



Co-ordinated Admissions Scheme

for academies and maintained
primary schools in Cornwall
2013/14

Introduction

1. This scheme is made by Cornwall Council, the Local Authority (LA) for the County of Cornwall, acting under the provisions of The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. The scheme is also in accordance with the School Admissions Code 2012.

Interpretation

2. In this scheme –

“the LA” means Cornwall Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation, voluntary or trust school (but not a special school) which is maintained by the LA;

“Foundation schools” means such of the schools as are foundation schools;

“VA schools” means such of the schools as are voluntary aided schools;

“Trust schools” means such of the schools as are trust schools;

“Academy” means academy schools, free schools and studio schools;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an academy, the academy trust and in relation to a foundation, VA or trust school, means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2013;

“admission arrangements” means the arrangements for a particular academy, school or schools which govern the procedures and decision making for the purposes of admitting pupils to that school or schools;

“in-year admission” means any application for a place in any year group at a school for the 2013/2014 school year which is received by the school after 31 August 2013;

“PAN” means the Published Admission Number for the year of entry at a school; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s PAN.

The scheme

3. The scheme shall be determined and applied in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
4. The scheme shall apply to every academy and maintained primary school in the LA area (except special schools) and shall take effect for admissions from September 2013.
5. The scheme shall be based on the “equal preference” system as defined in the School Admissions Code.

SCHEDULE 1

Part 1 – The scheme

1. There will be a standard form known as the (Cornwall Admissions) Common Application Form (CACAF). This form will be available to parents electronically and as a paper copy.
2. The CACAF will be used for the purpose of admitting pupils into the first year of primary education (reception for an infant/junior and infant school and year 3 in a junior school) in the specified year.
3. 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 the LA area wishing to express a preference for their child:
 - (a) to be admitted to a school within the LA area (including academies, foundation, VA and trust schools); and
 - (b) to be admitted to a school located in another LA’s area (including academies, VA, foundation and trust schools).
4. 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 academies or schools outside the LA’s area, 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; and
 - (iii) if a place cannot be offered at a nominated school a place will be offered at an alternative school and
- (d) specify the closing date and where it must be returned, in accordance with paragraphs 8 to 12.

5. The LA will make appropriate arrangements to ensure:

- (a) that the CACAF is available on the Council's website and on request from the LA and from all primary and secondary schools in the LA area; and
- (b) that the CACAF is accompanied by a written explanation of the co-ordinated admissions scheme.

6. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child of the appropriate age has access to a copy of the CACAF (and a written explanation).

7. All preferences expressed on the CACAF are valid applications. If a parent expresses a preference for a school that is an academy or a VA, foundation or trust school, the governing body of that school can require the parent to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form or information is required it must be returned direct to the relevant school, but such supplementary information cannot be regarded as a valid application unless the parent has also completed the CACAF and named that school as one of his/her preferences.

Processing of CACAFs

8. The closing date for applications for reception and year 3 in a junior school is **15 January 2013 i.e. this is the date by which completed applications (paper and online) must be submitted.**

9. Completed paper or online CACAFs for reception places are to be returned direct to the LA.

10. Completed paper CACAFs for junior schools should be returned via the child's infant school or direct to the LA if the child does not attend a maintained infant school in Cornwall. If a parent completes an online application for a junior school place, infant schools will be informed accordingly. Infant schools should keep a record of application forms for year 3 places at junior schools before forwarding

them to the LA. This should be done either by copying each form or by recording details.

11. Infant schools will forward any junior school applications which they receive to the LA as soon as possible and by the closing date for applications.

Determining offers in response to the CACAF

12. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CACAFs. The LA will only make any 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) an applicant is eligible for a place at more than one school or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 17 of this Schedule.

13. **By 08 February 2013** where parents have nominated a school outside the LA area, Cornwall Council will notify the relevant LA.
14. **By 08 February 2013** the LA will notify the governing bodies of any academy, VA, foundation and trust schools in the LA area of every nomination for a place at those schools, regardless of the ranking of each preference.
15. **By 01 March 2013** the governing bodies of academies, VA, foundation and trust schools in the LA area will have considered all applications for places, applied the school's oversubscription criteria and provided the LA with a list of those applicants ranked according to the school's oversubscription criteria.
16. **By 28 March 2013** the LA will rank all applications for those schools for which it is the admitting authority. Using these ranked lists and those provided by any academies, VA, foundation and trust schools, the LA 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 most 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 or academy 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 school(s) accordingly.

Where a child living in Cornwall is not eligible for a place at a nominated school, the child will be allocated a place at the nearest school or academy in Cornwall with a vacancy. Distances will be measured by the nearest available route, as determined by the CSA's Geographical Information System (currently dataMap).

17. **By 29 March 2013** Cornwall Council will inform other LAs of places in schools in Cornwall to be offered to their residents. Similarly, Plymouth and Devon LAs (and others, as appropriate) will notify Cornwall LA of places to be offered to residents in Cornwall. If on exchanging such information with other LAs 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 or academy place would be allocated.
18. **By 12 April 2013** the LA will send academies and primary schools in Cornwall lists of the children to be offered places at their establishment.
19. **On 16 April 2013** parents will be sent a letter by the LA notifying them that they are being offered a place at the academy or school. Parents who apply online and who opt to be notified of the outcome of their application electronically will also receive an e-mail notification. The letter will give the following information:
- o the name of the school or academy at which a place is offered;
 - o if appropriate, the reasons why the child is not being offered a place at the other academies/school(s) nominated on the CACAF;
 - o if appropriate, the reasons why the child is not being offered a place at any of the academies/schools nominated on the CACAF;
 - o if appropriate, information about their statutory right of appeal against the decision to refuse places at any of the nominated schools or academies, including contact details as necessary;
 - o where the child has been refused a place at a nominated academy or school in Cornwall, an invitation for the child's name to be added to the waiting list for that school;
 - o a request to send any notification of acceptance of the offer of a place within two weeks after the date of the offer and to notify the LA without delay if, for any reason, the parent no longer wishes to accept the place offered.

PART 2 - LATE APPLICATIONS

20. The closing date for applications in the normal admissions round is **15 January 2013**. For late applications or changes of mind submitted by **15 February 2013**, they will be processed with those received by the closing date in exceptional circumstances only. Such circumstances would include medical reasons, a recent move into the area, a return from abroad or other circumstances **decided by the LA** to be exceptional.
21. There will be a second late closing date of **03 May 2013**. Applications submitted between **16 February 2013 and 03 May 2013** (and those submitted between **16 January 2013 and 15 February 2013**, but not considered to be exceptional) will be processed, together, as soon as possible after 16 May (this being the date by which appeals and requests for remaining on waiting lists have to be submitted by "on-time" parents). Parents who submit late applications by

03 May 2013 will be notified of the outcome of their applications **by 01 June 2013**. These will be known as “round two” allocations.

22. Applications submitted between **04 May 2013 and 31 August 2013** will be dealt with on a daily basis, with the “closing date” for receipt of applications being midnight each day. All applications for 2013/14 reception or year 3 places in a junior school received in Cornwall Council’s Admissions Team by midnight on the same day during this period will be treated equally and will be known as “round three” allocations. Round three applications will not be considered until the round two allocations have been completed.
23. Round two late applications for oversubscribed schools (i.e. those applications that are submitted between 17 February 2013 and 03 May 2013 or between 16 January 2013 and 16 February 2013 but are not deemed to be “exceptional”) will be added to waiting lists after 03 May 2013, together with the names of children who have already been refused places at the school and whose parents have indicated that they want their children’s names to remain on the waiting list for that school. Round three late applications for oversubscribed schools (i.e. those applications that are submitted on or after 04 May 2013 and are received by 31 August 2013, will be added to waiting lists on a daily basis. If a place becomes available at an oversubscribed school it will be allocated to the child at the top of the waiting list (which will list children in the priority order of the LA’s or governing body’s oversubscription criteria) regardless of whether the application for that child had been late or on-time. However, children who are the subject of a direction by the LA to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.
24. All applications for places in reception or for year 3 in a junior school for the 2013/14 school year should be referred to the LA, under this scheme, until the end of August 2013.

Waiting Lists

25. The LA and the governing bodies of academies, VA, foundation and trust schools will maintain waiting lists for reception and year 3 at a junior school throughout the school year.
26. During the autumn term 2013 the LA or the governing bodies of academies, VA, foundation and trust schools will ask parents with children still on waiting lists whether they wish them to remain there. The LA’s waiting lists will be maintained until the end of reception and year 3 (for a junior school) only. Parents with children still on waiting lists at this time will be reminded during the summer holidays 2013 that the waiting lists have now ceased and that they will have to submit a further application for year 1 or year 4, as appropriate, if they wish their request for a place to be ongoing.

SCHEDULE 2

Timetable of co-ordinated primary scheme 2013/14

- By 12 September 2012:** Guide for parents and application forms must be available.
- 15 January 2013:** Closing date for online applications or for the paper (Cornwall Admission) Common Application Forms (CACAFs) to be submitted to infant schools or direct to the LA.
- By 22 January 2013:** The remainder of the CACAFs for junior school places to be returned to the LA by infant schools (although most forms should already have been forwarded to the LA by this date).
- By 08 February 2013:** Details of applications which include preferences for schools or academies in other LAs to be sent to those LAs.
- Cornwall Council to notify any academy, VA, foundation and trust schools of all nominations (although this will have been done on a weekly basis throughout the process, as far as possible).
- 15 February 2013:** Final date for submission of exceptional late applications.
- 18 February 2013:** The LA will notify headteachers of the number of first, second and third preferences for their school or academy.
- By 01 March 2013:** The governing bodies of any academy, VA, foundation and trust schools will provide the LA with a list of all applicants ranked in priority order according to the individual academy's or school's oversubscription criteria.
- Between 05 March and 29 March 2013, the LA will match the ranked lists of all the academies and schools and provisionally allocate places in accordance with para 17 of Schedule 1.
- By 29 March 2013:** The LA will inform all other LAs 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).
- Between 01 and 12 April 2013, the LA will decide on final allocations.

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| By 12 April 2013: | The LA will notify academies and schools which parents are to be offered places at their schools. |
| On 16 April 2013: | Notifications to be sent to parents by the LA. |
| By 03 May 2013: | Last date for submission of round two applications. |
| By 16 May 2013: | Parents to send any notification of acceptance of the offer of a place. Parents to submit appeals or requests for their children to remain on waiting lists. (This is 20 school days after the notification date, as required in the School Admission Appeals Code.) |
| May/June 2013: | Appeals will take place (mainly for on-time refusals). |
| By 01 June 2013: | Notifications to be sent to parents of round two allocations. |
| July 2013: | Appeals will take place (mainly for round two refusals). |
| July/August 2013: | Appeals will take place (mainly for round three refusals). |
| 31 August 2013: | Scheme closes. |
| 01 September 2013: | Schools' in-year co-ordination schemes commence. |

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