

Why not
apply online?
It's faster
and easier!



Transfer to Secondary School September 2014

Applying for a place in year seven in a secondary school for the 2014/15 school year if you are a parent or carer living in Cornwall

The deadline for applications
is 31 October 2013

www.cornwall.gov.uk/admissions

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Why not apply online?

- The online application system is quick, simple and secure.
- You can make any changes right up to the deadline.
- The system will generate an immediate confirmation that your application has been submitted successfully.
- You will be able to receive your child's allocation details by email on the allocation date so you don't have to wait for the post.

Please note...

- any references to schools in this booklet include local authority maintained (i.e. community and trust), academy and free schools.

Welcome

Starting secondary school is an important time in the life of every pupil and their family. This booklet aims to provide all of the information you need to complete the application for a secondary school place. Please do not hesitate to contact the Family Information Service or School Admissions Team using the details below if you have any queries or concerns.

I wish your child every happiness and success in their secondary education.



Councillor Andrew Wallis
Portfolio Holder for
Children and Young People



Where to get help

School Admissions Team

Email:
schooladmissions@cornwall.gov.uk

Website:
www.cornwall.gov.uk/admissions

Post:
School Admissions Team
Cornwall Council
County Hall
Treyew Road
Truro
TR1 3AY

Telephone: 0300 1234 101

Family Information Service

For help with completing the application, understanding the process or other aspects of starting school, or if a parent/carer's first language isn't English, please contact the Family Information Service.

Telephone:
0800 587 8191

About transferring to secondary school

When do children transfer to secondary school?

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

Can my child go to secondary school a year early or stay on an extra year at primary school?

Only in exceptional and extenuating circumstances will Cornwall Council agree to a child being educated out of their year group.

Early transfer to secondary school may cause difficulties later in a child's school career and is not always a satisfactory way of meeting the needs of 'gifted and talented' children. However, in very exceptional and extenuating circumstances, permission may be given for children to transfer to secondary school a year earlier than usual.

Occasionally, permission is given for children to remain in primary school for an extra year, only when there are very exceptional and extenuating circumstances. Being a summer-born child is not viewed as such.

In both cases there is an agreed process for a decision which will be reached only after a full consultation meeting with all relevant professionals, including the child's primary headteacher and a representative of Cornwall Council, the family and the child, as set out in Cornwall Council's guidance document. If you feel that your child would benefit from either option you should speak to your child's primary headteacher in the first instance. Please note that a decision cannot be made by a headteacher or any other professional in isolation. It is important that discussions take place at an early stage and certainly before a child enters year six.

Fraudulent applications

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 you are randomly selected you will receive a letter requesting evidence of your current address. Please bear in mind that if there is evidence that you have given fraudulent or misleading information as part of your application and if the correct information would have meant that you would have been refused a place at a particular school, the offer will be withdrawn.

Applying for a place

Who is responsible for admissions?

Cornwall Council co-ordinates applications for all state-funded schools in Cornwall using a process set out in the 'Co-ordinated Admissions Scheme' and described in this booklet. This includes local authority maintained schools, academies and free schools. Cornwall Council works in line with the School Admissions Code 2012. Each school has an 'admission authority' which sets the priority order they will use if there are more applications than places available – the 'oversubscription criteria'. Cornwall Council is the admission authority for community and voluntary-controlled schools. For foundation, trust and voluntary-aided schools the admission authority is the school's governing body and for academy and free schools it is the academy trust.

Why list more than one school preference?

The application form allows you to list up to three schools in order of preference. All of your preferences will be considered equally against each school's oversubscription criteria and if we are able to offer a place at more than one of your preferred schools we will offer a place at the one you have ranked highest. Naming a second or third preference does not give you any less chance of getting a place at your first preference school. If you don't name a second or third preference and we are not able to allocate a place at your preferred school then we will allocate a place at the nearest school with a place available.

Please be aware that 'expressing a preference' is not the same as 'choosing' a school. Whether or not your preference can be met depends on the availability of places and your priority for a place according to the oversubscription criteria.

Deciding your preferred schools

Before you make your decision regarding the secondary school(s) you would prefer for your child, you may wish to visit several schools in order to find out more about them. Listed later in this booklet are the times and dates of Open Days/Evenings for year 6 pupils and their parents.

What about designated (catchment) areas?

Cornwall Council has divided the County into geographical areas called 'designated areas' which are each served by a specific school or schools. **Please note: your designated school will not always be the one nearest to your home address.**

Cornwall Council's oversubscription criteria for community secondary schools give priority for admission to those children living in the designated area of the school. Please note that some trust, academy or free schools may not include designated areas in their oversubscription criteria. However, entitlement to transport to these schools will still be determined by Cornwall Council with regard to whether the school is in the designated area for your address or is your nearest school.

Special arrangements apply in Penzance and Newquay where it has been agreed that the two secondary schools (Humphry Davy School and Mounts Bay Academy in Penzance and Newquay Tretherras and Treviglas in Newquay) will be treated as if they have one designated area, which is called a 'dezoned area'.

If you live in the designated area for Cusgarne Community Primary School, your child has an equal priority for admission to two secondary schools: Redruth School and Richard Lander School, Truro. If you live in the designated area that previously served Tresillian Infant School (which closed on 31 August 2004), your child has an equal priority for admission to The Roseland Community College and Penair School, Truro. All other addresses have one designated secondary school only.

If you want to identify the designated school(s) for your address, visit www.cornwall.gov.uk/admissions or contact the School Admissions Team.

What if I want a school outside Cornwall?

If you live in Cornwall, you need to apply to Cornwall Council for your preferred school(s) even if one (or more) is not in Cornwall. Cornwall Council will ensure your application is forwarded to the appropriate local authority. You should also contact the school(s) direct for details of any additional information that they may require from you to determine your child's priority for admission, to be returned direct to them.

What do I do if I live outside Cornwall?

If you live outside Cornwall but you wish to apply for a school in Cornwall as one of your preferences, you should apply to your home local authority. They will ensure we receive a copy of your application. If you live overseas but are planning to move to Cornwall by September 2014 you can apply direct to Cornwall Council.

What if I have already registered an interest in a school – do I still need to apply?

Yes – you still need to submit an application form and you will not get any priority for a place based on the fact that you have already registered an interest.

What is considered to be my child's 'home address'?

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

Ready to apply?

Before 31 October 2013, visit www.cornwall.gov.uk/admissions and complete your online application or complete and return the paper application form available on the website or from the School Admissions Team. Please note that if there is a dispute between parents and we receive more than one application for a child this could lead to a delay in a place being allocated. Disputes must be resolved as only one application for each child will be processed and if more than one application is received, this will delay the process.

What additional information might I need to provide?

If you believe that you should be given priority based on a particular oversubscription criterion in the school's admission arrangements, please give as much relevant information as possible with your application to support this. Places can only be allocated using the written information that you give us. If you wish to send any supporting information after you have submitted your application we can only guarantee that it would be taken into account if it is received by the School Admissions Team by 3 January 2014, after which the allocation process will begin.

If one (or more) of your preferred schools is a Church school, you may also need to complete an extra form or provide additional evidence to help them determine your priority for a place under their oversubscription criteria. You should ask the school whether this is the case and provide the required information direct to them.

What if I change my mind before the application deadline?

When applying online you can change your preference(s) right up to the deadline of 23:59 on 31 October 2013. However, please remember that if you edit your application, **it is essential that you resubmit it** – failure to do so will result in a non-application. If you have sent in a paper application form you will need to write to the School Admissions Team to tell them you want to change your preference(s). This must be received by 31 October 2013.

What if my application is late?

Applications submitted after the deadline of 23:59 on 31 October 2013 will not be processed until after all those applications submitted by the closing date. There will be some delay before a place can be allocated and it is possible that some schools will already be full. **Please note that you will not be able to use the online application system after the 31 October 2013 deadline – you will need to download a paper form from www.cornwall.gov.uk/admissions.**

In exceptional circumstances, for example due to medical reasons, a recent move into the area or a family returning from abroad, an application may be accepted for consideration with those received by the closing date (31 October 2013) if it is received by 3 January 2014, after which the allocation process will begin. If you think this applies to your late application, please ensure that you attach a covering letter to your form explaining why your application is late.

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

If you want/need to change schools during the school year, you can apply to Cornwall Council using the In-Year Application Form available on the website: www.cornwall.gov.uk/admissions or contact the School Admissions Team.

Fair Access Protocol

All local authorities are required to have a Fair Access Protocol which applies to all schools in their area. 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. To find out more about the Protocol, please visit www.cornwall.gov.uk/admissions or contact the School Admissions Team.

Service families (UK Armed Forces)

During the school year, Cornwall Council will allocate a place ahead of the normal timescales for a service family arriving in Cornwall as long as the 'in-year' application is accompanied by an official letter that declares a relocation date and supplies the Unit postal address or quartering address. Contact the School Admissions Team for more information.

How places will be allocated

Allocation of applications submitted on time

If your application was submitted by the deadline of 23:59 on 31 October 2013 it will be considered at the same time as all other applications received by the closing date. No priority is given on a first-come, first-served basis.

All applicants will be listed in priority order for admission to each school, regardless of whether the school is named as a first, second or third preference. So if you name three preferences, your child will appear on three lists. We will offer places up to the published admission number (PAN) for each school i.e. the maximum number of children that a school will admit to a year group. If your child qualifies for a place at more than one of the schools you have expressed a preference for, a place will be offered at the one you have ranked as your highest preference on your application form – only one offer of a school place will be made for each child.

What if my application was late?

After the allocation of places for on-time applications, known as round one, i.e. those received by 31 October 2013, late applications will be dealt with as follows:

Late applications received before 14 March 2014

Any applications received between 31 October 2013 and 14 March 2014 but not considered to be exceptional will be dealt with together in round two and parents will be notified by 1 April 2014. Late applications or changes of mind submitted by 3 January 2014, after which the allocation process will begin, may be processed with those received by the closing date **only** in exceptional circumstances such as medical reasons, a recent move into the area, a return from abroad or other circumstances decided by Cornwall Council to be exceptional.

Late applications received after 14 March 2014

Applications received after 14 March 2014 will be dealt with on a daily basis until 31 August 2014 but only after the round two allocations have been made.

What is the order of priority?

If a child with a Statement of Special Educational Needs has the name of a state-funded school specified in his/her Statement, the child must be admitted to that school. For all other children, where there are more applications than there are places available, the school's oversubscription criteria will be used to determine the priority order for places.

The oversubscription criteria used to decide on priority for places at a community secondary school are set out here. The oversubscription criteria that apply to trust schools, academies and free schools are summarised in the individual schools list later in this booklet or in full at www.cornwall.gov.uk/admissions.

Cornwall Council's oversubscription criteria for transfer to year seven at a community secondary school

The following priority order will be used to decide which children should get any available places at community secondary schools if there are more applications than places available.

1. **Children in care and children who were in care** but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately after being in care.
2. **Children who live in the designated area** of the preferred school, or whose parents can provide evidence at the time of their application for a place, that by the beginning of the autumn term of the 2014/15 school year they will be living in the designated area of the preferred school.

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

3. **Children with an unequivocal professional recommendation** from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing to School Admissions Team, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY and must give full supporting reasons.
4. **Children with siblings** who will still be attending the preferred school at the time of their admission.

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. However, children who are in years 11 or 12 of a school with a sixth form would not be treated as siblings unless this was supported by the headteacher of the secondary school in question.

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

Tie-breaker

If any of the criteria outlined in 1 to 6 leave more children with an equal claim than places available, random allocation will be used to decide on priority. Cornwall Council's Random Allocation Protocol is available from the School Admissions Team on request.

Measuring distances

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

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

After you have submitted your application

Will my application be acknowledged?

If you apply online you will receive an automated email response to let you know your application has been submitted successfully. Paper applications will not be acknowledged unless you include a stamped addressed envelope with your form.

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

If you submit an online application by 23:59 on 31 October 2013 you will receive an email on 1 March 2014 in addition to a letter which will be sent by first class post on the same day. If you submit a paper application by 31 October 2013 we will send you a letter by first class post on 1 March 2014.

What do I do when I receive my notification?

You don't need to do anything unless you have changed your mind or your circumstances have changed, in which case you should contact the School Admissions Team for advice.

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

The letter will tell you whether you have been allocated a place at your second or third preference schools. If you did not name any other preferences or your other preference schools are also full, your child will be offered a place at the nearest school with room (measured as an actual distance by the nearest available route).

If you are not allocated a place at your preferred school you will have the right to appeal to an independent panel - the letter will tell you how to do this. You will have 20 school days after you receive your notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline.

If your child has a Statement of Special Educational Needs, you will have the right of appeal to the Special Educational Needs and Disability Tribunal. However, in the first instance, you will be advised to contact the Assessment and Education Provision Team (Tel: 0300 1234 101).

When will appeal hearings take place?

By 1 April 2014:	Parents to submit appeals or requests for their children to remain on waiting lists
May 2014:	Appeals will take place (mainly for on-time refusals)
June 2014:	Appeals will take place (mainly for round two refusals)
July/August 2014:	Appeals will take place (mainly for refusals after round two)

If my appeal is unsuccessful, can I appeal again?

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

What about waiting lists?

Cornwall Council and/or the governing bodies of academies, voluntary-aided, foundation and trust schools will maintain waiting lists for at least the first term of the academic year of admission. The waiting list will be 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.** Children in Care or children admitted through the Fair Access Protocol will be given priority over children on the waiting list.

What if I change my mind?

If you have been allocated a place at a school but then change your mind and wish to express a preference for a different school, please put your request in writing to the School Admissions Team. Please note that you would have to give up the allocated place and **your changed preference(s) would be processed as a late application** unless it is sent before 3 January 2014 (after which the allocation process will begin) and considered to be exceptional.

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

If you change address before the allocation date of 1 March 2014, you should tell the School Admissions Team as soon as possible. A change of address may affect your child's priority for a place at a school or your entitlement to transport. Notifications received by 3 January 2014 (after which the allocation process will begin) will be taken into account when considering your child's priority for a place at a school. If you fail to notify Cornwall Council of your change of address and you are allocated a place

at an oversubscribed school on the basis of your previous address, **Cornwall Council reserves the right to withdraw that allocation.**

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

If you change address after the allocation date of 1 March 2014, you should tell the School Admissions Team in writing. A change of address may affect your entitlement to transport. However, as long as your move takes place after the allocation date an allocated place would not be withdrawn if you wish to retain it.

Home to school transport

The responsibility for a child's attendance at school rests with parents/carers. This includes making the necessary arrangements for travel to school, including accompanying your child (or arranging suitable supervision) to and from school as necessary.

Cornwall Council provides transport free of charge to school in line with its duties under Section 508 and 509 of the Education Act 1996 and Schedule 35B inserted by the Education and Inspections Act 2006.

Please note that eligibility for transport to school is assessed separately from admission to school, and allocation of a school place should not be taken as an indication that transport will be provided.

The designated areas used to determine eligibility for transport to school are those defined by Cornwall Council and may occasionally differ from the designated areas used (if any) in an individual school or academy's admissions policy. To find out the designated school(s) for your address visit www.cornwall.gov.uk/admissions or contact the School Admissions Team.

If you are in any doubt as to whether your child would be eligible for home to school transport, please contact the School Admissions Team to confirm before submitting your application.

Will my child be eligible for transport free of charge to school?

Provided transport is generally limited to those children attending their nearest secondary school (or the designated school for your address if it is not the nearest) and living more than three miles away. Distances for transport purposes are measured using the shortest available walking route as determined by Cornwall Council.

However, transport will also be provided in some other circumstances, such as when a child's special educational needs or disability requires it, or if there are exceptional circumstances.

There are additional transport entitlements afforded to secondary school pupils from low income groups, defined as being eligible for free school meals or a family entitled to the maximum level of Working Tax Credit. In such cases the entitlement to transport free of charge is increased to any one of the three nearest schools, where he or she lives more than two miles but not more than six miles from that school. In addition, where a parent/carer has expressed a preference for a school based on religion or belief, then a child aged eleven to sixteen from a low income group is also eligible for transport free of charge to that school if it is the nearest suitable school preferred on the grounds of religion or belief and they live more than two miles but not more than fifteen miles from that school.

Please note that in September 2013 Cornwall Council will begin consultation on proposed changes to its Home to School Transport Policy for implementation in September 2014. You can find more details and the current and proposed Home to School Transport Policy at www.cornwall.gov.uk/schooltransport.

To enquire whether your child will be eligible for transport free of charge to school, please contact the School Admissions Team.

What if my preferred school is not the nearest or designated school?

If you are allocated a place at your preferred school and that school is not the nearest or designated school for your address, your child will not be eligible for transport to that school.

What if I apply for a place for my child at his or her nearest or designated school but he or she is offered a place elsewhere?

If you apply for a place for your child at your nearest (or designated) school but are not allocated a place because the school is full, you will be allocated a place at the school you named as your next preference, or at the nearest school with room if none of your preferences are available. If the school at which your child is allocated a place is the nearest school to you with room, your child will be eligible for transport to school if it is more than three miles from your home address.

Sustainable travel to school

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

Cornwall Council is fully committed to promoting walking, cycling, bus use (if available) and car sharing for the school journey. We would like as many children to walk and cycle to school as possible instead of being driven by their parents. Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn. Walking, cycling or using the bus reduces congestion on the roads. Parents in Cornwall who drive their children to school increase congestion on the roads by 20% and generate approximately 4,000 tonnes of carbon dioxide, the principal cause of human induced climate change.

Unless the school your child attends is less than half a mile from your home you will probably drive your child to school. Walking, cycling and using public transport (if available) offers children independence and flexibility - which is especially important with greater numbers of pupils staying for extra study, extra curricular activities and sport. Where walking, cycling or public transport are not feasible, car sharing may be the option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

Children with Special Educational Needs

If your child has Special Educational Needs (SEN), his/her school will initially assess and provide for them according to the Department for Education's Code of Practice. If your child has more complex SEN than can be provided for by the support available for pupils on the School's Record of Need, Cornwall Council will carry out a statutory assessment in line with the Education Act 1996. If you feel your child has SEN you should discuss this with the headteacher of your child's school.

The Assessment and Education Provision Team can give you detailed information about all aspects of provision for children with SEN, including statutory assessments and the Code of Practice.

Wherever possible, Cornwall Council aims to provide for children with SEN in mainstream schools. Cornwall Council has, however, four special schools and a number of area resource bases attached to mainstream schools to provide for children with more severe difficulties. All admissions to special schools are decided by admission panels. Placement at a special school outside Cornwall is also possible in exceptional cases where no appropriate provision is available in Cornwall. Education is also provided for children in hospital and for those who cannot attend school. **If your child has a statement of SEN you should still apply online or complete and return the paper application form.** If your preferred school is one of the special schools in Cornwall or a school outside Cornwall, it is very important that you also state your second preference of school, in case your first preference is not available.

If your child has a statement of SEN, you will not receive a letter or an electronic notification notifying you of the outcome of your secondary school application. You will, instead, receive a copy of your child's amended statement, showing the school where he/she has been allocated a place from September 2014. You should receive the amended statement by 14 February 2014.

For general advice and information, please contact the Assessment and Education Provision Team on 01736 752826.

There is also a Parent Partnership Service that provides independent information and support to parents and carers who may have concerns about their child's special educational needs. The Parent Partners can help you make informed choices about your child's education. They can encourage closer working relationships between you, your child's school, Cornwall Council and other agencies.

The Parent Partnership Service can be contacted on 01736 751921.

Other information about schools

School meals

Meals are available for pupils to purchase at all schools in Cornwall. It is the parent/carer's responsibility to ensure that their children are provided with money to purchase these meals. Details of the meal prices should be available from individual schools. Facilities are also available at all schools for pupils who wish to bring packed lunches.

Free school meals

Your child may be eligible for Free School Meals if you are in receipt of any of the following benefits:

- Income Support (IS)
- Job Seekers' Allowance (Income-Based)
- Income Related Employment and Support Allowance (ESA-IR)
- Child Tax Credit (CTC) with an Annual income of less than £16,190
- Guarantee Element of Pension Credit (GPC)
- Immigration and Asylum Act 1999 (IAA) Support

Please note that Working Tax Credit claimants are NOT eligible for Free School Meals, regardless of what other credit/benefits are being claimed.

For more information contact schoolmeals@cornwall.gov.uk or call 01872 323298.

School results

If you would like to know about results and reports for your preferred school or compare schools, you can either have a look at the Ofsted website www.ofsted.gov.uk which will have the school's last inspection report, have a look at the school's website for results or contact the school direct.

Home School Agreements

Home School Agreements set out what is expected of and for children and families at a school. **You should not be asked to sign an agreement before a place is offered or as a condition for being allocated a place.** If you are asked to do this, please let the School Admissions Team know – this is a breach of the School Admissions Code and Cornwall Council takes this very seriously.

School uniform

A school's governing body are responsible for the school's policy on school uniform. For more information, contact the school. **There is no longer a uniform grant available from Cornwall Council.**

Other sources of information

Department for Education - www.dfe.gov.uk

Family Information Service - Tel: 0800 587 8191 Email: fis@cornwall.gov.uk

Individual schools information

The following table has information about each of the secondary schools in Cornwall. For further information, please contact the school direct or visit their website. Explanations for each of the headings in the table are as follows:

School & contact details

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

Status, age range and specialism

This column refers to the school's status at the time of publication, age range and specialism. Please note that some schools may change their status in the school year starting in September 2013, after publication of this booklet. However, the oversubscription criteria will remain the same for 2014/15.

Feeder schools

These are the primary schools which generally 'feed' the school. This is for guidance only – **attending one of these primary schools does not guarantee you a place at the secondary school.**

2013 applications: 1st/2nd/3rd preferences & PAN

This column lists the number of first, second and third preference **on-time** applications received for September 2013 and the school's published admission number (PAN) for 2013/14 i.e. the maximum number of pupils that a school will admit to a year group.

PAN 2014 & estimated NOR

This column shows the school's published admission number (PAN) for 2014/15 and the estimated number on roll (NOR) i.e. the total number of pupils at the school. This estimation is calculated using NHS birth data, historical application numbers, migration rates and any large housing developments. It does not, however, take into account parental preference which cannot be predicted.

Oversubscription Criteria

If the number of first-preference applications exceeds the published admission number (PAN), the school's oversubscription criteria will be applied. **Please note that this is just a summary of the criteria and you should contact the school or look on their website for the accurate, detailed criteria, to understand how places will be allocated.** The numbers referred to are:

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

Transfer to Secondary School 2014

School & contact details	Status, age range, specialism	Feeder schools (guide only)	2013 on-time applications				2014 PAN & estimated NOR	Oversubscription criteria (see key before table)
			Preferences			2013 PAN		
			1st	2nd	3rd			
Bodmin College Lostwithiel Road Bodmin PL31 1DD 01208 72114 www.bodmincollege.co.uk	Academy 11-18 Science	Berrycoombe, Blisland, Cardinham, Lanivet, Lanlivery, Lostwithiel, Luxulyan, Nanstallon, Robartes, St Mary's Catholic Primary School, St Petroc's, St Tudy, St Wenn	205	24	10	240	PAN - 240 NOR - 1498	1,3,8,4,7
Brannel School Rectory Road St Stephen PL26 7RN 01726 822485 www.brannel.com	Trust School 11-16 Performing Arts	Foxhole, Nanpean, Roche, St Dennis, St Mewan, St Stephens, Whitemoor	129	19	20	150	PAN - 150 NOR - 728	1,2,3,4,5,10
Budehaven Community School Valley Road Bude EX23 8DQ 01288 353271 www.budehaven.cornwall.sch.uk	Trust School 11-18 Sports	Bude Junior, Jacobstow, Kilkhampton, Marhamchurch, St Mark's, Stratton, Whitstone	170	33	5	210	PAN - 210 NOR - 1191	1,2,3,4,5,10
Callington Community College Launceston Road Callington PL17 7DR 01579 383292 www.callingtoncommunitycollege.co.uk	Academy 11-18 Sports and Music	Callington, Calstock, Delaware, Gunnislake, Harrowbarrow, Pensilva, Quethiock, St Dominic, St Mellion, Stoke Climsland, Upton Cross	213	77	25	240	PAN - 240 NOR - 1392	1,3,8,4,10
Camborne Science & International Academy Cranberry Road Camborne TR14 7PP 01209 712280 www.camborne-comm-coll.cornwall.sch.uk	Academy 11-18 Science	Crowan, Kehelland, Penponds, Rosemellin, Roskear, St John's, St Meriadoc Junior, Trevithick, Troon, Weeth	228	37	20	245	PAN - 245 NOR - 1311	1,4,6,8,3,7
Cape Cornwall School Cape Cornwall Road Penzance TR19 7JX 01736 788501 www.cape.cornwall.sch.uk	Trust School 11-16 Arts (Visual and Media)	Pendeen, Sennen, St Buryan, St Just, St Levan	59	7	25	100	PAN - 120 NOR - 363	1,2,3,4,5,10
Falmouth School Trescobeas Road Falmouth TR11 4LH 01326 372386 www.falmouth.cornwall.sch.uk	Academy 11-18	Falmouth, King Charles, Marlborough, St Francis, St Mary's RC	150	36	5	220	PAN - 220 NOR - 1058	1,2,3,4,5,10
Fowey Community College Windmill Fowey PL23 1HE 01726 833484 www.fowey-comm-coll.cornwall.sch.uk	Community School 11-16	Biscovey, Fowey, Lanlivery, Lerryn, Lostwithiel, Polruan, St Winnow, Tywardreath	105	32	8	200	PAN - 200 NOR - 685	Set by Cornwall Council as described earlier in this booklet - 1,2,3,4,5,10

School & contact details	Status, age range, specialism	Feeder schools (guide only)	2013 on-time applications				2014 PAN & estimated NOR	Oversubscription criteria (see key before table)
			Preferences			2013 PAN		
			1st	2nd	3rd			
Hayle Community School High Lanes Hayle TR27 4DN 01736 753009 www.hayle-comm.cornwall.sch.uk	Community School 11-16 International, Business and Enterprise	Bodriggy, Connor Downs, Gwinear, Leedstown, Penpol, St Erth	111	16	9	150	PAN - 150 NOR - 602	Set by Cornwall Council as described earlier in this booklet - 1,2,3,4,5,10
Helston Community College Church Hill Helston TR13 8NR 01326 572685 www.helston.cornwall.sch.uk	Trust School 11-18 Technology	Boskenwyn, Breage, Germoe, Godolphin, Halwin, Nansloe, Parc Eglos, Porthleven, Sithney, St Michael's, Trannack, Wendron	238	30	16	270	PAN - 270 NOR - 1587	1,2,3,4,5,10
Humphry Davy School Coombe Road Penzance TR18 2TG 01736 363559 www.humphry-davy.cornwall.sch.uk	Trust School 11-16 Music	Alverton, Germoe, Gulval, Heamoor, Ludgvan, Marazion, Mousehole, Newlyn, Pensans, St Hilary, St Maddern's, St Mary's CE, St Mary's RC, Trythall	114	60	18	175	PAN - 175 NOR - 614	1,2,3,4,5,10
Launceston College Hurdon Road Launceston PL15 9JR 01566 772468 www.launceston-college.cornwall.sch.uk	Academy 11-18 Technology	Altarnun, Boyton, Coads Green, Egloskerry, Launceston, Lewannick, North Petherwin, South Petherwin, St Catherine's, St Stephen's, Tregadillet, Trekenner, Warbstow, Werrington	203	25	9	223	PAN - 223 NOR - 1299	1,2,3,4,5,10
Liskeard School & Community College Luxstowe Liskeard PL14 3EA 01579 342344 www.liskeard.cornwall.sch.uk	Trust School 11-18	Braddock, Darite, Dobwalls, Liskeard Hillfort, Menheniot, St Cleer, St Martins, St Neot, Trewidland	149	26	17	244	PAN - 210 NOR - 989	1,2,3,4,5,10
Looe Community Academy Sunrising Looe PL13 1NQ 01503 262625 www.looe.cornwall.sch.uk	Academy 11-16 Performing Arts	Duloe, Looe, Pelynt, Polperro, Trenode	85	26	20	122	PAN - 122 NOR - 571	1,4,8,5,6,3,10
Mounts Bay Academy Boscathnoe Lane Penzance TR18 3JT 01736 363240 www.mounts-bay.cornwall.sch.uk	Academy 11-16 Sports	Alverton, Germoe, Gulval, Heamoor, Ludgvan, Marazion, Mousehole, Newlyn, Pensans, St Hilary, St Maddern's, St Mary's CE, St Mary's RC, Trythall	163	92	9	185	PAN - 185 NOR - 908	1,3,8,4,7
Mullion School Meaver Road Mullion Helston TR12 7EB 01326 240098 www.mullionschool.org.uk	Trust School 11-16 Performing Arts	Coverack, Cury, Garras, Grade-Ruan, Landewednack, Manaccan, Mullion, St Keverne, St Martin-in-Meneage	91	46	5	115	PAN - 115 NOR - 539	1,2,3,4,5,10

Transfer to Secondary School 2014

School & contact details	Status, age range, specialism	Feeder schools (guide only)	2013 on-time applications				2014 PAN & estimated NOR	Oversubscription criteria (see key before table)
			Preferences			2013 PAN		
			1st	2nd	3rd			
Newquay Tretherras Trevenson Road Newquay TR7 3BH 01637 872080 www.tretherras.cornwall.sch.uk	Academy 11-18	Cubert, Goonhavern, Indian Queens, Mawgan-in-Pydar, Newquay Junior Academy, Perranporth, St Columb Major, St Columb Minor, St Newlyn East, Summercourt, Trevisker, The Bishops	276	58	8	280	PAN - 280 NOR - 1685	1,3,4,6,8,8,7
Penair School St Clement Truro TR1 1TN 01872 274737 www.penair.cornwall.sch.uk	Academy 11-16 Science	Archbishop Benson CE, Bosvigo, Devoran, Kea, St Erme with Trispen, St Mary's CE, Tregolls, Treyew	193	92	21	240	PAN - 240 NOR - 1067	1,2,6,3,4,5,10
Penrice Academy Charlestown Road St Austell PL25 3NR 01726 72163 www.penrice.cornwall.sch.uk	Academy 11-16 Language	Bishop Bronescombe, Carclaze, Charlestown, Luxulyan, Mevagissey, Mount Charles, Pondhu, Sandy Hill, St Mewan	314	100	19	270	PAN - 270 NOR - 1350	1,4,8,7,6,3,10
Penryn College Kernick Road Penryn TR10 8PZ 01326 372379 www.penryn-college.cornwall.sch.uk	Academy 11-16 Sports	Constantine, Flushing, Kennall Vale, Mabe, Mawnan, Mylor Bridge, Penryn Junior, Perran-ar-worthal	204	79	18	210	PAN - 210 NOR - 1050	1,2,3,4,5,10
Poltair School Trevarthian Road St Austell PL25 4BZ 01726 874520 www.poltairschool.co.uk	Trust School 11-16 Sports	Bugle, Bishop Bronescombe, Charlestown, Carclaze, Luxulyan, Mount Charles, Pondhu, St Mewan, Sandy Hill, Treverbyn,	97	109	29	180	PAN - 180 NOR - 706	1,2,3,4,5,10
Pool Academy Church Road Pool Redruth TR15 3PZ 01209 712220 www.poolacademy.co.uk	Academy 11-16	Illogan, Pencoys, Portreath, Rosemellin, Roskear, Treloweth	161	85	20	210	PAN - 210 NOR - 907	1,4,8,6,3,10
Redruth School Tolgus Vean Redruth TR15 1TA 01209 203700 www.redruth.cornwall.sch.uk	Trust School 11-18	Cusgarne, Lanner, Pennoweth, St Day & Carharrack, Stithians, Treleigh, Trewirgie Junior	153	44	27	260	PAN - 220 NOR - 981	Set by Cornwall Council as described earlier in this booklet - 1,2,3,4,5,10
Richard Lander School Higher Besore Road Truro TR3 6LT 01872 273750 www.richardlander.co.uk	Community School 11-16 Technology	Blackwater, Bosvigo, Chacewater, Cusgarne, Mithian, Mount Hawke, Shortlanesend, St Agnes, Threemilestone, Treyew	247	93	26	270	PAN - 270 NOR - 1253	Set by Cornwall Council as described earlier in this booklet - 1,2,3,4,5,10

School & contact details	Status, age range, specialism	Feeder schools (guide only)	2013 on-time applications				2014 PAN & estimated NOR	Oversubscription criteria (see key before table)
			Preferences			2013 PAN		
			1st	2nd	3rd			
saltash.net Community School Wearde Road Saltash PL12 4AY 01752 843715 www.saltash.net	Academy 11-18 Science, Mathematics & Computing	Bishop Cornish, Brunel, Burraton, Landulph, Sir Robert Geffery's, St Germans, St Stephen's	201	57	29	230	PAN - 230 NOR - 1323	1,2,3,4,5,10
Sir James Smiths Community School Dark Lane Camelford PL32 9UJ 01840 213274 www.sirjamesmiths.cornwall.sch.uk	Trust School 11-16 Humanities	Boscastle, Camelford, Delabole, Otterham, Port Isaac, St Breward, St Teath, Tintagel	78	9	8	120	PAN - 120 NOR - 455	1,2,3,4,5,10
St Ives School: A Technology College Higher Tregenna St Ives TR26 2BB 01736 795608 www.st-ives.cornwall.sch.uk	Community School 11-16 Technology	Nancledra, St Ives Junior, St Uny	137	14	11	150	PAN - 150 NOR - 657	Set by Cornwall Council as described earlier in this booklet - 1,2,3,4,5,10
St Michael's Catholic Secondary School Trevu Road Camborne TR14 7AD 01209 718997 www.stmichaelscornwall.org.uk	Free School 11-16		18	19	6	60	PAN - 60	Strand 1: 1,4,9,9,9 Strand 2: 1,4,10
The Roseland Community College Tregony Truro TR2 5SE 01872 530583 www.theroseland.co.uk	Academy 11-16 Music with English	Gerrans, Gorran, Grampound, Grampound-with-Creed, Ladock, Probus, St Mawes, Tregony, Veryan	105	17	13	120	PAN - 137 NOR - 609	1,2,3,4,5,10
Torpoint Community College Trevol Road Torpoint PL11 2NH 01752 812511 www.torpoint.cornwall.sch.uk	Trust School 11-18 Humanities	Antony, Carbeile Junior, Fourlanesend, Millbrook, St Nicolas	97	20	9	170	PAN - 175 NOR - 704	1,2,3,4,10
Treviglas Community College Bradley Road Newquay TR7 3JA 01637 872076 www.treviglas.net	Community School 11-18 Business and Enterprise	Cubert, Goonhavern, Indian Queens, Mawgan-in-Pydar, Newquay Junior Academy, Perranporth, St Columb Major, St Columb Minor, St Newlyn East, Summercourt, The Bishop's, Trevisker	102	68	13	200	PAN - 200 NOR - 842	Set by Cornwall Council as described earlier in this booklet - 1,2,3,4,5,10
Wadebridge School Gonvena Hill Wadebridge PL27 6BU 01208 812881 www.wadebridge.cornwall.sch.uk	Academy 11-18	Padstow, St Breock, St Issey, St Kew, St Mabyrn, St Merryn, St Minver, Trevisker, Wadebridge	211	47	17	210	PAN - 210 NOR - 1188	1,3,8,4,6,7

Open days/evenings 2013

Bodmin College	Thursday 30 October 6pm
Brannel School	Wednesday 18 September 6pm-8.30pm
Budehaven Community School	Thursday 10 October 4.30pm - presentation 6.30pm-8.30pm
Callington Community College	Tuesday 17 September 6.30pm Tuesday 24 September 6.30pm
Camborne Science & International Academy	Monday 16 September – contact school for time
Cape Cornwall School	Wednesday 25 September - Year 6 Taster Day Thursday 10 October 6.30pm-8.30pm
Falmouth School	Thursday 3 October 6pm-8pm
Fowey Community College	Wednesday 18 September 6pm-8pm
Hayle Community School	Wednesday 18 September 6pm-8pm
Helston Community College	Wednesday 18 September 5pm-8pm
Humphry Davy School	Thursday 3 October 6pm-8.30pm
Launceston College	Thursday 3 October 5.30pm
Liskeard School & Community College	Wednesday 18 September 6pm-8.30pm
Looe Community Academy	Thursday 3 October - 6pm-8pm Monday 7 October by appointment only Tuesday 8 October by appointment only
Mounts Bay Academy	Tuesday 1 October Yr 6 day and parents evening 6pm
Mullion School	Tuesday 24 September 11am
Newquay Tretherras	Thursday 12 September 6pm-8pm Friday 13 September 9.15am-1.45pm
Penair School	Tuesday 17 September 5pm - 8pm
Penrice Academy	Tuesday 24 September 6pm-7.30pm Thursday 26 September 6pm-7.30pm Thursday 3 October 5.30pm-8pm Open For Tours every morning between 07 October to 18 October
Penryn College	Wednesday 25 September 5pm-8pm
Poltair School	Tuesday 17 September - Yr 5/6 7pm-8pm Wednesday 18 September - Y6 taster day Thursday 19 September - 6pm-8.30pm Tuesday 1 October - Yr 5/6 7pm-8pm
Pool Academy	Tuesday 17 September 5.30pm-8pm
Redruth School	Thursday 19 September 5pm-8pm
Richard Lander School	Thursday 19 September – contact school for time
Saltash.net Community School	Wednesday 2 October 6.30pm Thursday 3 October 6.30pm
Sir James Smith's Community School	Tuesday 1 October 5pm-6.30pm
St Ives School – A Technology College	Thursday 26 September 6.30pm-7.30pm
St Michael's Catholic Secondary School	Tuesday 24 September 2pm-7pm
The Roseland Community College	Tuesday 24 September 6pm
Torpoint Community School	Thursday 26 September 6.30pm- 8.30pm
Treviglas Community College	Tuesday 17 September 5pm-7.30pm Wednesday 18 September 9am-10.15am
Wadebridge School	Thursday 10 October 5pm-8pm

(Dates correct at time of publication – please confirm dates/times with the school)

Somebody Else's Child – Everybody's Responsibility

Cornwall Council is urging people in Cornwall to help them ensure the safety and wellbeing of children who are being cared for by someone who is not a direct relative.

Private fostering describes an arrangement when someone who is not a close relative (a close or direct relative is defined as stepparent, grandparent, brother, sister, uncle or aunt - whether full blood, half blood or by marriage) cares for another person's child for 28 days or more. Although this is done by a private arrangement, legally the parent and the carer must notify the local authority where the child is going to live so that the local authority can ensure that the child is being properly looked after. Nobody knows exactly how many children are privately fostered and it is feared that some of these 'invisible' children could be at risk of abuse, or victims of trafficking. According to Government Statistics at 31 March 2012, 1,780 children were reported as being cared for and accommodated in private fostering arrangements in England.

The Council is therefore particularly asking parents and people who work with children to be aware of private fostering and to notify us immediately if they suspect such an arrangement. The general public also has a part to play.

If you are, or think you are, private fostering then please call the Family Placement Service on 0300 1234 101 for further advice.

Data protection notice

All information you provide in connection with your application will be processed by Cornwall Council and may be shared by Cornwall Council with other relevant admission authorities (e.g. other local authorities, schools, etc.) for the purposes of dealing with your application and any related matters (e.g. appeals). In addition, the information you provide in connection with your application may be used for the purposes of dealing with matters connected with or ancillary to your child's education (e.g. school transport, school meals, etc.) or the purpose of updating any other records (e.g. social care, health records, etc.) which either the Council or the schools hold in relation to your child.

By completing and submitting your application you give your express consent that all personal data submitted by you may be processed by us in accordance with the above mentioned purposes.

The information you provide in connection with your application will be retained by Cornwall Council and/or the school at which your child is placed for the duration of your child's compulsory education.

You have a right to apply for a copy of the information we hold on you or your child and to correct any inaccuracies. In addition, in the event that you no longer wish us to process the information for the purpose(s) provided you may withdraw your consent at any time by giving us written notice. You should understand, however, that we may

nevertheless need to continue processing your personal information in accordance with our statutory obligations to the extent permitted by law.

Please contact us if you would like further information or assistance.

Please note that although the information contained in this document was correct as at 31 July 2013 in relation to the school year 2014/2015, it cannot be guaranteed that there will be no change before the start of, or during, the 2014/2015 school year or during subsequent school years.

Feedback

If you would like to give any feedback about the information provided:

- please complete the online feedback form at www.cornwall.gov.uk/admissions;
or
- email schooladmissions@cornwall.gov.uk;
or
- write to School Admissions Team, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.

Glossary

Academies are publicly-funded schools which are independent from the local authority. The governing body sets the admission arrangements but parents/carers still apply to the local authority for a place at the school.

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

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

Community schools are maintained by the local authority which sets the admission arrangements.

Co-ordinated admission scheme is the process by which local authorities co-ordinate the allocation of places for schools in the area.

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

Foundation schools are maintained by the local authority and the governing body sets the admission arrangements.

Free schools are publicly-funded schools which are independent from the local authority. Free schools have a similar legal status to academies. Parents/carers still apply to the local authority for a place at the school.

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

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

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

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

Trust schools are a type of foundation school which forms a charitable trust with outside partners. **Co-operative trust schools** are a model of trust which includes the Co-operative Society as a member.

Voluntary-aided (VA) schools are maintained by the local authority and the governing body sets the admission arrangements.

Voluntary-controlled (VC) schools are maintained by the local authority which sets the admission arrangements.

Applying for a secondary school place for September 2014

Key dates

31 October 2013 (23:59)	Deadline for applications
1 March 2014	Date when information about the outcome of your application will be sent out – by email if you applied online and asked to be notified electronically and by first class post if you applied using the paper form
By 1 April 2014	Parents/carers can submit appeals or requests for their children to be added to a waiting list
May 2014	Appeals will take place (mainly for on-time refusals)

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

**Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY**

**Telephone: 0300 1234 100
Email: enquiries@cornwall.gov.uk
www.cornwall.gov.uk**