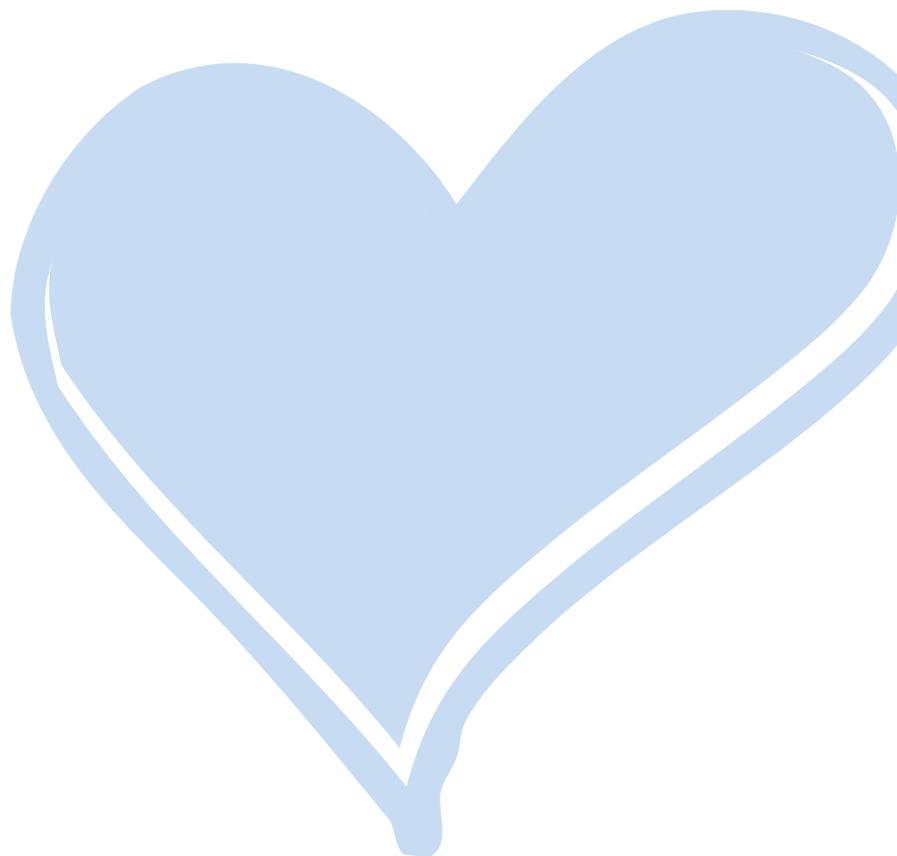




# Co-ordinated Admissions Scheme

for September 2027 entry to infant and primary school, transfer to junior school and transfer to secondary school



## Introduction

This scheme is determined by Cornwall Council, the Local Authority for Cornwall, acting under the provisions of The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 and the School Admissions Code 2021. It applies to all state-funded infant, junior, primary and secondary schools in Cornwall.

## Making an application

1. There will be a standard application form known as the Cornwall Admissions Common Application Form (CACAF). This form will be available to parents on 1 September 2026 via an online system or as a paper copy on request from the School Admissions Team: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions).
2. The CACAF will be used for the purpose of admitting pupils at the normal point of entry to an infant, primary, junior or secondary school.
3. Parents of children with an Education, Health and Care Plan (EHC Plan) will not be required to make an application. School admissions at the normal point of entry 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.
4. The CACAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in Cornwall wishing to express a preference for their child:
  - (a) to be admitted to a school within Cornwall; and/or
  - (b) to be admitted to a school located in another local authority's area.
5. The CACAF and the accompanying written information will:
  - (a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside Cornwall, in ranked order of preference;
  - (b) invite parents to give their reasons for each preference;
  - (c) explain that the parent will receive no more than one offer of a place at a school and that:
    - (i) all preferences will be treated equally initially;

- (ii) a place will be offered at the highest ranking nominated school for which they are eligible for a place;
- (iii) if a place cannot be offered at a nominated school a place will be offered at an alternative school.

(d) specify the closing date and where it must be returned to.

6. Cornwall Council will make appropriate arrangements to ensure:
  - (a) that the CACAF is available on Cornwall Council's website and on request from Cornwall Council; and
  - (b) that a written explanation of the Co-ordinated Admissions Scheme is available on the Council's website, on request from Cornwall Council and all schools in Cornwall.
7. Cornwall Council will take all reasonable steps to ensure that every parent resident in Cornwall who has a child for which they wish to apply for a place in the relevant year group has access to a copy of the CACAF and a written explanation and is supported as far as reasonably possible in making an application.
8. All preferences expressed on the CACAF are valid applications. If a parent expresses a preference for a school where the governing board or academy trust is the admission authority, that school may require the parent to provide additional information on a supplementary form. This can only be requested where the additional information is required for the governing board or academy trust to apply its oversubscription criteria to the application. Where a supplementary form or information is required it must be returned direct to the relevant school. Any supplementary information cannot be regarded as a valid application unless the parent has also completed the CACAF and named that school as one of their preferences.
9. There is a national deadline for applications, as stated in the [Timetable](#) in this Scheme. This is the date by which completed applications (paper or online) must be received by Cornwall Council. Applications submitted by this date will be classed as 'round one' or 'on-time' applications.
10. Completed paper or online CACAFs for reception places are to be returned direct to Cornwall Council. Secondary or junior applications returned to the child's current school must be forwarded to Cornwall Council by the closing date for applications or as soon as possible after that date.

## Processing of applications

11. Processing of CACAFs will be based on an equal preference system. This means that applications must be considered without reference to the parent's ranked order of preference.
12. Cornwall Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CACAFs. Cornwall Council will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the CACAF where:
  - (a) it is acting in its separate capacity as an admission authority; or
  - (b) it has been engaged to act on behalf of an admission authority;
  - (c) an applicant is eligible for a place at more than one school; or
  - (d) an applicant is not eligible for a place at any school that the parent has nominated.
13. There will be a [date](#) by which Cornwall Council will notify the relevant local authority of applications for their area.
14. There will be a [date](#) by which Cornwall Council will confirm to the governing board or academy trust of any school where it is the admission authority and does its own ranking, that the list of the first, second and third preferences for their school can be viewed. The list will not identify whether the application is a first, second or third preference to ensure that the equal preference scheme is followed.
15. There will be a [date](#) by which the governing board or academy trust of any school where it is the admission authority and does its own ranking will have considered all applications for places, applied the school's oversubscription criteria and provided Cornwall Council with a list of those applicants ranked according to the school's oversubscription criteria.
16. Cornwall Council will rank all applications accepted in round one for those schools for which it is the admitting authority and for any school where it is acting on behalf of the governing board or academy trust. Using these ranked lists and those provided by schools, Cornwall Council will be able to determine the children who are eligible for places at each school. This will be done by comparing the number of children on each school's list to the PAN for that school. If the number of preferences is equal to or less than the PAN, all children on the list will be eligible for places at that school. Otherwise, the number of children eligible for places will be those children with the highest priority, up to the school's PAN. If children are eligible for places at more than one school, they will be allocated a place at the school ranked as the highest

preference and removed from the other list(s). Other children will then be able to move up the ranked list(s) for the second and/or third preference schools accordingly.

17. Where a child living in Cornwall is not eligible for a place at any of the nominated schools the child will be allocated a place at the nearest suitable school in Cornwall with a place available.
18. 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.
19. There will be a [date](#) by which Cornwall Council will inform other local authorities of places in schools in Cornwall to be offered to their residents.

Similarly, Plymouth, Devon or other local authorities will notify Cornwall LA of places to be offered to residents in Cornwall. If on exchanging such information with other local authorities it transpires that another LA is also intending to offer a child a place at a school, the highest ranking preference would take priority and only one school place would be allocated.

20. There will be a [date](#) when final amendments will have been made to any EHC Plan and the final EHC Plan issued naming the primary, junior or secondary school placement. A list of the allocated schools will be provided to the School Admissions Team so that the children can be added to the schools' allocation lists.
21. There will be a [date](#) when parents of children with an EHC Plan will be notified of the allocated school which has been named in the Plan.
22. There will be a National Offer Day [date](#) when parents will be notified which school their child has been allocated.

Parents who applied online will be sent an outcome letter via secure email on this date. Parents of children with an EHC Plan will already have been notified by a specific [date](#) and will not receive a letter from the School Admissions Team. Parents who apply on a paper form will receive an outcome letter in the post. Parents who apply online will also be able to log back in to the online application system to check their allocation.

The letter will give the following information:

- the name of the school at which a place is offered;
- if appropriate, the reasons why the child is not being offered a place at the

- other school(s) nominated as higher preferences on the CACAF;
- if appropriate, the reasons why the child is not being offered a place at any of the schools on the CACAF;
- if appropriate, information about the statutory right of appeal against the decision to refuse places at any of the nominated schools including contact details as necessary;
- where the child has been refused a place at a nominated school in Cornwall, confirmation that the child's name has been added to the waiting list for that school;
- a request to notify Cornwall Council if the applicant does not want the child's name to remain on the waiting list/s indicated;
- a request to notify Cornwall Council if, for any reason, the parent no longer requires the place.

## Late applications

### Round one

- 23.** The national deadline for applications in the normal admissions round is 31 October for secondary transfer applications and 15 January for reception and junior transfer applications. Applications received before this date will be considered together in 'round one'.
- 24.** Applications received after the national deadline for a Child in Care or a child who was in care (but ceased to be so because he or she was adopted, made the subject of a child arrangements order or a special guardianship order, including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted) will be considered alongside all other applications in round one where there is time to do so.
- 25.** In exceptional circumstances such as those listed here a **late application or change of preference** will be considered alongside all other applications in round one if received by the 'exceptional circumstances' [deadline](#). Such circumstances may include:
- where there has been a change of family circumstances after the deadline date but before the exceptional circumstances deadline which has a significant effect on the preferences given on the original application; or
  - a change of preference due to a planned house move within or into Cornwall after the national deadline where confirmation of the new address (see Section 43) is provided before the exceptional circumstances deadline; or
  - Service Personnel moving to Cornwall after the deadline date where confirmation of the posting and a unit address or quartering area address is provided before the exceptional circumstances deadline; or
  - where there are concerns about safeguarding or the vulnerability of the child, as determined by Cornwall Council;

Documentary evidence must be provided by the exceptional circumstances deadline to verify the circumstances. If evidence cannot be provided or evidence provided is not sufficient the application may not be treated as an exception.

- 26. Changes to the **order** of preferences listed in the on-time application will also be accepted if notified in writing to the School Admissions Team by the exceptional circumstances deadline.
- 27. Case-by-case consideration will be given to late applications after the exceptional circumstances deadline in conjunction with the admission authority.
- 28. Late applications not considered exceptional may be processed in round one where time allows and where the allocation will not disadvantage applications submitted on time or considered exceptional so that an offer can be made on National Offer Day. All other late applications not deemed exceptional will be processed in 'round two'.

### Round two

- 29. There will be a second closing [date](#) for late applications to be considered in 'round two'.
- 30. Round two late applications for oversubscribed schools will be considered together with the names of children who have already been refused places at the school and who are on the waiting list for that school.

### After round two

- 31. Applications received after the closing date for round two late applications will be dealt with on a daily basis until a specific [date](#) but only after the round two allocations have been made. The 'closing date' for these applications will be midnight each day.
- 32. Applications received after the closing [date](#) for round two late applications will be added to waiting lists.
- 33. 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 was late or on-time. However, Children in Care and those that were previously in care, children with an Education, Health and Care Plan will be given priority over children on the waiting list.
- 34. All applications for reception, junior transfer or secondary transfer should be referred to Cornwall Council, under this scheme, up until 31 August in that year.

## New schools

35. Where a new school is due to open the application timetable will be the same as for existing schools, as set out in this Scheme.
36. If the funding agreement for any new school is not signed before the National Offer Day, provisional offers will be made for the new school. Parents applying for the new school will also be required to express a preference/s for existing schools so that a place can be reserved at an existing school. Places will be allocated using the process set out in this Scheme. Once the funding agreement has been signed, firm offers for one school will be confirmed.

## Accepting places

37. The notification to parents (except parents of children with an EHC Plan) offering a school place will ask them to confirm in writing if the place is no longer required. Where a parent does not respond it will be assumed that the place is accepted.
38. Where a child fails to arrive at the allocated school at the beginning of the school year and the parent has not informed the school or Cornwall Council whether or not the place is required, the school will attempt to make contact with the parent to confirm this. The offer of a place may be withdrawn if the place is not taken up within a reasonable timescale and safeguarding procedures will be followed as necessary.

## Appeals

39. 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. The letter confirming the refusal will explain:
  - the reason for the refusal;
  - information about the right to appeal;
  - the deadline for lodging an appeal; and
  - contact details for making an appeal.
40. Parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. The [Timetable](#) at the end of this Scheme indicates the timeline for appeals.
41. Parents 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 (as determined by the admission authority) but has determined that the new application must also be refused.

## Repeat applications

- 42.** A further application for a place at the same school for the same academic year, where the previous application was refused, will only be processed if the admission authority, or Cornwall Council acting on behalf of the admission authority, has agreed to accept an application due to a significant change in the child or family's circumstances. This will be determined by the admission authority or Cornwall Council.

## Waiting lists

- 43.** 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. Cornwall Council, where it holds a waiting list for community and VC schools and on behalf of those governing bodies or academy trusts that request it, will maintain the list for at least the first term of the academic year of admission, in accordance with the school's admission arrangements. The governing board or academy trust of schools which hold the list themselves will maintain the list for at least the first term of the academic year of admission. Waiting lists held 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 in the next academic year. Children cannot be added to a school's waiting list without first having applied for and been refused a place at that school.
- 44.** All waiting lists will be based on the school's oversubscription criteria and children's places on the list are subject to change according to additional information received about applications or children being added to the list. No priority is given based on the length of time that a child has been on the list or if the application was late or on-time. Children in Care and those that were previously in care, children with an Education, Health and Care Plan or children who are allocated to a school in accordance with the Fair Access Protocol (in-year admissions only) will be given priority over children on the waiting list.

## Home address

- 45.** Each child can have one registered address only for the purposes of determining priority for admission and travel assistance entitlement. The address must be:
- the child's principal permanent residence at the point of application and the address from which they will attend school; or

- a future address from which the child will attend school, supported by a form of evidence from the list in section 43.

An admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. Cornwall Council will apply any other specifications regarding home address in relation to admissions where these are different for an own admission authority school. It is for the admission authority to determine:

- if the address given on an application is a child's current or future principal permanent residence and the address from which they will attend school; and
- which address should be used to determine eligibility for a place.

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 resides.

- 46.** Evidence required to confirm a new address will be considered as follows 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.
- 47.** It is expected that parents will submit only one application for each child - any disputes in relation to the child's home address should be settled before applying, neither Cornwall Council nor the admission authority will become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents may need to settle the matter through the courts. Where no agreement is reached or order obtained within the processing timescales, Cornwall Council will determine the home address.
- 48.** Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are 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.
- 49.** If a family is moving to Cornwall from another authority and is applying through their current local authority:
- if a proposed address in Cornwall is provided on their application submitted by the national deadline for applications, evidence of the address (as listed in 46) will be required in order for that address to be considered in the allocation process. Provision of the evidence will be accepted up until the exceptional circumstances deadline;
  - if it has not been possible to provide a Cornish address by the national deadline for applications, evidence of a new address (as listed in 46) will be accepted up until the exceptional circumstances [deadline](#);
  - if it is not possible to provide evidence of a new address before the exceptional circumstances deadline the application will be processed based on the current home address.

## Shared parental responsibility – duplicate and disputed applications

50. 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, as far as reasonably possible, contact all those with parental responsibility and request that they reach an agreement. 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.

## Proof of address and fraudulent applications

51. Cornwall Council reserves the right to ask parents for proof of their address. Acceptable proof of address would include one document from each of the following lists and which must show the applicant's name:

### **List A:**

- Household utility bill (e.g. gas, electric, water or fixed line telephone but not a mobile telephone bill). It must be no more than three months old and show your name and current address.
- Bank, building society or credit card statement. It must be no more than three months old and show your name and current address.
- Local authority tax bill (e.g. council tax) valid for the current year.

### **List B:**

- HM Revenue & Customs (Inland Revenue) tax document e.g. tax assessment, statement of account, notice of coding. It must contain your full name and current address. NB: P45s and P60s are not acceptable.
- Original notification letter from the relevant benefits agency confirming the right to benefits or state pension.
- Current, valid full UK photo-card driving licence with signature. Provisional licences are not acceptable as proof of address.

If parents notify Cornwall Council that they will be moving house, even if they provide

the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. Cornwall Council reserves the right to check that parents are living at the address indicated within that timescale. If parents are not living there, the application will be investigated and the allocated school place may be withdrawn.

- 52.** Parents 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.

## Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)

- 53.** All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that 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’. Parents of summer-born children may also request a place for their child outside their normal age group, meaning 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. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to request delayed entry to the reception year or request a place outside the normal year group must refer to the school’s admission arrangements for details of how to do this.
- 54.** Where an admission authority agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the

child will be admitted in the normal admissions round, Cornwall Council and the admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

- 55.** Parents 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 are dissatisfied with the outcome of the request for delayed entry into reception or 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 is the admission authority. See [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) for guidance or contact the School Admissions Team.

## Applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants

- 56.** Applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants returning to the UK will be considered in the normal admissions round if confirmation of a posting or return to the area can be confirmed and a unit address or quartering area address is provided by the national deadline. Cornwall Council will not refuse a place because the family does not currently live in Cornwall. However, it is not permitted to reserve places for these children.
- 57.** Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.
- 58.** If the national deadline has passed, late applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants will be treated as exceptional and processed with on-time applications where confirmation of a posting or return to the area and a unit postal address or quartering area address can be provided before the exceptional circumstances deadline.

## Applications from outside the United Kingdom

- 59.** It is the responsibility of the parent to check that their children have a right to study at a school. In the case of overseas nationals entering the United Kingdom parents 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>

## Fair Access Protocol

- 60.** All local authorities are required to have a Fair Access Protocol which applies to all schools. This document sets out how Cornwall Council 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. 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](http://www.cornwall.gov.uk/admissions) or contact the School Admissions Team.

## Children with an Education, Health and Care Plan

- 61.** Parents of children with an EHC Plan will not be required to make an application. School admissions at the normal point of entry for children with an EHC Plan will be handled by the Statutory SEN Service, outside this Scheme. 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. The timescales for these allocations are described in this Scheme, although applications for these children are handled outside the Scheme.
- 62.** All children whose EHC Plan names the school must be admitted, in accordance with the School Admissions Code 2021. These children have priority over all other children including any children on a waiting list.
- 63.** To attend a special school or Area Resource Base (ARB) a child or young person must have an EHC Plan. All admissions are decided by Cornwall Council.

## Timetable

<b>Transfer to Secondary School Scheme dates</b>	<b>Action</b>	<b>Starting School and Transfer to Junior School Scheme dates</b>
By 12 September 2026	Guide for parents must be available.	By 12 September 2026
31 October 2026	National deadline for applications. Closing date for online applications or for paper Cornwall Admissions Common Application Forms (CACAFs) to be received by Cornwall Council.	15 January 2027
By 9 November 2026	Details of applications which include preferences for schools in other local authorities to be sent to those local authorities.	By 1 February 2027
27 November 2026	Exceptional circumstances deadline.	5 February 2027
30 November 2026	Cornwall Council will notify the governing board or academy trust of any school where it is the admission authority and does its own ranking, of every nomination for a place at that school. Cornwall Council will notify all schools of the number of first, second and third preferences for their school.	8 February 2027
	Final date by which review and amendments (naming of school) must be made to any EHC Plan, followed by notification to parents.	By 15 February 2027
By 4 January 2027	The governing board or academy trust of any school where it is the admission authority and does its own ranking will provide Cornwall Council with a list of all applicants ranked in priority order according to the individual school's oversubscription criteria, unless Cornwall Council do this on behalf of the governing board or academy trust.	By 19 February 2027

By 1 February 2027	Cornwall Council will inform all other local authorities of offers to be made to applicants resident in their areas (and will receive corresponding information from Plymouth, Devon and other LAs, as appropriate, according to their own schemes).	By 12 March 2027
By 15 February 2027	Final date by which review and amendments (naming of school) must be made to any EHC Plan, followed by notification to parents.	
By 1 March 2027	Cornwall Council will notify schools which children are to be offered places at their schools.	By 16 April 2027
1 March 2027	National Offer Day. Notification of school allocation to be sent to parents by Cornwall Council.	16 April 2027
By 8 March 2027	Last date for submission of round two late applications.	By 23 April 2027
By 13 April 2027	Within 20 school days of notification of round one allocations, parents to submit appeals which must then be heard within 40 school days of this deadline.	By 17 May 2027
By 2 April 2027	Notifications to be sent to parents of round two allocations.	By 21 May 2027
	Within 20 school days of notification of round two allocations, parents to submit appeals which must then be heard within 40 school days of this deadline.	
April/May 2027	Appeals will take place (mainly for on-time refusals).	June 2027
June 2027	Appeals will take place (mainly for round two refusals).	July 2027
July/August 2027	Appeals will take place (mainly for refusals after round two).	July/August 2027
31 August 2027	Scheme closes.	31 August 2027
1 September 2027	In-year co-ordination scheme commences (see separate scheme).	1 September 2027

## Admissions glossary

<b>Academies/free schools</b>	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.
<b>Admission arrangements</b>	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.
<b>Admission authority</b>	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.
<b>Appeal</b>	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: <a href="http://www.cornwall.gov.uk/schoolappeals">www.cornwall.gov.uk/schoolappeals</a>
<b>Appeals Timetable</b>	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.
<b>Catchment area</b>	See 'Designated area'.
<b>Children in care</b>	See 'Looked After Children'.
<b>Chronological age group (or year group)</b>	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.
<b>Common Application Form</b>	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.
<b>Community schools</b>	Maintained by Cornwall Council which sets the admission arrangements as the admission authority for community schools.
<b>Compulsory school age</b>	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.
<b>Co-ordinated admissions scheme</b>	The process by which local authorities co-ordinate the allocation of places for schools in the area.
<b>Deferred entry/admission</b>	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.
<b>Delayed entry/admission</b>	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.
<b>Designated area</b>	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.
<b>Determination year</b>	The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.
<b>Distance measurement</b>	This is the method by which an admission authority will measure distances to determine priority for admission in accordance with the admission arrangements.
<b>Education, Health and Care plan</b>	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.

<b>Equal preference</b>	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.
<b>Fair Access Protocol</b>	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.  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 <a href="http://www.cornwall.gov.uk/admissions">www.cornwall.gov.uk/admissions</a> or contact the School Admissions Team.
<b>Faith priority</b>	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.
<b>Foundation school</b>	Maintained by the local authority where the governing body sets the admission arrangements.
<b>Governing body</b>	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.
<b>Home authority</b>	The local authority area where the child lives.
<b>Infant class size exceptions</b>	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.
<b>Infant class size limit</b>	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.
<b>In-year application</b>	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.
<b>Late application</b>	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.

<b>Looked after children</b>	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.
<b>National Offer Day</b>	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).
<b>Nodal point</b>	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.
<b>Normal admissions round</b>	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.
<b>Normal age group</b>	See 'Chronological age group'.
<b>On-time application</b>	An application submitted in the normal admissions round by the closing date of 31 October (for secondary places) and 15 January (for primary places).
<b>Offer year</b>	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.
<b>Oversubscribed</b>	Where a school has a higher number of applicants than places available.
<b>Oversubscription criteria</b>	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.
<b>Published Admission Number (PAN)</b>	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.
<b>Parent (or carer or guardian)</b>	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: <a href="#">Parental rights and responsibilities: Who has parental responsibility - GOV.UK</a>
<b>Partner school</b>	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.
<b>Part-time entry</b>	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’.
<b>Preference/s</b>	The school/s a parent/carer would prefer their child to attend.
<b>Prejudice to efficient education</b>	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.
<b>Previously looked after children/children previously in care</b>	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.
<b>Pupil Premium</b>	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.
<b>Random allocation</b>	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.
<b>Reception class</b>	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.

<b>Relevant age group</b>	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.
<b>Relevant area</b>	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.
<b>School year</b>	A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.
<b>Schools Adjudicator</b>	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.
<b>Service children</b>	Service children are those pupils with a parent/carer or parents/carers serving in the armed forces.
<b>Siblings</b>	'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.
<b>Statutory walking distance</b>	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.
<b>Supplementary information form</b>	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.
<b>Tie-breaker</b>	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.
<b>Travel assistance</b>	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: <a href="http://www.cornwall.gov.uk/schooltransport">www.cornwall.gov.uk/schooltransport</a>

<b>Trust school</b>	A type of foundation school which forms a charitable trust with outside partners.
<b>Voluntary-aided school</b>	Maintained by a local authority that has a foundation or trust (usually a religious organisation) and the governing body sets the admission arrangements.
<b>Voluntary-controlled (VC) school</b>	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.
<b>Waiting list</b>	<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.</p> <p>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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