

# Setting admission arrangements for 2022/23

A guide for **academy, trust, foundation and VA schools**  
(Action for Autumn Term 2020)

## Introduction

It is hoped that this guidance will help you in setting clear and lawful admission arrangements. Please note that this document is intended as a **guide only**. **Schools must refer to the Regulations and Codes on admissions for their statutory duties.**

**The important thing to note this year is that proposed changes to the Admissions Code are currently out for consultation – see page 2 for details as you will need to take this into consideration when setting your arrangements.**

All schools have an admission authority which is responsible for admissions to that school and must act in accordance with the **School Admissions Code 2014** ('the Code'), the **School Admission Appeals Code 2012**, other laws relating to admissions and the relevant **human rights** and **equalities** legislation.

For community and voluntary-controlled schools, the admission authority is Cornwall Council. For academies, free schools, foundation, trust and voluntary-aided schools, the admission authority is the academy trust or governing board.

A school's admission arrangements must be determined (i.e. agreed formally) by the admission authority **annually**. The arrangements must be consulted on each time a change is proposed or every seven years if no changes are made (1.46 of the Code). However, an increase to the Published Admission Number or changes to comply with amendments to the Admissions Code do not require consultation.

## Key dates

**September 2020:** Review current arrangements and plan for 2022/23

**1 October 2020 – 31 January 2021:** Consultation (if required) to take place for at least six weeks

**28 February 2021:** Admission arrangements to be agreed by this date

**15 March 2021:** Admission arrangements must be sent to Cornwall Council by this date (schooladmissions@cornwall.gov.uk) and published on school website

## Key points for 2022/23

- **CODE CHANGES:** Please note that the DfE is currently consulting on proposed changes to the School Admissions Code: <https://consult.education.gov.uk/home-to-school-transport-and-admissions-team/changes-to-the-school-admissions-code/>.

You should familiarise yourselves with the proposed changes and review your arrangements with these in mind.

There are specific notes on some of these changes in the relevant sections throughout this guidance document, indicated in red text.

Cornwall Council will be incorporating the proposed changes in to 2022/23 arrangements, along with other South West local authorities.

- **CHECK THE DATES:** Many arrangements come through to us with the wrong dates throughout – make sure you change all references to 2022/23. This is not just in the heading!
- **WAITING LISTS:** Please check this section carefully. The majority of schools hold waiting lists for all year groups for the whole of the academic year, however the legal requirement is for one term only in the year of entry (e.g. reception or Year 7). You will need to think of the impact of not holding waiting lists for other year groups as, when a space becomes available, it may mean that it does not get filled until someone else applies. Someone that has applied previously is not entitled to apply a second time for the same academic year unless there has been a significant change in circumstances, therefore if you do not hold a waiting list this can cause difficulties with filling vacant places. See the suggested wording in the Appendix or contact us for advice.
- **OVERSUBSCRIPTION CRITERIA:** Do not forget that you cannot change your oversubscription criteria without completing the statutory consultation process.
- **CONSULTATION:** If you are thinking of carrying out consultation because you are proposing a change or you have not consulted for seven years you need to make sure that you carry this out thoroughly. See the specific section on consultation later in this document for more information.
- **SHARED ARRANGEMENTS:** Are you part of a **multi-academy trust**? If so, the trust may wish to consider having one document for the schools in the trust, even if there are variations to some of the arrangements but particularly if the arrangements are basically the same. This makes managing change and review much easier for you and us! You should make sure the different PANs are listed. If you would like to see an example of a shared MAT document please ask. **But remember:** you cannot change a school's arrangements just because they have joined a MAT – statutory consultation will need to be carried out.

## School status & admissions

### The responsibilities of admission authorities include...

**Adherence to the relevant Codes and Regulations** on admissions and taking part in Cornwall Council's Co-ordinated Schemes and Fair Access Protocol.

**Setting your own admission arrangements.** You need to determine\* (formally agree) your own admission arrangements annually even if this means agreeing that you will keep the same arrangements that Cornwall Council set for you previously or that you set yourselves the previous year. Even if there are no changes, you still need to put these into a document with new dates for the relevant year. If you decide to make a change, you will need to follow the statutory consultation process which must take place for at least six weeks between 1 October and 31 January (details later in this document, taken from 1.44 of the Code).

*\*NB: The DfE is proposing to clarify the definition of 'determine' as: 'Determination occurs at the point at which the admission arrangements are formally agreed by the admission authority. This decision should be recorded in the minutes of the meeting at which it is made.'* See Annex A of the [consultation document](#).

**Holding a waiting list** for at least the first term of the academic year of entry, the list to be ranked in line with the oversubscription criteria each time a child is added (2.14 of the Code). However, Cornwall Council will continue to hold waiting lists in partnership with you – for normal admissions and in-year admissions – unless you request otherwise.

**Arranging admission appeals** for your school and **preparing and presenting your appeal cases** in accordance with the School Admission Appeals Code 2012

The Cornwall Council Education Appeals Team and School Admissions Team provide chargeable services for setting up and presenting appeals respectively. For further information see School Messenger: [www.cornwall.gov.uk/admissionsservices](http://www.cornwall.gov.uk/admissionsservices) (this will take you direct to the page in School Messenger, via the log-in page).

For more information on appeals see the DfE website:

<https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-admission-authorities-on-school-admission-appeals>

**Ranking applications** for your school in accordance with your oversubscription criteria. This is also a chargeable service available from the School Admissions Team. For further information see School Messenger: [www.cornwall.gov.uk/admissionsservices](http://www.cornwall.gov.uk/admissionsservices) (this will take you direct to the page in School Messenger, via the log-in page).

## Arrangements: keeping them the same or changing them

### **Can we just carry on using the same arrangements we agreed last year?**

Yes, but you will still need to **change the dates** and check the details in the document and then determine (agree) them at a minuted meeting for 2022/23 by 28 February 2021. Then you need to put these on your website and let Cornwall Council have a copy by 15 March 2021 (email to [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)).

### **Can we just carry on using the arrangements that Cornwall Council set for us before we changed to academy status?**

Yes, but you will still need to put these in your own school template and amend the details as appropriate to your school (such as the PAN) and formally agree them as your own arrangements for 2022/23. An example of arrangements which use the same details as Cornwall Council's arrangements can be found in Appendix 1. Please note that these are a **guide only** and you should still refer to the Code and seek legal advice as appropriate when preparing your document.

### **We have joined a MAT and want to have the same arrangements as the other schools. Can we just adopt the MAT arrangements straight away?**

No, not if the trust group's arrangements are different to your current arrangements. Even if you intend to have the same arrangements across the trust, statutory consultation on any changes to your arrangements would still need to be carried out.

## What needs to be included in your arrangements

Below is some guidance on what needs to be included in your arrangements – but you should refer to the Code for full details.

- ☐ **Published Admission Number** for the year of entry.
- ☐ **Oversubscription criteria** – how places will be allocated when there are more applications than places available. See later in this document for details.
- ☐ **Definitions** relating to your oversubscription criteria e.g. siblings, home address, designated area, children in care, etc.
- ☐ **How distances will be measured.** In your arrangements you must include the details of what system will be used to measure distances in the event of applying an oversubscription criterion using measurements or a tie-breaker. If Cornwall Council carries out the ranking process for you (i.e. you have purchased this service) and therefore undertakes distance measurements, you will need to include the details in your arrangements, **noting that the current system has changed from both ArcMap and DataMap.** See the example arrangements in Appendix 1 for possible wording. See also the DfE's proposed clarification on measurements in the [consultation document](#), Annex 1.
- ☐ Schools with **sixth forms** must describe their particular entry arrangements and oversubscription criteria.
- ☐ Schools that take reception-age children must make it clear in their arrangements that parents/carers can request **deferred or part-time entry** until their child is of compulsory school age.
- ☐ Details about how **admission outside the normal age group** can be requested. See <http://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions/deferring-or-delaying-admission-to-school-and-educating-pupils-out-of-their-chronological-year-group/> for more information and the next page for information on delayed entry for summer-born children.
- ☐ Reference to applications for children with an **Education, Health and Care Plan**. All children whose EHC Plan names your school must be admitted – you need to refer to this in your arrangements – so they will not be part of your oversubscription list but you might say something along the lines of '...the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan names the school...'
- ☐ Information about your **waiting list** (which must be held for at least the first term of the academic year of entry). Will you hold this or Cornwall Council on your behalf? How long for? For all year groups? See 'Key points' for more information.
- ☐ **Tie-breaker.** Admission arrangements **must** include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. See Appendix 1 for an example of this. You will also need a final tie-breaker.

## Published Admission Number

### Increase or decrease?

- If you decide to **increase** your current PAN you do not need to consult on this change, but you **must** inform Cornwall Council as soon as possible and make specific reference to this on your website.
- If you decide to **decrease** your PAN, you must consult fully as per the Code (as described later).

If you only want to increase the admission number for one year – to create a ‘bulge’ year – you are advised to keep the PAN the same but use an ‘operational capacity’ which will be the PAN plus the additional numbers for that year. If you changed the PAN for that year, you would then have to go through the consultation process to decrease the PAN again for the following year.

Note that the DfE is proposing to clarify in the Admissions Code that the PAN only applies to the year of entry. This should be made clear in your admission arrangements. See Annex A of the [consultation document](#).

## Summer-born children – delayed entry to reception

Summer-born children (born between 1 April and 31 August) are not required to start school until a full year after the point at which they could first have been admitted, after their fourth birthday. This would mean that they would be due to enter year one not long after their fifth birthday but parents can request that they start in reception instead, a year later than their chronological year group – ‘delayed entry’.

### Requests for delayed entry are given careful consideration on a case-by-case basis.

Parents/carers do not have the right to insist that their child is admitted to school a year late – admission authorities are responsible for making the decision on whether or not a child will be admitted outside their normal age group. However, where a child has an Education, Health and Care Plan the decision rests with Cornwall Council.

You must include in your admission arrangements how places outside the chronological year group, across the whole school, can be requested – this includes delayed entry. It is also recommended that you have procedures in place for consideration of delayed entry requests, paying attention to the guidance available here:

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions/deferring-or-delaying-admission-to-school-and-educating-pupils-out-of-their-chronological-year-group/>

Note that the DfE has not yet made proposed changes to the arrangements for summer-born children but will be issuing [further guidance](#).

## Oversubscription criteria

Top priority **must** be given to **children in care and those that were previously in care** – this will be every school's criterion number 1.

NB: the DfE is consulting on extending this priority to children who were previously in state care outside of England and ceased to be in care as a result of being adopted. See Section 3 of the [consultation document](#).

For example:

**1: Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.**

And then in your definitions...

### **\* Children in care and children who were previously in care**

A 'child in care' is also referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'Child Arrangement Order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'Special Guardianship Order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

### **Other priorities**

The order of priority after children in care/previously in care is up to you, however, you should refer to the list of unacceptable criteria in the Code (1.9) and remember:

*'Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.'* (1.8 of the Code).

- Children of staff

Note that if you are adding 'children of staff' to your oversubscription criteria this can only be in **either** or **both** of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

NB: The DfE is proposing to add a further specification on this point:

***'Admissions authorities must specify in their admission arrangements how this priority will be applied; for example, which groups of staff it will apply to.'***

See the [consultation document](#), Annex A.



## Consultation

If you are thinking of carrying out consultation because you are proposing a change or you have not consulted for seven years you need to make sure that you carry this out **thoroughly**.

### When do we need to consult?

You must consult for **at least six weeks** between **1 October and 31 January**.

### Who do we consult with?

You must consult with:

- ☐ parents of children between the ages of two and eighteen;
- ☐ all other admission authorities within the **relevant area** (see next page for details);
- ☐ others in the relevant area who you think have an interest in the proposed admissions;
- ☐ Cornwall Council;
- ☐ any adjoining neighbouring local authorities where the admission authority is the local authority; and
- ☐ in the case of faith schools, the Diocese.

Please send a copy of the arrangements and details of the consultation period to Cornwall Council at: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

### How do we consult?

For the duration of the consultation period you must publish a copy of the full proposed admission arrangements including the proposed PAN on your website together with the details of the person to whom comments should be sent. You must also send a copy on request to those listed above inviting comment.

### **NB: Failure to consult effectively may be grounds for subsequent complaints and appeals.**

Many complaints to the Office of the Schools Adjudicator (OSA) relate to inadequate consultation and the OSA's annual report regularly refers to this issue. The 2017 report stated:

*Adjudicators found common failings in consultations, in particular in relation to failure to consult with parents.*

*Based on all I have seen, it seems to me that good consultation – whether by local authorities or schools – uses a number of different ways to reach those who may have an interest. It will include a prominent and simple message on the front page of the relevant website, backed up with more detailed information and use of print and social media. Examples of ways in which schools and local authorities have communicated about proposed changes include:*

*a. asking (other) schools and early years settings (including childminders) to pass on information about the consultation to parents;*

- b. articles in the local press including free papers sent to every household in the area, magazines/newsletters published by voluntary groups in an area, family information directories and child focused magazines;*
- c. use of local radio and social media including Twitter and Facebook and online parent forums (one local authority described a parental networking group with over 3,000 members);*
- d. seeking feedback and responses online as well as in paper form;*
- e. posters in schools, stay and play session locations, supermarkets, doctors' surgeries, children's centres, health centres, places of worship and the local authority's own buildings;*
- f. consultation meetings including drop in sessions targeting areas or groups which past experience showed were less likely to respond;*
- g. use of personal contacts - talking to parents at the school gate or at parents evenings;*
- h. asking local voluntary groups, parish councils and faith bodies to use their networks to pass on material and information; and*
- i. direct emails to parents who have given permission and provided email addresses via their applications for admission in previous years; this had a high response rate.*

## **What is our 'relevant area'?**

**The relevant area for consultation is set for all schools by Cornwall Council. The relevant areas to be consulted on for 2022/23 are as follows:**

### **Academy, foundation and trust: infant, junior and primary schools**

The admission authority (governing board or academy trust) will be required to consult within the following relevant area:

- *A 5 mile radius of the school, or where this covers a neighbouring authority area, to include up to 3 miles into that area.*

Consultees will include:

- Cornwall Council
- all other admission authorities of infant, junior or primary schools within the relevant area
- any other local authority which is the admission authority for a school within the relevant area
- the two nearest primary schools where these are not covered in the 5 mile radius
- the Diocesan authority (voluntary-aided schools only)

### Academy, foundation and trust secondary schools

The admission authority (governing board or academy trust) will be required to consult within the following relevant area:

- *A 10 mile radius of the school, or where this covers a neighbouring authority area, to include up to 3 miles into that area.*

Consultees will include:

- Cornwall Council
- all other admission authorities of primary and secondary schools within the relevant area
- any primary schools that are not covered within the relevant area but which form part of the designated area used in the secondary school's oversubscription criteria
- any other local authority which is the admission authority for a school within the relevant area
- the two nearest primary and secondary schools where these are not covered in the 10 mile radius

## Final steps

- ☐ Decide on the final arrangements by **28 February 2021**, ensuring that the decision to determine your arrangements is recorded formally in the minutes of the relevant meeting.
- ☐ Publish the arrangements on your website (and for the whole of the offer year) alongside your current arrangements, including any supplementary form, by **15 March 2021**.
- ☐ Notify Cornwall Council, the Diocese (if a faith school) and other schools in the relevant area.
- ☐ Send a copy of the arrangements to Cornwall Council before **15 March 2021** (to: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)).
- ☐ Where you have changed the PAN – notify Cornwall Council.

## Objections

Following determination of arrangements, any objections to those arrangements must be made to the Schools Adjudicator by **15 May 2021**. You need to ensure that you have published and shared your agreed arrangements within the statutory timescales to give interested parties an opportunity to object.

## Links

### **Admissions Code 2014:**

[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)

### **Admission Appeals Code 2012:**

[www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)

### **Admission Appeals:**

[www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-admission-authorities-on-school-admission-appeals](http://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-admission-authorities-on-school-admission-appeals)

### **Cornwall Council information:**

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

# Appendix 1

## Example admission arrangements

**Please note that these are a guide only and you should still refer to the School Admissions Code 2014 and the proposed changes to the Admissions Code when preparing your document.**

**Sections in [red] indicate details that would be particular to an individual school.**

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**[School Name/logo]**

## Admission arrangements 2022/23

### Introduction

[School Name] is a [school type] and the [Governing Board or Academy Trust] is the Admission Authority for the school.

The school will participate fully in Cornwall Council's Fair Access Protocol and Cornwall Council's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from Cornwall Council. Closing dates and other details about the application process will be stated in those Schemes.

### Applying for a place

All applications for places in [reception] [year 3] [year 7] or during the school year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on Cornwall Council's website. [There is no supplementary information form required by the Governing Board.]

However, if your child has an Education, Health and Care Plan you **do not** need to complete an application form as a school place will be identified through a separate process.

### Allocation of places

Children with an Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by Cornwall Council (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for [reception] [year 3] [year 7] in 2022/23 will be [PAN]. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

**[Deferred/delayed entry]**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.]

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, 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.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by Cornwall Council on behalf of the Governing Board]. Further details and a timeline can be found in Cornwall Council’s Co-ordinated Admissions Scheme. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (e.g. a change of address into a school’s designated area), but has determined that the new application must also be refused.

### **Waiting lists**

If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place. 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.

### **Oversubscription Criteria**

In the event of there being more than **[number]** applications for places in year **[XXX]** for the 2022/23 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan that names the school:

1. Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.
- 2.
- 3.

### **[Sixth form admissions**

**Details about sixth form admissions including numbers of external applicants admitted and oversubscription criteria prioritising children in care/previously in care.]**

### **Notes and definitions**

#### **Children in care**

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

#### **Designated areas**

Cornwall Council has divided Cornwall into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). **The designated area used in [school name]'s oversubscription criteria will be as defined by Cornwall Council.** NB: not all schools prioritise on the basis of designated area or use Cornwall Council's defined area, however, entitlement to home to school transport

will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of [school name], your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

### **Children with an unequivocal professional recommendation**

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.

### **Siblings**

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of or due to be on the roll of the school in question at the date of admission.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

### **Tie-breakers**

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

### **Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

### **Distances**

Home to school distances used for tie-breaking will be measured by [insert your chosen mapping system and method here OR if Cornwall Council does this for you insert: a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System. Measurements will be between your home address (the centre of the



main building of the property) and the main gate of the school (as determined by Cornwall Council).]

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

### **Home address**

Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, 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 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 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, Cornwall Council will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see Cornwall Council's Co-ordinated Admissions Scheme for the relevant year.

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. 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.

Policy agreed by the Governing Board on: [date] [this must be before 28 February 2021]

Next review date: Autumn term 2021

# Appendix 2

## Admission Arrangements Checklist (not exhaustive!)

**By 28 February 2021:**

- ☐ We have **consulted thoroughly** on any proposed changes.
- ☐ The arrangements are **reasonable, clear and fair**.
- ☐ Our first oversubscription criterion is **children in care/children previously in care including children previously in care outside England**.
- ☐ We have included reference to the fact that children with an **EHC Plan** will be admitted if our school is named in their Plan.
- ☐ We have explained **how distances will be measured**, including naming the software that will be used and which software Cornwall Council will use if they measure for us.
- ☐ We have included details about **waiting lists** including explaining how long they will be held and for which year groups.
- ☐ We have included a list of **definitions** relating to our oversubscription criteria e.g. siblings, professional recommendation, etc.
- ☐ We have included an explanation of how **admissions outside the normal age group** can be requested.
- ☐ We have included details about **part-time and deferred entry** (primary schools).
- ☐ We have included details about our **sixth form** admissions (relevant secondary schools).
- ☐ We have included a clear **tie-breaker and final tie-breaker**.
- ☐ We have checked that the **contact details** for the School Admissions Team are correct.
- ☐ The arrangements have been **agreed and minuted** at a formal meeting.
- ☐ The arrangements have been **published** on our website (by 15 March 2021).
- ☐ We have **emailed a copy** of the arrangements to [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk) (by 15 March 2021).

Prepared by:

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Pupil Placement Manager

Education Access and Sufficiency

August 2020

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

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

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