CORNWALL COUNCIL
one and all • onen hag oll

Together for Families

Co-ordinated Admissions Scheme

for September 2024 entry to infant and primary school, transfer to junior school and transfer to secondary school

www.cornwall.gov.uk

Introduction

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

Definitions

In this scheme:

'school' means a community, foundation, voluntary-controlled ('VC'), voluntary-aided ('VA'), or trust school which is maintained by Cornwall Council or an academy or free school but not a special school;

'admission authority' in relation to a community or VC school means Cornwall Council, in relation to an academy or free school, the academy trust and in relation to a foundation, VA or trust school, means the governing board of that school;

'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 other than at the normal point of entry;

'normal admissions round' is the period during which parents are invited to express a minimum of three preferences for a place at any state-funded school on the common application form provided by their home local authority for the normal point of entry;

'normal point of entry' means the first entry point to a school i.e. starting in reception in an infant or primary school, transferring from an infant school to year 3 in a junior school or transferring from primary to year 7 of a secondary school;

'PAN' means the Published Admission Number for the year of entry at a school i.e. the maximum number of children that the admission authority has agreed it can admit;

'parent' means a parent/carer/body which has Parental Responsibility for the child;

'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 or other agreed admission number.

Making an application

1. There will be a standard application form known as the Cornwall Admissions Common Application Form (CACAF). This form will be available to parents by 12 September in the relevant year via an online system or as a paper copy on request from the School Admissions Team.

2. The CACAF will be used for the purpose of admitting pupils at the normal point of entry to an infant, primary, junior or secondary school.

3. Parents of children with an Education, Health and Care Plan (EHC Plan) will not be required to make an application. School admissions at the normal point of entry for children with an EHC Plan will be handled by the Statutory SEN Service. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations and will not be dealt with under this Scheme.

4. The CACAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in Cornwall wishing to express a preference for their child:

(a) to be admitted to a school within Cornwall; and/or

(b) to be admitted to a school located in another local authority's area.

5. The CACAF and the accompanying written information will:

(a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside Cornwall, in ranked order of preference;

(b) invite parents to give their reasons for each preference;

(c) explain that the parent will receive no more than one offer of a place at a school and that:
  (i) all preferences will be treated equally initially;
  (ii) a place will be offered at the highest ranking nominated school for which they are eligible for a place;
  (iii) if a place cannot be offered at a nominated school a place will be offered at an alternative school.

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

6. Cornwall Council will make appropriate arrangements to ensure:

(a) that the CACAF is available on Cornwall Council's website and on request from Cornwall Council; and

(b) that a written explanation of the Co-ordinated Admissions Scheme is available on the Council's website, on request from Cornwall Council and all schools in Cornwall.

7. Cornwall Council will take all reasonable steps to ensure that every parent resident in Cornwall who has a child for which they wish to apply for a place in the relevant year group has access to a copy of the CACAF and a written explanation and is supported as far as reasonably possible in making an application.

8. All preferences expressed on the CACAF are valid applications. If a parent expresses a preference for a school where the governing board or academy trust is the admission authority, that school may require the parent to provide additional information on a supplementary form. This can only be requested where the additional information is required for the governing board or academy trust to apply its oversubscription criteria to the application. Where a supplementary form or information is required it must be returned direct to the relevant school. Any supplementary information cannot be regarded as a valid application unless the parent has also completed the CACAF and named that school as one of their preferences.

9. There is a national deadline for applications, as stated in the 'Timetable' section of this Scheme. This is the date by which completed applications (paper or online) must be received by Cornwall Council. Applications submitted by this date will be classed as 'first round' or 'on-time' applications.

10. Completed paper or online CACAFs for reception places are to be returned direct to Cornwall Council. Secondary or junior applications returned to the child's current school must be forwarded to Cornwall Council by the closing date for applications or as soon as possible after that date.

Processing of applications (CACAFs)

11. Processing of CACAFs will be based on an equal preference system. This means that applications must be considered without reference to the parent's ranked order of preference.

12. Cornwall Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CACAFs. Cornwall Council will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the CACAF where:

(a) it is acting in its separate capacity as an admission authority; or

(b) it has been engaged to act on behalf of an admission authority;

(c) an applicant is eligible for a place at more than one school; or

(d) an applicant is not eligible for a place at any school that the parent has nominated.

13. There will be a date (see 'Timetable' section) by which Cornwall Council will notify the relevant local authority of applications for their area.

14. In exceptional circumstances such as those listed here a **late application or change of preference** will be considered at the same time as applications received by the national deadline. Such circumstances may include:

- where there has been a change of family circumstances after the deadline date but before the exceptional circumstances deadline which has a significant effect on the preferences given on the original application; or
- a change of preference due to a planned house move within or into Cornwall after the national deadline where confirmation of the new address (see Section 41) is provided before the exceptional circumstances deadline; or
- Service Personnel moving to Cornwall after the deadline date where confirmation of the posting and a unit address or quartering area address is provided before the exceptional circumstances deadline; or
- where there are concerns about safeguarding or the vulnerability of the child, as determined by Cornwall Council.

There will be an 'exceptional circumstances' deadline for parents (see 'Timetable' section). Documentary evidence must be provided by the exceptional circumstances deadline to verify the circumstances. If evidence cannot be provided or evidence provided is not sufficient the application will not be treated as an exception. Late applications not deemed exceptional will be dealt with in 'round two'.

Changes to the **order** of preferences listed in the on-time application will also be accepted if notified in writing to the School Admissions Team by the exceptional circumstances deadline.

15. There will be a date (see 'Timetable' section) by which Cornwall Council will confirm to the governing board or academy trust of any school where it is the admission authority and does its own ranking, that the list of the first, second and third preferences for their school can be viewed. The list will not identify whether the application is a first, second or third preference to ensure that the equal preference scheme is followed.

16. There will be a date (see 'Timetable' section) by which the governing board or academy trust of any school where it is the admission authority and does its own

ranking will have considered all applications for places, applied the school's oversubscription criteria and provided Cornwall Council with a list of those applicants ranked according to the school's oversubscription criteria.

17. Cornwall Council will rank all applications for those schools for which it is the admitting authority and for any school where it is acting on behalf of the governing board or academy trust. Using these ranked lists and those provided by schools, Cornwall Council will be able to determine the children who are eligible for places at each school. This will be done by comparing the number of children on each school's list to the PAN for that school. If the number of preferences is equal to or less than the PAN, all children on the list will be eligible for places at that school. Otherwise, the number of children eligible for places will be those children with the highest priority, up to the school's PAN. If children are eligible for places at more than one school, they will be allocated a place at the school ranked as the highest preference and removed from the other list(s). Other children will then be able to move up the ranked list(s) for the second and/or third preference schools accordingly.

18. Where a child living in Cornwall is not eligible for a place at any of the nominated schools the child will be allocated a place at the nearest suitable school in Cornwall with a place available.

19. Distances used to identify the nearest suitable school with a space available are measured as the shortest available route as determined by Cornwall Council's Geographical Information System. This is considered to be the walking route of up to two miles for primary school children up to the end of Year 3 and three miles from Year 4 onwards. For schools outside these distances, driving route will be used. Unlike when eligibility for free home to school transport is assessed, the suitability and safety of the walking route is not taken into consideration when determining these distances.

20. There will be a date (see 'Timetable' section) by which Cornwall Council will inform other local authorities of places in schools in Cornwall to be offered to their residents.

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

21. There will be a date (see 'Timetable' section) when final amendments will have been made to any EHC Plan and the final EHC Plan issued naming the primary, junior or secondary school placement. A list of the allocated schools will be provided to the School Admissions Team so that the children can be added to the schools' allocation lists.

22. There will be a date (see 'Timetable' section) when parents of children with an EHC Plan will be notified of the allocated school which has been named in the Plan.

23. There will be a National Offer Day (see 'Timetable' section) when parents will be notified which school their child has been allocated.

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

The letter will give the following information:

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

Late applications

24. **Round one**
The national deadlines for applications in the normal admissions round are shown in the 'Timetable' section. Applications received before this date will be considered as 'round one' applications.

25. **Late applications** not deemed exceptional (see paragraph 14) will be dealt with in 'round two'.

26. **Round two**
There will be a second closing date for late applications in 'round two' (see 'Timetable' section).

Late applications received between the national deadline and the exceptional circumstances deadline but not considered to be exceptional will be dealt with together and parents notified by the date stated in the 'Timetable' section.

27. Round two late applications for oversubscribed schools will be considered together with the names of children who have already been refused places at the school and who are on the waiting list for that school.

28. Applications received after the closing date for round two late applications will be dealt with on a daily basis until the date stated in the 'Timetable' section but only after the round two allocations have been made. The 'closing date' for these applications will be midnight each day.

29. Applications received after the closing date for round two late applications will be added to waiting lists.

30. If a place becomes available at an oversubscribed school it will be allocated to the child at the top of the waiting list regardless of whether the application for that child was late or on-time. However, Children in Care and those that were previously in care, children with an Education, Health and Care Plan will be given priority over children on the waiting list.

31. All applications for reception, junior transfer or secondary transfer should be referred to Cornwall Council, under this scheme, up until 31 August in that year.

Accepting places

32. The notification to parents (except parents of children with an EHC Plan) offering a school place will ask them to confirm in writing if the place is no longer required. Where a parent does not respond it will be assumed that the place is accepted.

33. Where a child fails to arrive at the allocated school at the beginning of the school year and the parent has not informed the school or Cornwall Council whether or not the place is required, the school will attempt to make contact with the parent to confirm this. The offer of a place may be withdrawn if the place is not taken up within a reasonable timescale and safeguarding procedures will be followed as necessary.

Appeals

34. When a parent is refused a place at a school for which they have applied, they will have the right to appeal to an independent panel. The letter confirming the refusal will explain:

- the reason for the refusal;
- information about the right to appeal;
- the deadline for lodging an appeal; and
- contact details for making an appeal.

35. Parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. The 'Timetable' at the end of this Scheme indicates the timeline for appeals.

36. Parents can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent, child or school (as determined by the admission authority) but has determined that the new application must also be refused.

Repeat applications

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

Waiting lists

38. Where a child has been refused a place at a nominated school in Cornwall, the child will be automatically added to the waiting list for the school. Cornwall Council, where it holds a waiting list for community and VC schools and on behalf of those governing bodies or academy trusts that request it, will maintain the list for at least the first term of the academic year of admission, in accordance with the school's admission arrangements. The governing board or academy trust of schools which hold the list themselves will maintain the list for at least the first term of the academic year of admission. Waiting lists held by Cornwall Council will cease at the end of the academic year. Parents will need to reapply if they still wish to be considered for a place at the school. Children cannot be added to a school's waiting list without first having applied for and been refused a place at that school.

39. All waiting lists will be based on the school's oversubscription criteria and children's places on the list are subject to change according to additional information received about applications or children being added to the list. No priority is given based on the length of time that a child has been on the list or if the application was late or on-time. Children in Care and those that were previously in care, children with an Education, Health and Care Plan or children who are allocated to a school in accordance with the Fair Access Protocol (in-year admissions only) will be given priority over children on the waiting list.

Home address

40. Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. The address must be:

- the child's principal permanent residence at the point of application and the address from which they will attend school; or
- a future address from which the child will attend school, supported by a form of evidence from the list in section 41.

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

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

Exceptional circumstances in relation to the provision of a home address will be considered on a case by case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, Cornwall Council will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a child arrangement order where it is shown who has care of the child. Evidence may be requested to show where the child resides.

41. Evidence required to confirm a new address will be considered as follows:

Buying a new home, including a new build

- A solicitor's letter confirming exchange of contracts; and
- if a new build: evidence that the child will be living there before the expected school start date, for example a letter from a developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.

Renting a property

- A signed rental agreement, with the period of tenancy extending beyond the date of the expected school start date.

Returning to an owned property

- Evidence of ownership of the property, for example the current financial year's council tax bill or recent utility bills; and
- evidence that the property is available to move into, for example a signed rental agreement showing the date of the end of tenancy.

House exchange

- A copy of the new tenancy agreement, signed; and
- a letter from the housing authority confirming the date for the exchange.

Moving to live with a friend or family

- Written confirmation from the person the family are going to be residing with; or
- evidence to prove that the family is resident at that address, for example a driver's licence or a bank statement.

42. It is expected that parents will submit only one application for each child - any disputes in relation to the child's home address should be settled before applying, neither Cornwall Council nor the admission authority will become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents may need to settle the matter through the courts. Where no agreement is reached or order obtained within the processing timescales, Cornwall Council will determine the home address.

43. 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.

44. If a family is moving to Cornwall from another authority and is applying through their current local authority:

- if a proposed address in Cornwall is provided on their application submitted by the national deadline for applications, evidence of the address (as listed in 41) will be required in order for that address to be considered in the allocation process. Provision of the evidence will be accepted up until the exceptional circumstances deadline;
- if it has not been possible to provide a Cornish address by the national deadline for applications evidence of a new address (as listed in 41) will be

accepted up until the exceptional circumstances deadline;

- if it is not possible to provide evidence of a new address before the exceptional circumstances deadline the application will be processed based on the current home address.

Shared parental responsibility – duplicate and disputed applications

45. 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 or a dispute relating to an application should be settled between the parents.

46. If:

a. a person with parental responsibility submits an application that is disputed by another person with parental responsibility; or
b. more than one parent submits an application and those applications have different preferences;

Cornwall Council may ask for proof of parental responsibility from either party as necessary and will contact both parties to ask them to reach an agreement on preferred schools and notify Cornwall Council in writing or obtain a court order and provide a copy to Cornwall Council.

If a decision on a preferred school is not reached or an order provided by the allocation date, Cornwall Council will decide which application to use for the allocation process and will make only one offer of a school place based on that application.

47. Information relating to or supplied in an application form will not be shared with a person that does not have parental responsibility. Only basic information of the application date and preferences may be shared with someone with parental responsibility when it is established that they have a right to the information.

Proof of address and fraudulent applications

48. Cornwall Council reserves the right to ask parents for proof of their address. Acceptable proof of address would include one document from each of the following lists:

List A:

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

List B:

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

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

49. A fraudulent application is one where the applicant uses false information to gain advantage in the application process. Parents that make a false statement or omit any relevant and appropriate information in their application to gain advantage 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 Cornwall Council immediately of any change in their circumstances – failure to do so or providing false or misleading information may lead to prosecution action being taken against them. As part of the process of ensuring that school places are allocated fairly, Cornwall Council undertakes address checks on a random sample of applications each year to ensure that information submitted by parents is correct. If a parent is randomly selected they will receive a letter requesting evidence of their current address. Cornwall Council may also request evidence where it is alerted to potential false statements. In either of these circumstances, any concerns about the validity of the information provided may lead to investigation and applicants could face criminal proceedings in addition to the withdrawal of the offer of a school place.

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

50. 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, meaning entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to 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.

51. 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 for guidance or contact the School Admissions Team.

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

52. Applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants returning to the UK will be considered in the normal admissions round if confirmation of a posting or return to the area can be confirmed and a unit address or quartering area address is provided by the national deadline. Cornwall Council will not refuse a place because the family does not currently live in Cornwall. However, it is not permitted to reserve places for these children.

53. 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.

54. If the national deadline has passed, late applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants will be treated as exceptional and processed with on-time applications where confirmation of a posting or return to the area and a unit postal address or quartering area address can be provided before the exceptional circumstances deadline (see paragraph 16).

Applications from outside the United Kingdom

55. It is the responsibility of the parent to check that their children have a right to study at a school. In the case of overseas nationals entering the United Kingdom parents should check that they have the right of abode or the conditions of their visas otherwise permit them to access a state-funded school. More information can be found here: https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children

Fair Access Protocol

56. All local authorities are required to have a Fair Access Protocol which applies to all schools. This document sets out how Cornwall Council and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. It does not apply to applications in the normal admissions round. To find out more about admissions during the school year and the Fair Access Protocol go to www.cornwall.gov.uk/admissions or contact the School Admissions Team.

Children with an Education, Health and Care Plan

57. Parents of children with an EHC Plan will not be required to make an application. School admissions at the normal point of entry for children with an EHC Plan will be handled by the Statutory SEN Service, outside this Scheme. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations and will not be dealt with under this Scheme. The timescales for these allocations are described in this Scheme, although applications for these children are handled outside the Scheme.

58. All children whose EHC Plan names the school must be admitted, in accordance with the School Admissions Code 2021. These children have priority over all other children including any children on a waiting list.

59. To attend a special school or Area Resource Base (ARB) a child or young person must have an EHC Plan. All admissions are decided by Cornwall Council.

Timetable

Transfer to Secondary School Scheme dates	Action	Starting School and Transfer to Junior School Scheme dates
By 12 September 2023	Guide for parents must be available.	By 12 September 2023
31 October 2023	National deadline for applications. Closing date for online applications or for paper Cornwall Admissions Common Application Forms (CACAFs) to be received by Cornwall Council.	15 January 2024
By 11 November 2023	Details of applications which include preferences for schools in other local authorities to be sent to those local authorities.	By 2 February 2024
1 December 2023	Exceptional circumstances deadline.	6 February 2024
4 December 2023	Cornwall Council will notify the governing board or academy trust of any school where it is the admission authority and does its own ranking, of every nomination for a place at that school. Cornwall Council will notify all schools of the number of first, second and third preferences for their school.	7 February 2024
	Final date by which review and amendments (naming of school) must be made to any EHC Plan, followed by notification to parents.	By 15 February 2024
By 5 January 2024	The governing board or academy trust of any school where it is the admission authority and does its own ranking will provide Cornwall Council with a list of all applicants ranked in priority order according to the individual school's oversubscription criteria, unless Cornwall Council do this on behalf of the governing board or academy trust.	By 20 February 2024
By 2 February 2024	Cornwall Council will inform all other local authorities of offers to be made to applicants resident in their areas (and will receive corresponding information from Plymouth, Devon and other LAs, as appropriate, according to their own schemes).	By 15 March 2024

By 15 February 2024	Final date by which review and amendments (naming of school) must be made to any EHC Plan, followed by notification to parents.	
By 1 March 2024	Cornwall Council will notify schools which children are to be offered places at their schools.	By 16 April 2024
On 1 March 2024	National Offer Day. Notification of school allocation to be sent to parents by Cornwall Council.	On 16 April 2024
By 4 March 2024	Last date for submission of round two late applications.	By 19 April 2024
	Within 20 school days of notification of round one allocations, parents to submit appeals which must then be heard within 40 school days of this deadline.	
By 5 April 2024	Notifications to be sent to parents of round two allocations.	By 24 May 2024
	Within 20 school days of notification of round two allocations, parents to submit appeals which must then be heard within 40 school days of this deadline.	
April/May 2024	Appeals will take place (mainly for on-time refusals).	June 2024
June 2024	Appeals will take place (mainly for round two refusals).	July 2024
July/August 2024	Appeals will take place (mainly for refusals after round two).	July/August 2024
31 August 2024	Scheme closes.	31 August 2024
1 September 2024	In-year co-ordination scheme commences (see separate scheme).	1 September 2024

Prepared by:

School Admissions Team
Together for Families
August 2022

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