



# Co-ordinated Admissions Scheme

for September 2017 entry to  
infant and primary school and  
transfer to junior school

# Introduction

This scheme is determined 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 2014 and the School Admissions Code 2014. It applies to all state-funded infant, junior and primary schools in Cornwall in relation to the September 2017 intake at the normal point of entry (i.e. starting in reception in an infant or primary school or transferring to year 3 in a junior school). There will be an annual review of the Scheme as per the School Admissions Code in force at the time.

## Interpretation

1. In this scheme:

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

“the LA area” means the County of Cornwall;

“school” means a community, foundation, voluntary-controlled (“VC”), voluntary-aided (“VA”), or trust school which is maintained by the LA or an academy or free school (but not a special school);

“admission authority” in relation to a community or VC school means the LA, in relation to an academy or free school, 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 in September 2017;

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

“in-year application” means any application for a place in any year group at a school for the 2017/18 school year which is received by the LA after 31 August 2017;

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

“parent” means a parent or carer;

“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

2. 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.

3. The scheme shall apply to every state-funded school in the LA area (except

special schools) and shall take effect for admissions from September 2017<sup>1</sup>.

4. The scheme shall be based on an "equal preference" system i.e. applications must be considered without reference to the parent's ranked order of preference.

## Schedule 1

5. There will be a standard application form known as the (Cornwall Admissions) Common Application Form (CACAF). This form will be available to parents by 12 September 2016 via an online system or as a paper copy on request from the School Admissions Team.
6. The CACAF will be used for the purpose of admitting pupils into the first year of an infant, primary or junior school in the specified year.
7. Parents of children with an **Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (Statement of SEN)** will not be required to make an application. School admissions at the normal point of entry for children with an EHC Plan or Statement of SEN will be handled by the SEN Assessment and Provision Team, 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.
8. 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; and/or
  - (b) to be admitted to a school located in another local authority's area.
9. 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 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;
    - (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, in accordance with paragraphs 12 to 15.

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<sup>1</sup> Free schools may choose whether to participate in the scheme in their first year of opening

10. The LA will make appropriate arrangements to ensure:
  - (a) that the CACAF is available on the LA's website, on request from the LA and all primary schools in the LA area; and
  - (b) that a written explanation of the Co-ordinated Admissions Scheme is available on the Council's website, on request from the LA and all schools in the LA area.
11. The LA will take all reasonable steps to ensure that every parent resident in the LA area 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.
12. All preferences expressed on the CACAF are valid applications. If a parent expresses a preference for a school where the governing body or academy trust is the admission authority, that school may require the parent to provide additional information on a supplementary form only where the additional information is required for the governing body or academy trust 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 their preferences.

### **Processing of CACAFs**

13. The closing date for applications for a reception class or year 3 in a junior school is 23:59 on 15 January 2017 i.e. this is the date and time by which completed applications (paper and online) must be received by the LA.
14. Completed paper or online CACAFs for reception places are to be returned direct to the LA.
15. 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 an 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.
16. 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**

17. 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) it is acting 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.

The LA will allocate places in accordance with the provisions set out in paragraph 23 of this Schedule.

18. **15 January 2017 (23:59) is the closing date for all CACAFs to be submitted. Applications submitted by this date will be classed as 'first round' or 'on-time' applications.**
19. **By 6 February 2017** where parents have nominated a school outside the LA area, Cornwall Council will notify the relevant LA.
20. **8 February 2017 (23:59)** is the 'exceptional circumstances' deadline. Only in exceptional circumstances such as those listed here will a late application or change of preference be considered at the same time as applications received by the deadline of 15 January 2017. Such circumstances may include:
  - a. where there has been a change of family circumstances after the deadline date but before 8 February 2017 which has a significant effect on the preferences given on the original application;
  - b. a house move within or into Cornwall after the deadline date but before 8 February 2017 where confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) is provided before 8 February 2017;
  - c. 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 8 February 2017.

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 8 February 2017.

Such late applications or changes of preference can only be considered if they are received by the LA by 8 February 2017. Documentary evidence must be provided with the application (or at least by 8 February 2017) to verify the circumstances. If evidence cannot be provided, the application will not be treated as an exception. Late applications not deemed exceptional will be dealt with in 'round two'.

21. **By 10 February 2017** the LA will notify the governing body 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.
22. **By 13 February 2017** the LA will notify all schools of the number of first, second and third preferences for their school.

23. **By 15 February 2017** final amendments will have been made to any Statement of SEN or EHC Plan and 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.
24. **By 15 February 2017** parents of children with a Statement of SEN or EHC Plan will be notified of the allocated school which has been named in the Statement or Plan.
25. **By 27 February 2017** the governing body 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 the LA with a list of those applicants ranked in priority order.
26. **By 20 March 2017** the LA will rank all applications for those schools for which it is the admission authority or for those schools where it is acting on behalf of the governing body or academy trust. Using these ranked lists and those provided by schools that do their own ranking, 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, as determined by the school's oversubscription criteria, 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 school(s) accordingly. 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 school in Cornwall with a vacancy. Distances will be measured by the nearest available route, as determined by the LA's nominated Geographic Information System (currently DataMap).
27. **By 20 March 2017** Cornwall Council will inform other LAs of places in schools in Cornwall to be offered to their residents. Similarly, Plymouth, Devon and other LAs 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 place will be allocated.
28. **By 10 April 2017** the LA will send all schools in Cornwall lists of the children to be offered places at their establishment.
29. **On 18 April 2017 (National Offer Day)** parents will be sent a letter by the LA notifying them that their child is being offered a place at the school (except parents of children with a Statement of SEN or EHC Plan who will already have been notified by the 15 February deadline for amendments). 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:

- the name of the school at which a place is being offered;
- if appropriate, the reasons why the child is not being offered a place at the other schools nominated on the CACAF;
- if appropriate, the reasons why the child is not being offered a place at any of the schools nominated 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;
- an invitation for the child's name to be added to the waiting list for that school where the child has been refused a place at a nominated school in Cornwall;
- a request to notify the LA without delay if, for any reason, the parent no longer wishes to accept the place offered. Where a parent does not respond, it will be assumed that the place is accepted.

### Late applications

#### 30. Round one

The closing date for applications in the normal admissions round is **15 January 2017 (23:59)**.

31. Late applications or changes of mind submitted by **8 February 2017 (23:59)** will be processed with those received by the closing date **ONLY** in exceptional circumstances (see paragraph 19). Late applications not deemed exceptional will be dealt with in round two.

#### 32. Round two

There will be a second closing date for late applications of **28 April 2017 (23:59)**. Late applications received between **15 January 2017 (midnight)** and **28 April 2017** but not considered to be exceptional will be dealt with together and parents will be notified by **29 May 2017**.

33. Round two late applications for oversubscribed schools will be added to waiting lists after **28 April 2017**, together with the names of children who have already been refused places at the school whose parents have indicated that they want their children's names to remain on the waiting list for that school.
34. Applications received after **28 April 2017** until **31 August 2017** will be dealt with on a daily basis but only after the round two allocations have been made. The deadline for these applications will be 23:59 each day.
35. Applications received after **28 April 2017** for oversubscribed schools will only be added to waiting lists if requested by parents after they have received their refusal.
36. 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 in care

and those that were previously in care, children with a Statement of SEN or an EHC Plan or children who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

37. All applications for places in reception or for year 3 in a junior school for the 2017/18 school year should be referred to the LA, under this scheme, until the end of August 2017.

### **Accepting places**

38. The letter to parents (except parents of children with a Statement of SEN or EHC Plan) offering a school place for September 2017 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. Where a child fails to arrive at the allocated school at the beginning of the school year 2017 and the parent has not informed the school or LA whether or not the place is required, the school will attempt to make contact with the parent to confirm this. Where the school cannot make contact with the parent within two weeks of the start of the term, the LA will be informed and will write a second letter to the parent stating that they have seven days from the date of the letter to accept or decline the place which has been offered. They will also be advised in this letter that a failure to respond could result in the offer of the place being withdrawn. If there is still no response after the deadline stated in the second letter, the LA will write a third letter to confirm that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place. Children Missing in Education procedures will be followed where a family cannot be located.

### **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:
  - a. the reason for the refusal;
  - b. information about the right to appeal;
  - c. the deadline for lodging an appeal; and
  - d. 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 in Schedule 2 indicates the timeline for appeals.
41. If the child has an EHC Plan or Statement of SEN, the parent will have the right of appeal to the SEN and Disability Tribunal. However, in the first instance, they will be advised to contact the SEN Assessment and Provision Team.
42. 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 (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused. A school changing to academy status is not considered by the LA to be a significant change.

## **Waiting lists (based on oversubscription criteria)**

43. The LA, 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 the whole of the academic year of admission unless advised otherwise (in which case it will be held for at least the first term of the academic year of admission). The governing body 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. Parents with children still on a waiting list held by the LA at the end of the academic year will be reminded during the summer holidays 2018 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.
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 to the length of time that a child has been on the list. Children in care and those that were previously in care, children with a Statement of SEN or an Education, Health and Care Plan or children who are allocated to a school in accordance with the Fair Access Protocol will be given priority over children on the waiting list.

## **Home address**

45. Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. 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, the LA 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 the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.
46. 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, the admission authority will not 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, the admission authority or the LA (where it is acting on behalf of the admission authority) will determine the home address.
47. 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.

## **Shared parental responsibility – duplicate and disputed applications**

48. Where more than one application is received for a child from individuals with parental responsibility or an application that has been submitted is disputed, the School Admissions Team will contact each parent and request that they reach an agreement on the preference/s of school for the child. The School Admissions Team may need to ask for proof of parental responsibility from each party.
49. Information contained on an application form will not be shared with another party, including another person with parental responsibility, without the agreement of the person who completed the form unless there is a legal requirement to do so. The LA will inform another parent that an application has been made and the school/s named as a preference if requested to do so.
50. Only one application can be processed for each child and only one offer of a school place made. Disputes on the preferred schools by those with parental responsibility should be settled between the parties, neither the LA nor the admission authority will become involved in any parental disputes.
51. If a person with parental responsibility submits an application that is disputed by another person with parental responsibility then they may need to settle the matter through the courts. Where no agreement is reached or order obtained in time for the LA to carry out its duties in accordance with the published timescales, the admission authority will proceed with the admissions process on the basis of the current application form.
52. If more than one parent submits an application during the process and those applications have different preferences, the LA will contact both parties to ask them to reach an agreement on preferred schools and notify the LA in writing or obtain a court order and provide a copy to the LA. In the meantime, the child may be added to the ranked lists of the schools listed on both applications. If a decision on a preferred school is not reached or an order provided by the allocation date, the LA will decide which application to accept and will make only one offer of a school place based on that application.

## **Proof of address and fraudulent applications**

53. The LA reserves the right to ask parents for proof of their address. Acceptable proof of address includes:
  - a. a copy of a Council Tax bill;
  - b. a solicitor's letter stating that contracts have been exchanged and specifying a completion date;
  - c. a signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill).

If parents notify the LA 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. The LA 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.

54. The guidance which accompanies the CACAF will explain that parents that 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 must notify the LA 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, the LA undertakes address checks on a random sample of applications each year to ensure that information submitted by parents is correct. If a parent is randomly selected they will receive a letter requesting evidence of their current address. The LA 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)**

55. 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 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. 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 delay entry to the reception year or request a place outside the normal year group must contact the school’s admission authority. The School Admissions Team can signpost parents as necessary.
56. 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**

57. 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 23:59 on 15 January 2017. The LA will not refuse a place because the family does not currently live in the area. However, it is not permitted to reserve places for these children.

58. 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.
59. If the deadline of 23:59 on 15 January 2017 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 8 February 2017, the exceptional circumstances deadline.

### **Applications from outside the United Kingdom**

60. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have a right to abode in the country are entitled to apply for a place in a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum seekers should make available evidence of their right to abode as provided by the National Asylum Support Service.
61. Applications on behalf of children currently living outside the UK will be considered but until the child/ren are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK Service Personnel and other Crown Servants who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency will be required if an application is made to an oversubscribed school.

### **Fair Access Protocol**

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

### **Children with a Statement of Special Educational Needs or an Education, Health and Care Plan**

63. Parents of children with an EHC Plan or Statement of SEN will not be required to make an application. School admissions at the normal point of entry for children with an EHC Plan or Statement of SEN will be handled by the SEN Assessment and Provision Team, 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.

64. All children whose Statement of SEN or EHC Plan names the school must be admitted (School Admissions Code 2014, 1.6). These children have priority over all other children including any children on a waiting list.
65. To attend a special school or Area Resource Base (ARB) a child or young person must have an EHC Plan. All admissions to special schools and ARBs are decided by Cornwall Council's Special Education Resource Panel.

## Schedule 2

### Timetable for co-ordinated primary scheme 2017/18

- By 12 September 2016:** Guide for parents and application forms must be available.
- 15 January 2017 (23:59):** **National closing date.** Closing date for online applications or for the paper (Cornwall Admission) Common Application Forms (CACAFs) to be received by the LA or infant school.
- By 20 January 2017:** 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 6 February 2017:** Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 8 February 2017:** Final date for submission of exceptional late applications.
- 10 February 2017:** The LA will notify the governing body 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.
- 13 February 2017:** The LA will notify headteachers of the number of first, second and third preferences for their school.
- By 15 February 2017:** Final date by which review and amendments (naming of school) must be made to any Statement of SEN or EHC Plan, followed by notification to parents.
- By 27 February 2017:** The governing body or academy trust of any school where it is the admission authority and does its own ranking will provide the LA with a list of all applicants ranked in priority order according to the individual school's oversubscription criteria, unless the LA do this on behalf of the governing body or academy trust.
- Between 27 February and 20 March 2017, the LA will match the ranked lists of all schools and provisionally allocate places in accordance with paragraph 26 of Schedule 1.
- By 20 March 2017:** 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 20 March and 10 April 2017, the LA will make final allocations.

- By 10 April 2017:** The LA will notify schools which children are to be offered places at their schools.
- On 18 April 2017:** **National offer date.** Notification of school allocation to be sent to parents by the LA.
- By 28 April 2017:** Last date for submission of round two late applications.
- By 17 May 2017:** Parents to submit appeals or requests for their children to remain on waiting lists (round one applications).
- By 29 May 2017:** Notifications to be sent to parents of round two allocations.
- June 2017:** Within 20 school days of notification of round two allocations, parents to submit appeals or requests for their children to remain on waiting lists. Appeals must then be heard within 40 school days of this deadline.
- June 2017:** Appeals will take place (mainly for on-time refusals).
- July 2017:** Appeals will take place (mainly for round two refusals).
- July/August 2017:** Appeals will take place (mainly for refusals after round two).
- 31 August 2017:** Scheme closes.
- 1 September 2017:** In-year co-ordination scheme commences (see separate scheme).

## Contact details

School Admissions Team

New County Hall, Truro, TR1 3AY

[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

[schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

0300 1234 101

**Prepared by:**

Place Planning, Access & Inclusion Team

Learning & Achievement Service

Education, Health & Social Care Directorate

**Determined:**

February 2016 – Updated August 2016

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](mailto:enquiries@cornwall.gov.uk)**

**[www.cornwall.gov.uk](http://www.cornwall.gov.uk)**