

Transfer to Secondary School September 2020

Applying for a place in year seven at a
secondary school for September 2020

For children born between
1 September 2008 - 31 August 2009

The deadline for applications is 31 October 2019

www.cornwall.gov.uk/admissions



Transfer to Secondary School 2020

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Please note that although the information contained in this document was correct as at 31 August 2019 in relation to the school year 2020/21, it cannot be guaranteed that there will be no changes before the start of, or during, the 2020/21 school year.



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 **School Admissions Team** or **Family Information Service** if you have any queries or concerns. We wish your child every happiness and success in their secondary education.

Where to get help

School Admissions Team

Website: www.cornwall.gov.uk/admissions

Email: schooladmissions@cornwall.gov.uk

Post: School Admissions Team, Cornwall Council, County Hall, 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 is not 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?

Decisions about children being educated outside their normal age group are made by the school's admission authority (see Glossary for definition). Any requests to accelerate or delay transfer to secondary school should be directed to your child's primary school headteacher in the first instance. It is important that discussions take place at an early stage and that all of the implications of education outside a child's normal age group are considered carefully.

For more information go to the 'Deferring or delaying admission to school and educating pupils out of their chronological year group' page at www.cornwall.gov.uk/admissions or contact the School Admissions Team for copies of the Council's information documents.

Applying for a school place

Responsibility for admissions

Cornwall Council co-ordinates applications for all schools in Cornwall using a process set out in the 'Co-ordinated Admissions Scheme' which is summarised in this booklet. The Scheme can be found at www.cornwall.gov.uk/admissions. Cornwall Council and schools must follow the School Admissions Code 2014. Each school has an 'admission authority' which sets the arrangements including 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 academies it is the academy trust.

Identifying your preferred schools

Before you make your decision regarding the schools you would prefer for your child, you may wish to visit several schools in order to find out more about them. You should contact the schools direct to arrange this. You could also have a look at the schools' websites or ask for a copy of their prospectus. Secondary schools will hold open days/evenings in the autumn term – please contact the schools you are interested in to find out when these will be taking place.

Listing more than one 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 we are not able to allocate a place at your preferred school we will allocate a place at the nearest school with a place available – listing a second and third preference means that you are more likely to secure a place at a preferred school rather than a school that you have not considered. It is strongly recommended that at least one of your preferences should be your **nearest or designated school** – you will not automatically be allocated this school should we be unable to allocate a place at one of your preferred schools. When making your decision, you should consider how you will get your child to school – see the 'Home to School Transport' section later in this booklet.

Designated areas

Cornwall Council has divided Cornwall into geographical areas called 'designated areas' (sometimes called 'catchment areas') which are each served by a specific school or schools. Designated areas assist the Council in ensuring there are enough school places and are also used to determine entitlement to school transport. **Please note that the designated school for an address may not always be the one nearest to that address.**

Please be aware that not all schools include 'living in the designated area' as a priority in their oversubscription criteria (the criteria that will be used to decide who should be allocated places when there are more applications than places available).

However, entitlement to transport to all schools is determined by Cornwall Council with regard to whether the school is in the designated area for a child's home address or is their nearest school.

If you want to identify the designated school or schools for your address, go to the designated area mapping system at www.cornwall.gov.uk/admissions or contact the School Admissions Team. If a property is near a designated area border shown on the mapping system it is advisable to check the designated school with the School Admissions Team.

Applying for a school outside Cornwall

If you live in Cornwall you need to apply to Cornwall Council for your preferred schools 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 schools 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.

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Living 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 2020 you can apply direct to Cornwall Council.

Service Families (UK Armed Forces)

Cornwall Council acknowledges that Service Families may be disadvantaged when applying for a school place as they are more likely to need to apply outside the normal admissions round when schools may already be full or be unable to provide a specific address ahead of a posting in good time for the relevant admissions processes. There are certain legislative provisions for the admission of children of Service Families and processes within Cornwall Council which seek to address the disadvantage that might be experienced by Service Families. These are described in Cornwall Council's Service Families Protocol available at www.cornwall.gov.uk/admissions or from the School Admissions Team along with signposting to sources of support and further information.

Applications will be processed and places allocated **based on the proposed address** with supporting evidence **or**, if you 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**. This is to ensure that your child is not left without a school place, although it is accepted that you may want/need to change your preference when a new address is confirmed in order to try to secure a school closer to that address. The School Admissions Team will then offer support and guidance, advising on available places and likely timescales.

Special Educational Needs

If an Education, Health and Care (EHC) Plan has been issued for your child you do not need to complete an application form. Please contact the Statutory SEN Service (01872 324242) and see the section 'Special Educational Needs' for more information.

Home address

Each child can 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 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, Cornwall Council will consider the home address to be with the parent/carer 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.

It is expected that parents/carers will submit only one application for each child - any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes, if agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained the admission authority will determine the home address. Please note the additional information under '**Fraudulent applications**' and the '**Privacy notice**' within this booklet in relation to providing a home address.

Shared parental responsibility – duplicate and disputed applications

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 Cornwall Council nor the admission authority will become involved in any parental disputes. If a person with parental responsibility submits an application that is disputed by another person with parental responsibility or if more than one person with parental responsibility submits an application with different preferences then those applicants may need to settle the matter through the courts. Where no agreement is reached or court order obtained in time for Cornwall Council to carry out its duties in accordance with the published timescales, Cornwall Council will decide which application to process and will make only one offer of a school place.

Fraudulent applications

Please note that if you make a false statement or omit any relevant and appropriate information in your application you could be subject to investigation and may potentially face criminal proceedings. The information you 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 an application is found to be fraudulent. You must notify the Council immediately of any change in your circumstances – failure to do so or providing false or misleading information may lead to prosecution action being taken against you.

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.

Cornwall Council may also request evidence where it is alerted to potential false statements. In either of these circumstances, any concerns about the validity of the information provided may lead to investigation and applicants could face criminal proceedings in addition to the withdrawal of the offer of a school place.

When you are ready to apply

Before 31 October 2019 go to www.cornwall.gov.uk/admissions and complete your online application.

Providing supporting information

If you believe that you should be given priority based on a particular oversubscription criterion in the school's admission arrangements please provide 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 it must be received by the School Admissions Team by 29 November 2019. After this date the allocation process will begin and it cannot be guaranteed that the supporting information you provide will be taken into account. **Please note that it is your responsibility to send any information that is provided outside the online application system to us securely.**

Late applications

Applications submitted after the deadline of 31 October 2019 will not be processed until after all those submitted by the deadline.

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 deadline (31 October 2019) if it is received by 29 November 2019, after which the allocation process will begin. If you think this applies to your late application please ensure that you explain the reasons to us in writing.

Application acknowledgement

The online application system will generate an automated email response to let you know your application has been submitted successfully.

Change of mind before the application deadline

When applying online you can change your preferences right up to the deadline of 31 October 2019. 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.

How places will be allocated

Allocation of applications submitted on time

If your application was submitted by the deadline of 31 October 2019 it will be considered at the same time as all other applications received by the deadline. Applications submitted on time are not processed on a first come first served basis. They are processed in accordance with the school's oversubscription criteria.

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 are summarised in the 'School details' section later in this booklet or can be found in full at www.cornwall.gov.uk/admissions.

All applicants will be listed in the order of each school's oversubscription criteria for admission to each school, regardless of whether the school is named as a first, second or third preference.

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 the 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.

Late applications

After 'round one' (the allocation of places for all applications received by 31 October 2019) there will be a further deadline for late applications of 6 March 2020. Late applications received between 31 October 2019 and 6 March 2020 (known as 'round two') but not considered to be exceptional will be dealt with together and parents/carers will be notified by 6 April 2020.

Round two late applications for oversubscribed schools will be added to waiting lists after 6 March 2020, together with the names of children who have already been refused places at the school whose parents/carers have indicated that they want their children's names to be added to the waiting list for that school.

Applications received after **6 March 2020 until 31 August 2020** 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 midnight each day. Applications received after 6 March 2020 for oversubscribed schools will only be added to waiting lists if requested by parents/carers after they have received their refusal.

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 order of the school's oversubscription criteria) regardless of whether the application for that child had been late

or on-time. However, children with an Education, Health and Care Plan and children in care or children that were previously in care will take precedence over those on the waiting list.

After you have submitted your application

National Offer Day – 2 March 2020

If you submit an application by 31 October 2019 you will be sent a letter in the post on **2 March 2020** telling you which school you have been allocated. If you opted through the online application system to also be notified by email you will receive this on 2 March 2020. If you applied online you will also be able to log back in to the system to check your allocation.

Notification of school place allocation

When you have received your allocation:

- If you are happy with the school place allocated then you do not need to do anything, the school will contact you to arrange admission.
- If you are not happy with the school place allocated, or your circumstances have changed since applying then please contact the School Admissions Team.
- If you no longer require the place then please inform the School Admissions Team in writing. You will need to include the child's full name, date of birth, the name of school allocated and the reason why you no longer require the place. We would strongly advise against withdrawing from a school place until you have made alternative education provision for your child.

If your child fails to arrive at the allocated school at the beginning of the school year 2020 the procedure described in the Co-ordinated Scheme 2020 will be followed.

Appeals

If your preferred school/s are full and your child does not qualify for a place and has therefore been refused you will have the right to appeal to an independent panel. Your 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.

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Appeal timetable

By 30 March 2020:	Parents/carers to submit appeals or requests for their children to be added to waiting lists (on-time applications)
May/June 2020:	Appeals will take place (mainly for on-time refusals)
June/July 2020:	Appeals will take place (mainly for round two refusals)
July/autumn term 2020:	Appeals will take place (mainly for refusals after round two)

Applying/appealing again

A further application within the same academic year will only be accepted if the admission authority decides that there has been a significant and material change in your circumstances or that of your child or the school. You can only appeal again for a place in the same school within the same academic year if the admission authority has accepted a further application but has had to refuse the place again.

Waiting lists

Cornwall Council or individual admission authorities will maintain waiting lists for at least the first term of the academic year of normal point of entry admission (the Year 7 intake). 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 with an Education, Health and Care Plan and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

A child that is at the top of the waiting list will not necessarily be eligible for a place when a child leaves that year group. If the school is already over its Published Admission Number then a place will only become available when the year group falls below this number. In addition, pupils admitted after a successful appeal or under the Fair Access Protocol will have priority for a place. With this in mind you may wish to consider submitting an appeal for a place at your preferred school if you have not done so already, rather than waiting for a place to become available.

Where a school holds a list for the whole of the academic year parents/carers will be reminded during the summer holidays that the waiting lists are being reviewed and that they have the option to remain on it for a further year. If parents/carers do not respond to the reminder it will be assumed that they no longer require their child's name to remain on the waiting list. Random audits may also be undertaken throughout the year to ensure that waiting lists are up to date.

Change of 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 you will need to let the School Admissions Team know in writing. You can complete the change of preference online form:

www.cornwall.gov.uk/schoolpreferences. Please note that you would have to give up the allocated place and your changed preference(s) would be processed as a late application.

Change of address before a place has been allocated

If you change address before the offer date of 2 March 2020 you should tell the School Admissions Team in writing. A change of address may affect your child's priority for a place at a school or your entitlement to transport. Address changes should be notified as soon as possible and all such notifications received by 29 November 2019 (after which the allocation process begins) will be taken into account when considering your child's priority for a place at a school. You must provide evidence of the change of address to the School Admissions Team in the form of confirmation of exchange of contracts relating to a house purchase or a copy of a signed, dated tenancy agreement. 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.

Change of address after a place has been allocated

If you change address after the offer date of 2 March 2020 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 the 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's admission arrangements. To find out the designated school or schools for your address go to 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 Transport Coordination Service (0300 1234 101 or pupiltransport@cornwall.gov.uk) to confirm before submitting your application.

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

Entitlement to transport is generally limited to those children attending the nearest secondary school to their home address (or the designated school for the address if it is not the nearest) and living more than three miles away.

There are additional transport entitlements afforded to secondary school pupils from families on a low income, defined as being eligible for free school meals or claiming their maximum level of Working Tax Credit. In such cases pupils are entitled to transport to:

- any one of the three nearest schools, where this is more than two miles but not more than six miles from the home address.
- the nearest suitable school preferred on the grounds of religion or belief where this is more than two miles but not more than fifteen miles from the home address.

Distances for transport purposes are measured using the shortest available route as determined by Cornwall Council. However, transport may also be provided in some other circumstances, such as when a child's special educational needs or disability requires it, the nature of the route is deemed by Cornwall Council to be unsuitable for pedestrian use, or if there are exceptional circumstances. See the full Home to School Transport Policy at www.cornwall.gov.uk/schooltransport.

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, you will be responsible for transport to that school (unless you meet the criteria in relation to families on a low income listed on the previous page). Please bear in mind that you will remain responsible for your child's transport to that school even if it later becomes the nearest school to you with room, or your family or financial circumstances change.

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 or you meet the criteria in relation to families on a low income listed on the previous page.

Transport type

Transport will be provided via the most cost-effective suitable method, as determined by Cornwall Council. The Council's default and preferred mode of transport is via public transport. Where public transport is unavailable or unsuitable, alternative modes of travel may include a seat on a bus, minibus or taxi provided under closed contract to Cornwall Council.

On occasion, where no suitable transport provision is available, alternative arrangements may be considered to meet Cornwall Council's duty to provide travel arrangements for an eligible child. This could include paying a mileage allowance to a parent/carer where it is cost effective to Cornwall Council to do so.

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, public transport (if available) and car sharing for the school journey. We would like as many children to walk or cycle to school as possible instead of being driven by their parents/carers.

Evidence shows that school travel plans can have benefits ranging from increased road safety to healthier, more alert and engaged pupils, to increasing independent travel and associated life skills for pupils with Special Educational Needs. Enabling the increased use of sustainable modes of travel such as walking, cycling and the use of public transport has environmental benefits in reducing levels of noise, congestion and poor air quality – the latter being a particular risk for children.

Special Educational Needs

Children and young people with Special Educational Needs (SEN) have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need additional or different help.

Many children and young people will have SEN of some kind at some time during their education. Early years settings (for example, nurseries or childminders), mainstream schools, colleges and other providers can help most children and young people succeed with adaptations to their practice and some additional support. But there are a small number of children and young people who will need extra help for most of their time in education and training.

If a school or setting thinks that your child may have SEN they will discuss your child's needs with you, tell you what they will be doing to support them and how you can help. Children and young people identified as having SEN are described as being at 'School Support'.

If you are concerned about your child's needs or progress you should speak to their class teacher first. They may then share your concerns with the school's Special Educational Needs Co-ordinator (SENCO). Every school has to have a SENCO. They will also be available to discuss your child's needs and the arrangements to support them.

A very small proportion of children and young people need a more intensive level of specialist help that cannot be met from the resources available to schools and other settings. In these circumstances, you or your child's school or other setting could consider asking Cornwall Council for an Education, Health and Care (EHC) needs assessment for your child. This assessment could lead to your child getting an EHC Plan. Some children and young people will have needs that clearly require an EHC needs assessment and plan and when Cornwall Council is aware of them it will start without delay.

Wherever possible, Cornwall Council aims to provide for children with SEN in mainstream schools. This includes most children with EHC Plans. However, for children with the highest level of need Cornwall Council has four Special Schools and some Area Resource Bases (ARBs) attached to mainstream schools. To attend a Special School or ARB a child or young person must have an EHC Plan. All admissions to Special Schools and ARBs are decided by Cornwall Council. Placement at a Special School outside Cornwall is 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 a school or educational setting for medical reasons.

If your child has an EHC Plan you are not required to make an application through the online admissions scheme. School admissions for children with an EHC Plan will be handled by the Statutory SEN Service, outside the Co-ordinated Admissions Scheme. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations. See contact details on the next page.

Sources of information and support

Statutory SEN Service, Cornwall Council

Tel: 01872 324242

Email: statutorysen@cornwall.gov.uk

SENDIASS

The Special Educational Needs and Disability Information, Advice and Support Service (known as SENDIASS) is an independent service for the parents/carers of children with SEN. It can be contacted by telephone or via the SENDIASS website.

Tel: 01736 751921

www.cornwallsendiass.org.uk

The Local Offer

The Local Offer aims to help families of children and young people with SEN by gathering useful information, in one place, so they can make informed choices about support. Cornwall's Local Offer describes the provision and guidance available for children and young people with SEN, aged 0 to 25, with or without an EHC Plan.

Go to www.cornwallfisdirectory.org.uk for more information.

SEN Information Report

Every school has to prepare a SEN Information Report. This will be on each school's website. The report needs to include things such as the types of SEN support the school provides and arrangements for consulting families and involving them in their child's education.

Department for Education Guidance

The Department for Education has provided a summary guide for families 'Special educational needs and disability Guide for parents and carers August 2014':

www.gov.uk/government/uploads/system/uploads/attachment_data/file/417435/Special_educational_needs_and_disabilites_guide_for_parents_and_carers.pdf

Free School Meals

Children are entitled to a free school lunch if their parent (or legal guardian), or the child in his/her own right, is receiving any of the welfare benefits listed below:

- Income Support
- Income-based Jobseekers' Allowance and equal based Jobseekers' Allowance
- Income-related Employment and Support Allowance and equal based Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income ('take-home' pay) not exceeding £7,400 (£616.67 per month)

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

You become temporarily eligible to claim free school meals if you receive a Working Tax Credit run-on. This is the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit. In order to qualify for free school meals after the four week period expires, you will need to be in receipt of one of the other qualifying benefits listed above.

If your child is eligible for Free School Meals at any time after 1 April 2018, he or she will be entitled to them until at least December 2023, even if your family's financial circumstances change.

For more information and to register:

Website: www.cornwall.gov.uk/schoolmeals

Email: schoolmeals@cornwall.gov.uk

Telephone: 01872 323298

For all other pupils not eligible for a free school lunch, meals are available to purchase at all schools in Cornwall. It is the parent/carer's responsibility to ensure that their child is provided with money to purchase these meals. Details of the meal prices should be available from individual schools. Facilities are also available at schools for pupils who wish to bring packed lunches.

Changing schools

If you need to change schools during the school year, you can apply to Cornwall Council using the 'Changing Schools 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 a school place can be found quickly for children who have not been able to secure one during the school year, outside the normal admissions round, particularly those children that are considered to be vulnerable. This includes children that are considered to have challenging behaviour where Cornwall Council must ensure that no school is expected to take a disproportionate number of those children. To find out more about the Protocol, go to www.cornwall.gov.uk/fairaccess or contact the School Admissions Team.

School information

Open days/evenings

All secondary schools in Cornwall will hold open days/evenings in the autumn term for prospective pupils and their families. For a list of dates/times please contact the school that you are interested in.

School results

If you would like to know about results and reports for your preferred schools or to 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.**

School uniform

A school's governing body are responsible for the school's policy on school uniform. For more information, contact the school - Cornwall Council does not provide a uniform grant.

School details

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

School and contact details

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

School type, age range and specialism

This column refers to the school's type at the time of publication, age range and specialism. Please note that some schools may change their type in the school year starting in September 2020, after publication of this booklet. However, the oversubscription criteria will remain the same for 2020/21. Definitions of school types can be found in the Glossary at the end of this booklet.

2019 on-time applications

This column lists the number of first, second and third preference **on-time** applications received for September 2019, followed by the number of on-time applications allocated to places. It is recommended that you contact the schools you are interested in to find out the accurate details of current numbers on roll as the preferences stated only reflect the on-time applications and not the final numbers that have started at the school which may be different.

PAN 2020

This column shows the school's published admission number (PAN) for 2020/21. This is the maximum number of children that a school will admit into Year 7 which is agreed before the admissions process begins.

Oversubscription Criteria

If the number of applications exceeds the published admission number, the school's oversubscription criteria will be applied. **Please note that this is just a summary of the criteria and you should look on the Cornwall Council website www.cornwall.gov.uk/admissions, contact the school or look on their website for the detailed criteria with definitions to understand how places will be allocated.**

Transfer to Secondary School 2020

School & contact details	Status, age range, specialism	2019 on-time applications				September 2020 PAN	Oversubscription criteria 2020/21 (summary)
		1st preferences	2nd preferences	3rd preferences	Total allocated		
Bodmin College Lostwithiel Road Bodmin PL31 1DD 01208 72114 www.bodmincollege.co.uk	Academy 11-18 Science	254	43	15	258	240	1-Children in care/previously in care 2-Professional recommendation 3-Attending a listed primary school 4-Siblings 5-All other children (by distance)
Brannel School Rectory Road St Stephen PL26 7RN 01726 822485 www.brannel.com	Academy 11-16	171	30	24	170	150	1-Children in care/previously in care 2-Professional recommendation 3-Designated area* 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 4 to 6 will be used to decide priority.
Budehaven Community School Valley Road Bude EX23 8DQ 01288 353271 www.budehaven.cornwall.sch.uk	Trust School 11-18	202	29	13	202	210	1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.
Callington Community College Launceston Road Callington PL17 7DR 01579 383292 www.callingtoncc.net	Academy 11-19	145	59	23	148	240	1-Children in care/previously in care 2-Professional recommendation 3-Attending a listed primary school 4-Siblings 5-All other children (by distance)
Camborne Science and International Academy Cranberry Road Camborne TR14 7PP 01209 712280 www.cambornescience.co.uk	Academy 11-18 Science	307	76	37	314	285	1-Children in care/previously in care 2-Siblings 3-Children of staff 4-Attending listed primary school 5-Professional recommendation 6-All other children (by distance)
Cape Cornwall School Cape Cornwall Road Penzance TR19 7JX 01736 788501 www.cape.cornwall.sch.uk	Academy 11-16 A Community Arts College	47	11	15	47	60	1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-All other children (by distance)

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<p>Falmouth School Trescobeas Road Falmouth TR11 4LH 01326 372386 www.falmouth.cornwall.sch.uk</p>	Academy 11-18	168	80	10	173	220	<p>1-Children in care/previously in care 2-Siblings 3-Designated area* 4-Professional recommendation 5-Children of staff 6-All other children (by distance) *If there are more applicants under criterion 3 than places available, criteria 4 to 6 will be used to decide priority.</p>
<p>Fowey River Academy Windmill Fowey PL23 1HE 01726 833484 www.fracademy.org</p>	Academy 11-16	93	26	11	104	200	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>
<p>Hayle Academy High Lanes Hayle TR27 4DN 01736 753009 www.hayleacademy.net</p>	Academy 11-16	90	21	18	90	150	<p>1-Children in care/previously in care 2-Designated area 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance)</p>
<p>Helston Community College Church Hill Helston TR13 8NR 01326 572685 www.helston.cornwall.sch.uk</p>	Academy 11-18	218	45	20	236	250	<p>1-Children in care/previously in care 2-Siblings 3-Designated area* 4-Professional recommendation 5-On roll of a primary school in the designated area 6-Children of staff 7-All other children (by distance) *If there are more applicants under criterion 3 than places available, criteria 4 to 7 will be used to decide priority.</p>
<p>Humphry Davy School Coombe Road Penzance TR18 2TG 01736 363559 www.humphry-davy.cornwall.sch.uk</p>	Trust School 11-16 Music	204	75	9	204	175	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>
<p>Launceston College Hurdon Road Launceston PL15 9JR 01566 772468 www.launcestoncollege.org.uk</p>	Academy 11-18	239	39	21	239	223	<p>1-Children in care/previously in care 2-Children of staff 3-Children for whom the school is nearest 4-Siblings 5-Professional recommendation 6-On roll of a primary school in the designated area 7-All other children (by distance)</p>

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<p>Liskeard School and Community College Luxstowe Liskeard PL14 3EA 01579 342344 www.liskeard.cornwall.sch.uk</p>	Academy 11-18	209	39	14	211	210	<p>1-Children in care/previously in care 2-Designated area* 3-Siblings 4-On roll of a primary school in the designated area 5-Children of staff 6-Professional recommendation 7-All other children (by distance) *If more applicants under 2 than places available, 3 to 7 will be used to decide priority.</p>
<p>Looe Community Academy Sunrising Looe PL13 1NQ 01503 262625 www.looe.cornwall.sch.uk</p>	Academy 11-16 Arts Maths & Computing	83	26	11	84	122	<p>1-Children in care/previously in care 2-Designated area* 3-Siblings 4-On roll of a primary school in the designated area 5-Children of staff 6-Professional recommendation 7-All other children (by distance) *If more applicants under 2 than places available, 3 to 7 will be used to decide priority.</p>
<p>Mounts Bay Academy Boscathnoe Lane Penzance TR18 3JT 01736 363240 www.mountsbay.org</p>	Academy 11-16	173	138	19	173	200	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>
<p>Mullion School Meaver Road Mullion Helston TR12 7EB 01326 240098 www.mullionschool.org.uk</p>	Academy 11-16 Performing Arts	134	66	13	117	115	<p>1-Children in care/previously in care 2-Siblings 3-Designated area* 4-Professional recommendation 5-On roll of a primary school in the designated area 6-Children of staff 7-All other children (by distance) *If there are more applicants under criterion 3 than places available, criteria 4 to 7 will be used to decide priority.</p>
<p>Newquay Tretherras Trevenson Road Newquay TR7 3BH 01637 872080 www.tretherras.net</p>	Academy 11-18	383	78	31	301	300	<p>1-Children in care/previously in care 2-Professional recommendation 3-Siblings 4-Children of staff 5-Attending listed primary school (list 1) 6-Attending listed primary school (list 2) 7-Distance from school</p>

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<p>Penair School St Clement Truro TR1 1TN 01872 274737 www.penair.cornwall.sch.uk</p>	Academy 11-16	179	157	32	204	210	<p>1-Children in care/previously in care 2-Designated area* 3-Children of staff 4-Professional recommendation 5-Siblings 6-On roll of a primary school in the designated area 7-Distance from school *If more applicants under 2 than places available, 3 to 7 will be used to decide priority.</p>
<p>Penrice Academy Charlestown Road St Austell PL25 3NR 01726 72163 www.penriceacademy.org</p>	Academy 11-16	308	123	17	290	270	<p>1-Children in care/previously in care 2-Siblings 3-Children of staff 4-Attending designated primary school 5-Distance from the school</p>
<p>Penryn College Kernick Road Penryn TR10 8PZ 01326 372379 www.penryn-college.cornwall.sch.uk</p>	Academy 11-16 Sports	242	114	24	229	210	<p>1-Children in care/previously in care 2-Children of staff 3-Designated area* 4-Professional recommendation 5-On roll of a listed primary school at the end of Year 5 AND with a sibling at the College 6-Siblings 7-On roll at a listed primary school at the end of Year 5 8-All other children (by distance) *If more applicants under 3 than places available, 4 to 8 will be used to decide priority.</p>
<p>Poltair School Trevarthian Road St Austell PL25 4BZ 01726 874520 www.poltairschool.co.uk</p>	Academy 11-16	121	139	33	132	180	<p>1-Children in care/previously in care 2-Designated area 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance)</p>
<p>Pool Academy Church Road Pool Redruth TR15 3PZ 01209 712220 www.poolacademy.co.uk</p>	Academy 11-16	88	96	26	99	210	<p>1-Children in care/previously in care 2-Siblings 3-Designated area* 4-Children of staff 5-Attending designated primary school 6-Professional recommendation 7-All other children (by distance) *If more applicants under 3 than places available, 4 to 6 will be used to decide priority.</p>
<p>Redruth School Tolgas Vean Redruth TR15 1TA 01209 203700 www.redruth.cornwall.sch.uk</p>	Trust School 11-16	302	87	37	297	270	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>

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<p>Richard Lander School Higher Besore Road Truro TR3 6LT 01872 273750 www.richardlander.co.uk</p>	Community School 11-16	323	114	48	295	290	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a listed primary school 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>
<p>Saltash Community School Wearde Road Saltash PL12 4AY 01752 843715 www.saltash.net</p>	Academy 11-18	240	79	44	240	230	<p>1-Children in care/previously in care 2-Designated area* 3-Siblings 4-On roll of a primary school in the designated area 5-Children of staff 6-Professional recommendation 7-All other children (by distance) *If more applicants under 2 than places available, 3 to 7 will be used to decide priority.</p>
<p>Sir James Smith's School Dark Lane Camelford PL32 9UJ 01840 213274 www.sirjamesmiths.cornwall.sch.uk</p>	Academy 11-16	117	43	8	119	120	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>
<p>St Ives School Higher Tregenna St Ives TR26 2BB 01736 795608 www.st-ives.cornwall.sch.uk</p>	Academy 11-16	110	20	9	110	120	<p>1-Children in care/previously in care 2-Designated area 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance)</p>
<p>The Roseland Academy Tregony Truro TR2 5SE 01872 530583 www.theroseland.co.uk</p>	Academy 11-16	146	43	24	135	120	<p>1-Children in care/previously in care 2-Siblings 3-On roll of a listed primary school 4-Designated area 5-Children of staff 6-All other children (by distance)</p>
<p>Torpoint Community College Trevol Road Torpoint PL11 2NH 01752 812511 www.torpoint.cornwall.sch.uk</p>	Trust School 11-18	133	25	24	149	175	<p>1-Children in care/previously in care 2-Designated area* 3-Professional recommendation 4-Siblings 5-On roll of a primary school in the designated area 6-All other children (by distance) *If more applicants under 2 than places available, 3 to 6 will be used to decide priority.</p>

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Treviglas Academy Bradley Road Newquay TR7 3JA 01637 872076 www.treviglas.net	Academy 11-18	101	163	17	181	200	1-Children in care/previously in care 2-Siblings 3-On roll of a listed primary school 4-Designated area 5-Children of staff 6-All other children (by distance)
Wadebridge School Gonvena Hill Wadebridge PL27 6BU 01208 812881 www.wadebridge.cornwall.sch.uk	Academy 11-18	225	80	15	221	210	1-Children in care/previously in care 2-Professional recommendation 3-Siblings 4-On roll of a primary school in the designated area 5-Designated area 6-Children of staff 7-All other children (by distance)

Key Stage 4 schools

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and maths, as well as their specialist subject.

Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary school.

Cornwall does not currently have any UTCs or Studio Schools, however there are establishments in Plymouth:

UTC Plymouth (www.utcplymouth.org)

UTC Plymouth is a specialist educational environment for 13 -19 year olds offering a chance to focus on science, technology, Art, Engineering and Maths subjects integrated with core national curriculum studies. UTC Plymouth also accepts pupils in Year 7. More information can be found at www.utcplymouth.org

Scott College (www.scottcollege.co.uk)

Scott College is a Studio School with a medicine, social and health care specialism which starts in Year 9.

Careers guidance

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser at their current school.

Applying for a place

If you decide that you would like to apply for a place for your child at a KS4 school you will need to complete an application form. The deadlines and processes will be as set out in this booklet. Please contact the establishments themselves or the School Admissions Team on 0300 1234 101 for further advice.

Transport to a KS4 school

Please note that for families living within Cornwall and wishing to apply for a KS4 school in another local authority it is unlikely that there will be eligibility for transport free of charge to either establishment. Any such requests for transport would be considered on a case by case basis. Cornwall Council's Home to School Transport Policy is available on the Cornwall Council website. You can go to the web page www.cornwall.gov.uk/schooltransport or call 0300 1234 101 for more information.

Privacy Notice – school place applications

Who will control my data?

The Data Controller for all of the information you provide on your school place application form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294.

Where can I get help?

If you need help with completing the school place application form please contact the School Admissions Team on 0300 1234 101 or by emailing schooladmissions@cornwall.gov.uk.

For further information or assistance on Data Protection matters please contact the Practice Development and Standards Service on 01872 327617 or email tffdpa@cornwall.gov.uk

Why are you collecting information about me and my child?

All of the information collected on your school place application form allows us to allocate a school place in accordance with the statutory requirements of the School Admissions Code 2014 and local policies. Without this information we will not be able to allocate a school place for your child.

What information is needed?

The questions on the application form are all required to allow us to process your application and to assess your child's eligibility for a school place when considered against the Council's and school's policies for admissions. We will use the information provided on your application form and any supporting information provided by you to assess eligibility. We strongly recommend that you read the information and guidance provided at www.cornwall.gov.uk/admissions or on request from the School Admissions Team to understand what information will be used during the allocation process, in particular the school's oversubscription criteria.

As part of the school place allocation process we may need to refer to information that Cornwall Council and your child's current or previous school/s already hold about your child. This information will be used to allow us to carry out the admissions process following the agreed policies and it may be shared with prospective schools as far as necessary to allow them to apply their own policies or to ensure that the appropriate support is in place for your child on admission. Information referred to could include details about behaviour, attendance or safeguarding. The information may also be used to allow us to consider your application under the Fair Access Protocol (in-year applications only.)

How will you use the data and information I provide?

The information you provide on your school place application form and any supporting papers will be used to:

- process your application;
- allocate school places in accordance with admissions law;
- consider and process admission appeals;
- populate or update our education database and allocation process databases; and
- contact you in relation to your application.

We may also use the information you provide for the following purposes:

- Forward planning as part of budget, forecasting and reorganisation proposals.
- To assist in the development of policy proposals.
- For the prevention and/or detection of crime or fraud.
- To follow up on safeguarding concerns.
- For research and statistical purposes, where data will be anonymised.

How will you contact me?

We will contact you by email if you provide an email address on the application form. At your request or in the event that we cannot contact you by email we will also send a letter to your postal address regarding the outcome of your application. We may also need to contact you by telephone in relation to your application.

Who will you share the data and information with?

The information you provide will be shared with prospective schools during and on completion of the allocation process. Additional information that Cornwall Council and your child's current or previous school/s already hold about your child may also be shared with prospective schools where this is relevant to the admissions process. All of this information may also be shared as follows:

- In the event that you submit an appeal against a school place refusal, your application form and any supporting information will be shared with Cornwall Council's Education Appeals department.
- If you are making an application for school places outside Cornwall, we will need to share the information with the relevant other local authority/authorities.
- In order to support the delivery of local and national health initiatives, e.g. health screening and child immunisation programmes, we may share school admissions information with the Cornwall Partnership NHS Foundation Trust. This will include the name, date of birth, address and school attended or due to attend of the child who is the subject of the application form. The sharing would be subject to an Information Sharing Agreement.
- Relevant information that you provide on your application form and any supporting information you provide may be used to deal with matters connected with your child's education, for example school transport and school meals. It may also be used to update any other records which either Cornwall Council or schools hold in relation to your child. Unless instructed otherwise we may share the information you provide with Cornwall Council's Transport Coordination Service in order for them to fairly assess and award your current and future eligibility for transport provision or assistance. The information may also be shared with the individual's previous, current or proposed

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school/college and other Cornwall Council services and professionals for the purpose of determining eligibility and/or transport requirements. Where transport is approved, some of the information you provide will also be shared with Cornwall Council's approved transport providers, for the purposes of procuring suitable transport provision.

How will you store and transfer the data and information?

Your application form and supporting information will be stored securely by the School Admissions Team both electronically and in hard copy. Any data shared outside Cornwall Council will be transferred in a secure, electronic format.

How long will you keep this data and information for?

Data and information on and relating to your application will be retained until your child reaches the age of 25.

What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way);
- have it amended if it is incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has had an adverse effect on you.

How do I exercise my rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information please contact: Data Protection Officer, Assurance, Cornwall Council, County Hall, Truro, TR1 3AY. Telephone: 01872 326424. Email: dpo@cornwall.gov.uk

In the event that you no longer wish us to process the information for the purposes described in this Privacy Notice 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 some or all of your personal information in accordance with our statutory obligations.

What if I do not agree with something?

Our complaints team can be contacted via the following address: Quality Assurance Business Manager, Together for Families, Cornwall Council

County Hall, Truro, TR1 3AY or email tfffeedback@cornwall.gov.uk

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113. Website: <https://ico.org.uk/concerns/>

Consent

By completing and submitting your application you give your consent that all of the data and information you provide may be used for the purposes described in this Privacy Notice.

Glossary

Academies/free schools are state-funded schools which are independent from Cornwall Council. The academy trust sets the admission arrangements but parents/carers still apply to Cornwall Council for a place at the school.

Admission arrangements are the overall procedures used in the allocation of school places. 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 Cornwall Council which sets the admission arrangements.

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

Designated area: Cornwall Council has divided the County into geographical areas which are each served by a specific school or schools. They are used to determine entitlement to school transport. **Some** schools also use living in the designated area as a priority in their oversubscription criteria.

Fair Access Protocol is a document that sets out how Cornwall Council and schools will ensure that during the school year children without a school place, particularly the most vulnerable, can be offered a place at a suitable school as soon as possible.

Foundation schools are maintained by Cornwall Council and the governing body sets the admission arrangements. **Trust schools** are a type of foundation school which forms a charitable trust with outside partners.

Oversubscribed is where a school has a higher number of applicants than there are places available at the school.

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.

Published admission number (PAN) is the maximum number of children that a school will admit at the normal point of entry to a school. The number depends on the amount and type of accommodation available.

Family Learning – what is it all about?

Would you like to be able to support your child with their learning? Perhaps you need to refresh your own skills or just find out about the language and methods used in schools to teach your child.

Family Learning delivers free courses across Cornwall to help parents and carers get back in touch with the school curriculum, support their children's learning, meet other parents and update their skills.

There are courses to help improve the support you can offer your child with maths, reading, writing or IT, including our new Scratch programming course. There are also courses designed to prepare you and your child for the transition between nursery and primary school or primary to secondary school.

All Family Learning tutors are DBS cleared for working with vulnerable children and adults.

To find out about free Family Learning courses in your area either call them on 0300 1231 117 or look at the Cornwall Family Information Service website and type Family Learning into their search box: www.cornwallfisdirectory.org.uk

Key dates

31 October 2019

Deadline for applications

2 March 2020

National Offer Day - when information about the outcome of your application will be sent out

By 30 March 2020

Parents/carers can submit appeals or requests for their children to be added to a waiting list

May/June 2020

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