request evidence where it is alerted to potential false statements. In either of these circumstances, any concerns about the validity of the information provided may lead to investigation and applicants could face criminal proceedings in addition to the withdrawal of the offer of a school place.

Admission of children outside their normal age group

27. Parents/carers may request a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill-health. Those seeking placement outside the normal age group during the school year should refer to the school's admission arrangements for details of how to request this. The School Admissions Team can advise on which body is a school's admission authority.
28. Parents/carers who are refused a place at a school for which they have applied have the right to appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents/carers are dissatisfied with the outcome of the request for an out of year group placement they have the right to complain against the decision through the Council's complaints procedure for decisions made by Cornwall Council in its role as an admission authority or under the school's complaints procedure where the school's academy trust or governing board is the admission authority.

Fair Access Protocol

29. All local authorities are required to have a Fair Access Protocol which applies to all schools in the area. This document sets out how Cornwall Council and schools will ensure that, during the school year, any children left without a school place can be offered a place at a suitable school as soon as possible. However, there is no requirement to comply with parental preference under the Fair Access Protocol. To find out more about admissions during the school year and the Protocol go to www.cornwall.gov.uk/fairaccess or contact the School Admissions Team.
30. In-year application forms that are determined at any point during the processing of the form to fall under Level 2 of Cornwall Council's Fair Access Protocol (www.cornwall.gov.uk/fairaccess) will be dealt with in accordance with the Fair Access Protocol.

The allocation process

Timescales

31. Applications for Children in Care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order, including those who appear (to the admission authority) to have been in state care outside England and ceased to be in care as a result of being adopted, will be prioritised.
32. Applications for all other vulnerable children, as defined on a case-by-case basis by Cornwall Council and where vulnerability can be identified, will be processed as a priority. However, priority for a place will still be determined with regard to the published admission arrangements and based on the date the application was received.
33. The 'deadline' for applications will be midnight each working day or on the next working day if an application is submitted on a Saturday, Sunday or bank holiday, to include applications received via the online form, in hard copy or electronically by the School Admissions Team.
34. Applications can be submitted at any time during the year and will be processed **no more than eight school weeks** in advance of a school place being required. Applications submitted before this time will not be processed and the parent will be advised that a new application will need to be submitted no more than eight school weeks ahead of the place being required or if the deadline is within a short time the application will be put on hold until it becomes eligible for processing.
35. In the case of **UK Service Personnel and other Crown Servants**, applications will be processed at any time **in advance** of a school place being required if the application is accompanied by an official Government letter declaring a relocation date.
36. There will be a 'process start date' which will be the school day following the date that the application is received by the School Admissions Team, if this is within eight school weeks of the place being required. The process start date is the date from which the number of school days taken to process the application will be calculated.
37. Where an application form is incomplete and the missing information is necessary for Cornwall Council to carry out the admissions process the applicant will be asked to provide the information and the process start date will reset as the date that all necessary information has been received by Cornwall Council.
38. The School Admissions Code 2021 requires admission authorities to confirm the outcome of an in-year application within 15 school days and 20 school days from the

date that is decided that an application needs to be processed under the Fair Access Protocol. Where Cornwall Council is acting on behalf of the admission authority the School Admissions Team will support the admission authority in complying with this duty. The School Admissions Team will therefore rely on prompt responses from schools to requests for places so that the outcome can be communicated to parents/carers within the required timescale.

Allocation of places

39. Cornwall Council reserves the right to require documentary evidence before accepting that information given in an application is genuine (see also 'Home address' and 'Fraudulent applications').
40. Applications will be dealt with in order of the Process Start Date, with the exception of applications falling under paragraphs 31 and 32.
41. As each application reaches the allocating stage and when it is then assigned to an allocating officer in the School Admissions Team the officer will contact the preferred school or schools to ask if a place can be allocated, unless the School Admissions Team has been delegated the responsibility for allocating places by the school.
42. If a place can be offered at a school, any lower preference schools not already contacted will not be approached for a place.
43. If a school fails to respond to a request within a reasonable timeframe to allow the processing timescales to be met, the School Admissions Team may give notice that it will refuse the application on behalf of the admission authority and offer the right of appeal.
44. If more than one application for the same year group is received by the deadline and there are more applications than places available, the admission authority or Cornwall Council acting on behalf of the admission authority will apply the school's oversubscription criteria.
45. Where a place cannot be allocated at a preferred school, Cornwall Council may identify the nearest suitable school in Cornwall that may be able to offer a place – the 'nearest school with room'.

The outcome of the application in relation to the preferred schools will, as far as possible, be notified within the timescales in paragraph 38. The applicant will be offered the right of appeal for the preferred schools when the Admissions Team begins the process of identifying the nearest school with room.

Cornwall Council may request a place at the nearest school with room, unless, for example:

- the child is home educated and previously attended the nearest school with room or the parent previously declined a place at that school; or
- the child is home educated and all schools listed as a preference have been refused; or
- the child is already on roll at a school within a reasonable distance of the address from which the application is made; or
- the child is already on roll at a school and the family is not moving house;
- an address in Cornwall has not been provided; or
- the parent/carer has confirmed that they do not wish for a place to be requested at the nearest school with room.

The process for offering a place at the nearest school with room will be carried out as soon as possible. If Cornwall Council does not request a place at the nearest school with room the applicant will be notified of the school/s that have been refused and offered the right of appeal for the preferred school/s. The child will be added to the waiting list for the preferred school/s (if one is held) and the parent can opt to submit an application for an alternative school/s, which could include the previous school or nearest school with room.

46. Distances used to identify the nearest suitable school with a space available are measured as the shortest available route as determined by Cornwall Council's Geographic Information System. This is considered to be the walking route of up to two miles for primary school children up to the end of Year 3 and three miles from Year 4 onwards. For schools outside these distances, driving route will be used.
47. If the child remains unplaced after the normal admissions process has been followed the application may be considered under the Fair Access Protocol Level 1 (www.cornwall.gov.uk/fairaccess).

Notification of application outcome

48. Parents/carers will be sent a link to a letter in a secure area (or otherwise by email or post) by Cornwall Council notifying them of the outcome of their application.
49. If Cornwall Council can offer a school place, as or on behalf of the admission authority, then the letter will name the allocated school.
50. If Cornwall Council, as or on behalf of the admission authority, has had to refuse a place then the letter will include details about why the application has been refused and how the parent can submit an appeal and details about the waiting list, if one is held.

Accepting places

51. The letter to parents/carers offering a school place will ask them to confirm in writing if the place is no longer required or if they do not wish to accept the offered place.
52. The parent/carer must contact the allocated school within two school weeks of the date of the outcome letter otherwise the offer of a place may be withdrawn, after the family has been given a further opportunity to respond. The start date should be agreed between the school and the parent. The start date must be within and not beyond eight school weeks from the date of application (with the exception of Service Families – see paragraph 36) unless otherwise agreed by the school. Once a start date is agreed the child must start on this date unless a reasonable delay is agreed by the school.
53. Where a family does not contact the school to arrange a start date within two weeks of the date of the outcome letter or the child fails to arrive on the agreed start date, the school will attempt to make contact with the parent. Where the school cannot make contact with the parent the school will alert Cornwall Council and may need to follow the Children Missing Education procedure if no information about the child's whereabouts can be established. If contact cannot be made with the family within a reasonable timescale the offer of a place will be withdrawn and Children Missing Education procedures will continue.

Appeals

54. When a parent is refused a place at a school for which they have applied, they will have the right to appeal to an independent panel.
55. Appeals for in-year admissions must be heard within 30 school days of the appeal being lodged.
56. Parents/carers 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 or carer, child or school (as determined by the admission authority) but has determined that the new application must also be refused.
57. If a parent decides to appeal and they do this within two school weeks of the date of the outcome letter then the place offered will be kept open for their child until the outcome of their appeal is known. If a parent decides to appeal more than two school weeks after the date of the outcome letter then the place offered will not be kept open. This means that if their appeal is unsuccessful then they would need to reapply for a school place. They would not be able to reapply for a school that has already refused a place unless a new application is accepted by the admission authority.

Waiting Lists

58. Where a child has been refused a place at a nominated school in Cornwall, the child will be automatically added to the waiting list for the school, if one is held. Not all schools hold waiting lists, although all schools must hold a list for at least the first term of the year of entry.
59. Children cannot be added to a school's waiting list without first having applied for and been refused a place at that school.
60. Waiting lists are based on the school's oversubscription criteria and 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. No priority is given to the length of time that a child has been on the list.
61. Children in Care and those that were previously in care, children with an Education, Health and Care Plan or who are allocated to a school in accordance with the Fair Access Protocol will be given priority over children on the waiting list. This is in accordance with the School Admissions Code 2021.
62. A child that is at the top of the waiting list will not necessarily be eligible for a place when a child leaves that year group. If the school is already over its Admission Number then a place will only become available when the year group falls below this number. In addition, pupils admitted after a successful appeal or under the Fair Access Protocol will have priority for a place.
63. Waiting lists are held for each individual year group. If a parent/carer has more than one child waiting for a place it may not be possible to offer them each a place at the same time.
64. A child will generally only be added to the waiting list for their chronological year group, unless the school has agreed that an out of year group place can be applied for but that year group is oversubscribed and application has been refused.
65. Waiting lists held or managed by Cornwall Council will cease at the end of the academic year. Parents will need to reapply if they still wish to be considered for a place at the school.
66. If a child has moved or is moving house the School Admissions Team requires evidence of the new address to be able to use that address to assign the child's position on the waiting list.
67. It is the responsibility of the parent/carer to notify the School Admissions Team if their circumstances change.

Withdrawing the offer of a place

68. Cornwall Council, or Cornwall Council on behalf of the admission authority, is able to withdraw the offer of a place where:

- the parent has given fraudulent or intentionally misleading information; or
- the parent/carer has not made contact with the school within two weeks of the date of the outcome letter and after a further opportunity has been given to respond and no other arrangement has been agreed with the school and no appeal has been submitted; or
- the parent/carer has not responded in a reasonable timeframe to the offer of a place from the waiting list; or
- the parent has not accepted the place offered because of a pending appeal, but that appeal was submitted more than two weeks after the date of the outcome letter; or
- an offer was made in error; or
- a higher preference offer can be made.

Summary of the in-year process

1 September 2027: In-year Co-ordinated Scheme commences.

Between 1 September 2027 and 31 August 2028:

- Application received by School Admissions Team. Process start date commences on the next school day but only if the requested start date is within 8 school weeks.
- Applications deemed to fall under Level 2 of the Fair Access Protocol will be referred for action under that Protocol. As far as possible, these will be dealt with within 20 school days of a decision to process under the Fair Access Protocol.
- As far as possible, within 15 school days of receipt of an application by Cornwall's Admissions Team, Cornwall Council will notify the parent of the outcome of their application, including information about appeals and waiting lists, where appropriate.
- Within 2 school weeks of the date of the outcome letter the parent/carer must have contacted the school to arrange a start date.

Admissions glossary

Academies/free schools	State-funded schools which are independent from the local authority. The academy trust sets the admission arrangements but parents/carers still apply to the local authority for a place at the school in the normal admissions round.
Admission arrangements	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 authority	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary-aided schools, this body is the governing body of the school. For academies, this body is the academy trust.
Appeal	If you have applied for a school place for your child and you have been refused you can submit an appeal. Appeals are heard by an independent panel. See: www.cornwall.gov.uk/schoolappeals
Appeals Timetable	The timeline for appeals is set out in the Appeals Code 2022. The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.
Catchment area	See 'Designated area'.
Children in care	See 'Looked After Children'.
Chronological age group (or year group)	This is the year group a child falls into according to their date of birth. Children born between 1 September and 31 August have the same chronological year group. This is sometimes called the normal age group.
Common Application Form	This is the name of the application form provided by the local authority and must be used for any normal round admissions application. The form provided by the local authority where the child lives must be used in the normal admissions round, regardless of where the school is.
Community schools	Maintained by Cornwall Council which sets the admission arrangements as the admission authority for community schools.
Compulsory school age	Children reach compulsory school age (CSA) and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Education can be in school or through Elective Home Education. Children are no longer of CSA when they reach the School Leaving Age (SLA): the last Friday in the June of the academic year during which a child has their 16th birthday.

Co-ordinated admissions scheme	The process by which local authorities co-ordinate the allocation of places for schools in the area.
Deferred entry/admission	Parents can choose to defer their child's admission to a Reception class from the September after the fourth birthday to the start of the term after the fifth birthday. This will be the spring or summer term within the same academic year. Deferred admission children remain in their normal year group.
Delayed entry/admission	Parents of summer-born children may seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. As delayed admission children are then out of their normal year group, parents should contact schools in good time before transfers to make a similar request to be admitted to the next school out of the normal year group. This will be for in-year transfers or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must consider the child's school history but they are not bound by the decision to agree delayed admission previously taken.
Designated area	A geographical area from which children may be afforded priority for admission to a particular school, if this is included in their oversubscription criteria. A designated area (sometimes called a catchment 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. The designated school for an address may not always be the one nearest to that address.
Determination year	The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.
Distance measurement	This is the method by which an admission authority will measure distances to determine priority for admission in accordance with the admission arrangements.
Education, Health and Care plan	An Education, Health and Care (EHC) plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. Any child whose EHC plan names this school will be admitted. Before a plan is issued or amended the local authority will consult with schools and ask whether it considers it could meet the child's needs, as set out in the plan.
Equal preference	Applications for any school must be considered without reference to where the school falls in the applicant's list of preferences. All applications must be considered equally.

Fair Access Protocol	<p>A document that sets out how the local authority and schools will ensure that, during the school year, children without a school place, particularly the most vulnerable can be offered a place at a suitable school as soon as possible.</p> <p>All local authorities are required to have a Fair Access Protocol which applies to all schools. It does not apply to applications in the normal admissions round. To find out more about admissions during the school year and the Fair Access Protocol go to www.cornwall.gov.uk/admissions or contact the School Admissions Team.</p>
Faith priority	Schools with a recognised religious character may give additional priority for admission where faith criteria are met by the applicant. Eligibility under a faith criterion does not guarantee a place. The school may require a Supplementary Information Form to be completed when applying under a faith criterion. The school's admission arrangements will explain if this is required.
Foundation school	Maintained by the local authority where the governing body sets the admission arrangements.
Governing body	School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.
Home authority	The local authority area where the child lives.
Infant class size exceptions	The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15 of the School Admissions Code 2021.
Infant class size limit	The School Standards and Framework Act 1998 placed a duty on local authorities and schools to limit the size of infant classes for 5, 6, and 7-year-olds taught by one teacher to 30 or fewer pupils.
In-year application	An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.
Late application	Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but missed the deadline to enable the local authority to offer a place on National Offer Day.
Looked after children	Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

National Offer Day	The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).
Nodal point	A fixed geographical point, other than the location of the school, from which children may be afforded priority for admission to a particular school, based on the distance from the child's home to the nodal point. A nodal point 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. The selection of such a point must be clearly explained and made on reasonable grounds.
Normal admissions round	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus by 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day.
Normal age group	See 'Chronological age group'.
On-time application	An application submitted in the normal admissions round by the closing date of 31 October (for secondary places) and 15 January (for primary places).
Offer year	The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
Oversubscribed	Where a school has a higher number of applicants than places available.
Oversubscription criteria	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.
Published Admission Number (PAN)	The maximum number of children that a school will admit at the normal point of entry to a school. The number depends on the amount and type of accommodation available.
Parent (or carer or guardian)	For school admission purposes, a parent is any person who has parental responsibility or care of the child. Parent includes carer or guardian. A school or the local authority may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility. See: Parental rights and responsibilities: Who has parental responsibility - GOV.UK
Partner school	In these arrangements, partner schools are infant and junior schools which have strong links, where the junior school offers some priority

	to children attending the partner infant school, but this does not guarantee a place. Partner schools must be applied for separately.
Part-time entry	All children are entitled to start school full-time in the September following their fourth birthday. Parents may choose part-time entry to the reception year. However, by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’.
Preference/s	The school/s a parent/carer would prefer their child to attend.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause ‘prejudice to efficient education or the efficient use of resources’. If a school refuses an application in-year and an appeal is submitted, the admission authority must demonstrate how the admission would prejudice efficient education or the efficient use of resources.
Previously looked after children/children previously in care	Previously looked after children are children who were looked after by the local authority but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
Pupil Premium	The pupil premium grant provides funding to improve educational outcomes for disadvantaged pupils in state-funded schools in England. The grant also provides support for children and young people of service families, referred to as service pupil premium (SPP). Schools can give admission priority where a child is eligible for Pupil Premium funding if included in the school’s oversubscription criteria. Eligibility for Pupil Premium priority where it forms part of a school’s arrangements is not a guarantee of admission.
Random allocation	Random allocation of places may only be used in accordance with 1.34 and 1.35 of the Admissions Code 2021 which states that local authorities must not use random allocation as the principal oversubscription criterion for allocating places. Admission authorities that decide to use random allocation when schools are oversubscribed must set out clearly how this will operate, ensuring that arrangements are transparent, and that looked after children and previously looked after children are prioritised.
Reception class	Reception is the first year of primary school in England and Wales. All children are entitled to start school full-time in reception in the September following their fourth birthday.
Relevant age group	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

Relevant area	The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.
School year	A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.
Schools Adjudicator	A statutory office-holder who is appointed by the Secretary of State for Education but is independent. The Schools Adjudicator decides on objections to determined admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools. The Schools Adjudicator also deals with referrals of directions by local authorities to maintained schools to admit a child and provides advice on requests to the Secretary of State by local authorities to direct academies to admit children.
Service children	Service children are those pupils with a parent/carer or parents/carers serving in the armed forces.
Siblings	'Siblings' means brothers or sisters. They are defined for the purposes of these arrangements 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.
Statutory walking distance	The national standard used to measure entitlement to travel assistance to school and the availability of an alternative school, measured along the shortest available walking route.
Supplementary information form	A document that may be required to support an application for a preferred school under a specific criterion of the oversubscription criteria. No supplementary information form is required for the schools which are the subject of these arrangements.
Tie-breaker	This is the method used to separate multiple applications when the application of the oversubscription criteria leave more children with an equal claim than places available.
Travel assistance	Parents/carers are responsible for getting their child to and from school. If you are in any doubt as to whether your child would be eligible for home to school travel assistance please contact the Transport Coordination Service (TCS) before naming your preferred school/s: www.cornwall.gov.uk/schooltransport
Trust school	A type of foundation school which forms a charitable trust with outside partners.
Voluntary-aided school	Maintained by a local authority that has a foundation or trust (usually a religious organisation) and the governing body sets the admission arrangements.

Voluntary-controlled school	A school maintained by a local authority that has a foundation or trust (usually a religious organisation) but the local authority sets the admission arrangements as the admission authority.
Waiting list	<p>A list of children 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.</p> <p>Waiting lists are based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. No priority is given to the length of time that a child has been on the list.</p> <p>Children with an Education, Health and Care Plan and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.</p>

Prepared by:

School Admissions Team

Together for Families

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