

Transfer to secondary school

September 2011



Your application has to be
returned by 31 October 2010.

Why not apply online?

It is faster, simpler and easier!

www.cornwall.gov.uk/admissions

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Why not apply online this year?

www.cornwall.gov.uk/admissions

- It is fast, easy and simple to apply online!
- You can make as many changes as you want to, right up to the deadline date.
- You will be able to receive your child's allocation details without waiting for the post.
- The system is secure and safe to use.
- If your child is already known to us, you should have received a letter at the beginning of September 2010, giving you a Unique Identification Number (UID) and setting out how to make your online application. All you have to do is enter your child's number and date of birth. This will make your application even easier because the system will already have your child's personal details, such as address.
- Don't worry if you have not received a letter with a UID, you can still apply online without one.
- If you do not have access to the internet at home, perhaps you could use your local library or even your child's school?
- You no longer need to worry whether we have received your application – if you apply online the system will generate an immediate confirmation that your application has been submitted successfully.
- If you apply online, why not tell your friends and encourage them to use the system too!
- Just visit our website **www.cornwall.gov.uk/admissions** and follow the instructions on the screen. The website will be open from 01 September 2010 for you to make your application and it will close at midnight on 31 October 2010
- Please make sure that you choose the right transfer group i.e. "Secondary".
- If you do apply online and you want to receive the notification of the outcome of your application by e-mail you must remember to tick the appropriate box.

Introduction

- This is an important time in the life of every school pupil and we want to give you as much help as possible. If you need any advice or further information, please do not hesitate to contact the Admissions and Transport (Policy) Team (details below). The manager of this team is Mrs Jackie Turner and the officer in charge of the secondary transfer procedure is Mr St John Hamlyn, the deputy head of the team. Either of these people would be pleased to help you if you have any queries. If neither is available, please leave a message with another member of the team. Alternatively, you could ask the headteacher of your child's primary school.
- You will have the right of appeal regarding the school place you are allocated. However, if you have any complaints about the way in which your application has been processed, please put them in writing to : Complaints Manager, Children, Schools and Families, Cornwall Council, Room 440, County Hall, Treyew Road, Truro, TR1 3AY (e mail: csf.feedback@cornwall.gov.uk).
- On request this document can be made available in large print, Braille, on disk or CD. If English is not your first language, you may ask for assistance to be made available to help you to understand the contents. For this assistance, please contact the Admissions and Transport (Policy) Team (details below).
- Please make sure that any information you provide when applying for a place for your child at a secondary school is accurate. If it can be shown that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to be resident at a particular address),

the Authority reserves the right to withdraw that offer. The Authority also reserves the right to require documentary evidence to prove that a family address or any other information given in support of your application is genuine.

- Please note that Cornwall operates an "equal preference" scheme. All of your preferences will be considered equally against each school's oversubscription criteria. If we are able to offer your child a place at more than one school, we will offer a place at the school you have ranked the highest.

We hope that the transfer process will be a smooth one and your child will be happy at secondary school.

If you require further information or if you are uncertain about anything in this booklet, please do not hesitate to ask:

Telephone:

**Admissions and Transport (Policy) Team
(0300 1234 101)**

Post:

**Admissions and Transport (Policy) Team,
Children, Schools and Families, Cornwall
Council, Camel Building, County Hall,
Treyew Road, Truro, TR1 3AY**

Fax: **01872 323839**

E mail: **admissionsandtransport@cornwall.gov.uk**

Cornwall Council's Website:

www.cornwall.gov.uk/admissions

We are here to help you



Trevor Doughty, Corporate Director
Children, Schools and Families

Transfer to secondary school in September 2011

Co-ordinated Admissions Scheme for secondary schools in the area of Cornwall Children's Services Authority

Guide for parents

When do children transfer to secondary school?

- Children normally transfer to secondary school in the September following their eleventh birthday.

Who is responsible for admissions?

- All secondary schools in Cornwall are mixed comprehensives and most are "community" schools. The Children's Services Authority (CSA – formerly known as LEA) - Cornwall Council - is responsible for admissions to community secondary schools. Cornwall Council (also referred to as the Local Authority or LA) has determined admission arrangements and oversubscription criteria that are in line with the Government's regulations and Codes on admissions and appeals. The Corporate Director, Children, Schools and Families decides which children will transfer to each community secondary school in strict accordance with these determined arrangements. Headteachers do not take such decisions.
- Some secondary schools are "foundation" or "Trust" schools. One of the aspects of foundation or Trust status is that the governing body of the school and not the CSA is responsible for admissions.
- If any secondary schools become Academies before the 2011/12 school year, the governing bodies will become responsible for admissions. The admission arrangements in this booklet will apply equally to any Academies

- The CSA co-ordinates admissions to year 7 in secondary schools for all parents who live in Cornwall. The co-ordinated admissions scheme applies to all maintained secondary schools in Cornwall, including the foundation and Trust schools.

Designated areas

- The CSA has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called "designated areas". (You may also have heard these areas referred to as "catchment" areas.) Your designated school will not always be the one nearest to your home address.
- Cornwall's published oversubscription criteria for deciding on admissions give priority to those children living in the designated area of a school. Maps are provided at the back of this booklet to help you to identify your child's designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the Admissions and Transport (Policy) Team (address and telephone number given on page 5).
- Please note that the governing bodies of Bodmin College, Callington Community College and Newquay Tretherras School no longer operate designated areas for priority for admission to their schools. However, the CSA will continue to give free transport to eligible children on the basis of residence in the areas which were previously defined as

the designated areas for these schools. These areas are shown as "21", "26" and "15" in the maps at the back of this booklet.

- Special arrangements apply in Penzance where it has been agreed that the two secondary schools (Humphry Davy School and Mounts Bay School and Community Sports College) will be treated as if they have one designated area, which is called a "de-zoned area". If you live in this de-zoned area neither of the two schools named will be designated specifically for your home address, but in the event of a "tie-breaker" being necessary to decide on admissions, your child would have priority for the designated school nearest to your home address.
 - In addition, if you live in the designated area for Cusgarne Community Primary School, your child has an equal priority for admission to two secondary schools: Redruth School: a Technology College and Richard Lander School, Truro. If you live in the designated area that previously served Tresillian Infant School (which closed on 31 August 2004), your child has an equal priority for admission to The Roseland Community College, A Specialist College for Music with English and Penair School, Truro. All other addresses have one designated secondary school only.
 - If you have any queries about the designated school (or schools) for your address, please do not hesitate to contact the Admissions and Transport (Policy) Team (details on page 5).
 - You may express a preference to send your child to the designated school (or one of the designated schools) for your child's address or you may express a preference for any other secondary school.
 - **You should consider including a designated school as one of your preferences.**
- Will my child be entitled to free transport? (Please see also "school transport" on pages 22 - 24)**
- If you express a preference for a school which is the designated school (or one of the designated schools) for your child's address, or for the nearest school to your home address (measured by the nearest available route from home to the main entrance of the school) and you live more than three miles from that school, your child will be entitled to free transport if he/she is allocated a place at that school.
 - If your preferred school is not the designated school (or one of the designated schools) for your child's address, or the nearest secondary school, it is likely that you will be responsible for travel arrangements and costs.
 - If your preferred school is not the designated school (or one of the designated schools) for your child's address, there can be no guarantee of a place being available at the designated school at a later date. If the designated school becomes full after you have expressed a preference for an alternative school, free transport to the alternative school will not be provided as a result.
 - Even if you are aware of a vehicle contracted by Cornwall Council that takes children from your area to your preferred school, there would be no guarantee of a seat being available on that vehicle for your child if he/she is not entitled to free transport. In addition, there is no guarantee that public bus services will not alter their routes or timetables.

Important information for “low income” families

- Children are considered to be from “low income” families if they are entitled to free school meals or if their family is in receipt of their maximum level of Working Tax Credit.
- It can be difficult for low income families to arrange suitable home to school transport for their children and this can restrict parents when deciding on their preferences. There are, therefore, extended transport entitlements for secondary school children from low income families.
- Children of secondary school age who are from low income families are entitled to free transport to any one of the three nearest suitable schools, where the nearest available route is between two and six miles.
- In addition, children of secondary school age who are from low income families are entitled to free transport to the nearest school preferred on the grounds of religion or belief where this is between 2 and 15 miles away.
- Children who qualify for free transport because they are from a low income family will receive that free transport for a whole school year. **Please note, however, that the circumstances of low income families will be reviewed on an annual basis and transport will be removed for the following school year if eligibility ceases.**

What if I want a school outside Cornwall?

- If you live in Cornwall, you should make a single application to Cornwall Council for your preferred school(s) even if one (or more) of your preferred schools is not one of the 31 secondary schools in Cornwall. You could apply online by going to www.cornwall.gov.uk/admissions or you could complete

and return Cornwall’s secondary transfer paper application form (at the back of this booklet). You should state your first, second and third secondary school preferences in your online application or on the form even if one or more of these schools are outside Cornwall. Cornwall CSA will ensure that your application is forwarded to the appropriate Local Authority/Authorities. You should also contact the school(s) or relevant Local Authority (LA) direct for details of any additional information that may be required in order to determine your child’s priority for admission. If any additional information should be required, please send it direct to the school or relevant LA.

- Details about secondary schools in Plymouth can be obtained from: School Admissions Team, Services for Children and Young People, Plymouth City Council, Civic Centre, PLYMOUTH, PL1 2AA (01752 307469). Email: secondary.admissions@plymouth.gov.uk Website: www.plymouth.gov.uk/schooladmissions
- Details about schools in Devon can be obtained from: “My Devon” Customer Service Centre on 0845 155 1019. Or you can write to: School Admissions Team, CYPs Directorate, 1 Capital Court, Bittern Road, EXETER, EX2 7LW. Email: admissions@devon.gov.uk Website: www.devon.gov.uk/admissionsonline
- If you complete a paper application form, you should return it to your child’s primary school (if your child attends a primary school in Cornwall) or to the Admissions and Transport (Policy) Team (address given on page 5).

What do I do if I live outside Cornwall?

- If you live outside Cornwall, but you wish to apply for a first, second or third preference place at a secondary school in Cornwall, you should apply online to your home LA or you should complete the paper Common Application Form (CAF) provided by your home LA. You should then refer to your home LA's guidelines for information regarding where you should send the completed form. Your home LA will ensure that Cornwall CSA receives a copy of your application.
- If you live overseas, but are planning to take up residence in Cornwall by September

2011, you can apply online up to 31 October 2010. If you are not able to apply by this date, you can apply by e-mail to admissionsandtransport@cornwall.gov.uk or you can submit a paper form. If we receive your application by 07 January 2011, it will be considered with those received by the closing date.

Open evenings

- Before you make your decision regarding the secondary schools you prefer for your child, you may wish to visit several schools in order to find out more about them. Listed below are the times and dates of Open Days/ Evenings for year 6 parents.

School	Open Day/Evening	Time
Bodmin College	Thursday 30 September 2010	7.00pm
Brannel School	Wednesday 06 October 2010	6.00pm to 8.30pm
Budehaven Community School	Thursday 14 October 2010	4.30pm to 7.30pm
Callington Community College	The headteacher and senior staff will visit each of the feeder primary schools for an informal meeting during the autumn term. Dates will be confirmed closer to the time. An additional information evening will be held in the Hall at the college on Wednesday 29 September 2010 at 7.00pm for any parents unable to attend the meetings at the primary schools.	
Camborne Science & Community College	Open Evening Thursday 23 September 2010 Parents' Forum Monday 27 September 2010	6.00pm to 8.00pm 6.00pm
Cape Cornwall School	Tuesday 12 October 2010	7.00pm to 8.30pm
Falmouth School	Thursday 07 October 2010	6.30pm to 8.30pm
Fowey Community College	Thursday 30 September 2010	6.00pm to 8.30pm
Hayle Community School	Wednesday 22 September 2010	7.00pm to 8.30pm
Helston Community College	Wednesday 22 September 2010	6.00pm to 9.00pm
Humphry Davy School	Tuesday 05 October 2010 Formal presentation from 6.00pm	9.00am to 3.00pm
Launceston College	Thursday 07 October 2009	6.00pm to 8.30pm
Liskeard School & Community College	Wednesday 29 September 2010 Monday 04 October 2010 and Tuesday 05 October 2010	6.00pm to 8.30pm Open days - by appointment

Open evenings continued

School	Open Day/Evening	Time
Looe Community School	Thursday 23 September 2010 Friday 01 October 2010	6.30pm to 8.30pm Open day by appointment
Mounts Bay School & Community Sports College	Thursday 07 October 2010	8.30am to 3.15pm 7.00pm to 9.00pm
Mullion School	Tuesday 28 September 2010 In addition, the school welcomes parents and their children on any day by arrangement with the headteacher or his secretary.	11.00am
Newquay Tretherras School	Thursday 16 September 2010 Friday 17 September 2010	6.00pm to 8.00pm 9.15am to 10.45am
Penair School	Thursday 16 September 2010	5.00pm to 8.00pm
Penrice Community College	Wednesday 29 September 2010	5.30pm to 8.30pm
Penryn College	Wednesday 29 September 2010 In addition, the school welcomes parents and their children to visit by arrangement with the Head of Year.	6.00pm to 9.00pm
Poltair School	Thursday 23 September 2010	4.15pm to 8.15pm
Pool Business and Enterprise College	Tuesday 21 September 2010	5.30pm to 8.30pm
Redruth School: a Technology College	Thursday 30 September 2010	6.00pm to 9.00pm
Richard Lander School	Thursday 30 September 2010	5.00pm to 8.00pm
saltash.net community school	Wednesday 29 September 2010 Thursday 30 September 2010	6.30pm 6.30pm
Sir James Smith's Community School	Tuesday 28 September 2010	5.00pm to 6.30pm
St Ives School: a Technology College	Thursday 30 September 2010	6.30pm to 8.30pm
The Roseland Community College, A Specialist College for Music with English	Tuesday 28 September 2010	6.00pm to 8.00pm
Torpoint Community College	Tuesday 28 September 2010	6.30pm to 8.30pm
Treviglas Community College	Wednesday 15 September 2010 Thursday 16 September 2010	6.00pm to 8.00pm 8.45am to 10.00am
Wadebridge School	Thursday 14 October 2010	5.00pm

What do I need to do now?

- Decide on your first, second and third preference secondary schools.
- Please be aware that “expressing a preference” for a school is not the same as “choosing” a school. You may express a preference for any school, but whether we can meet your preference will depend on the number of other applications that we receive for that school and your child’s priority for a place according to the CSA’s or the governing body’s admission criteria.
- Now log on to www.cornwall.gov.uk/admissions and complete your online application. Alternatively, you can complete the paper application form at the back of this booklet. Please note that only one application may be submitted for each child. If we receive more than one application for the same child, this could lead to a delay in that child being allocated a secondary school place.
- When you complete your application, please give as much relevant information as possible. If you apply online, you can write as much as you like. If you complete a paper form and you wish to supply any additional comments, please feel free to do so on an attached sheet of paper. Do not assume that we are aware of your personal circumstances. Places can only be allocated using the written information that you give to us. If you wish to send any extra supporting information after you have submitted your application, please feel free to do so, but you should note that we can only guarantee that such information would be taken into account if it is received in the Admissions and Transport (Policy) Team by 07 January 2011. (All information provided in connection with the application will, in so far as is possible, be treated as confidential.)
- If you do not have access to the internet, it is recommended that you keep this booklet for reference purposes after you have returned the application form.
- **You must make an online application or complete and return a paper secondary transfer application form, even if you want your child to attend the designated school for your address. Although your child has priority for a place at the designated school (or schools), all places must be applied for.**
- If you live in Cornwall you should apply online by 31 October 2010 by going to www.cornwall.gov.uk/admissions or you can complete a paper application form which should be returned to your child’s school (if it is a maintained primary school in Cornwall) by 22 October 2010 (i.e. before the half-term holiday). If your child does not attend a maintained primary school in Cornwall (or if you have not returned your paper form to your child’s school by 22 October) it should be returned to the Admissions and Transport (Policy) Team (address on page 5) by 31 October 2010.
- The closing date of 31 October 2010 will apply to all Local Authorities in England.
- If you are posting a paper application to us, please would you ensure that you use stamps of the correct value? If you use an envelope which is larger than a C5 (229 x 162mm or 9 x 6³/₈ inches), you will need to pay additional postage. It is perfectly in order for you to fold your application if you want to fit it into a smaller envelope. If you do not put enough stamps on your envelope, the delivery may well be delayed and this could result in your application not being processed as “on-time”, even if you posted it by the closing date of 31 October 2010. If you are posting your application within a few days of the closing

date, you are advised to obtain proof of posting from the Post Office.

- Application forms will not usually be acknowledged. However, if you would like an acknowledgement confirming that your form has been received, please send us a stamped addressed envelope with your completed form.

What should I do if I need help with my application?

- **“Choice Advice”** is an independent support service offered by the Family Information Service. Choice Advisors will be working alongside the Admissions and Transport (Policy) Team and other groups to help parents and carers to understand the transition between primary and secondary school. It is free and covers all of Cornwall.

Choice Advisors can:

- help you with extra information on schools in your area - for example - hours of opening, uniform colours, travel information and the latest Ofsted reports;
- provide impartial advice about the admissions process and talk through all of the options available to you, to enable you to feel confident about the choices you are making;
- help you to apply online or complete the forms in the back of the booklet;
- help with a translator service where English is an additional language (the booklet is already available in Polish and Portuguese); and
- even, in some circumstances, assist you to visit school open evenings in your area, if you are finding it difficult to get to the school(s) you would like to visit due to your rural location and lack of public transport.

If you would like some extra support during this time, please contact the Choice Advice Service on 0800 587 8191.

Do I have to name a second or third preference school?

- No, it is not compulsory to give a second or third preference, but it is advisable. Naming a second or third preference school will not give you any less chance of getting a place at your first preference school. If your child is not allocated a place at your first preference school and you have not named a second or third preference, a place will be allocated at the nearest school with room **after all the first, second and third preference allocations have been made.**

How will places be allocated?

- If your application is submitted by the closing date (31 October 2010) it will be considered at the same time as all other applications received by the closing date. No priority is given to applications on a “first-come, first-served” basis.
- All applicants for schools will be listed in priority order for admission to each school, regardless of whether the school is named as a first, second or third preference. So, if you name three preferences, your child’s name will appear on three lists. We will offer places up to the published admission number (PAN) for each school. The secondary schools and their PANs are listed on pages 29 to 33.
- 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.
- Parents will receive an offer of one school place only for each child.

What is the order of priority?

- The Admissions Criteria used to decide on priority for places at the community secondary schools (and also at Penair School, The Roseland Community College, A Specialist College for Music with English and Helston Community College) are as follows.
- Please note that these criteria apply equally to all community secondary schools in Cornwall, including those with “specialist school” status.

The CSA’s oversubscription criteria for admissions

If a child with a statement of special educational needs has the name of a maintained school specified in his/her statement, the child must be admitted to that school.

For all other children the following priority order will be used to decide which children should occupy any vacant places in year 7 at a community secondary school and at Penair School, The Roseland Community College, A Specialist College for Music with English and Helston Community College in September 2011.

1. Children in care.

(Children in care are also referred to as “looked after children” and they are children who are in the care of a Local Authority.)

2. Children who live in the designated area of the preferred school, or whose parents can provide evidence that they will be living in the designated area of the preferred school by the beginning of the 2011/2012 school year.

(If you are planning to move into the designated area of a school, your application for a place for your child at that school 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 and a completion date agreed. There is further information about designated areas on pages 6 and 7 of this booklet.)

If there are more designated area children wanting places at a school than there are places available, criteria 3 to 6 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at the preferred school would cause harm to the child and that placement at the preferred school is essential. **Such recommendations must be made in writing and must give full supporting reasons.**

(If you think your child meets this criterion, you must send the relevant written evidence to the Admissions and Transport (Policy) Team (see page 5 for details).

4. Children with siblings who will still be attending the preferred school at the time of their admission.

(“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 in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. **Children who are in years 11 or 12 (from September 2010) of a school with a 6th form would not be treated as siblings unless this was supported by the headteacher of the secondary school in question.**)

5. Children on the roll of a maintained primary school (at the time of allocation) whose designated area is contained within or forms part of the designated area of the preferred secondary school.
(Please see pages 34 to 36.)
6. All other children.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

(i) Children living in the Penzance de-zoned designated area served by Humphry Davy School and Mounts Bay School and Community Sports College who wish to attend one of those schools

(a) Where two or more children fulfil the same criterion, priority will be given in the first instance to those children for whom the preferred school is the nearest designated school. Within this category, priority will be given to a child who would have to travel the furthest distance to the other designated school.

(b) Priority would then be given to those children for whom the preferred school is not the nearest designated school, with most priority being given to those children in this category who live nearer to the preferred school.

(ii) All other children

For children who do not come under (i) above, where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.

(iii) Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 2.34 and 2.35 of the School Admissions Code) will be used to decide on priority.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA's Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey's Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

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 the CSA's Geographical Information System (dataMap).

Home address

- Each child may 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. If there is shared residency of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill in order to make a decision.

Multiple birth siblings

- Where applications are received on behalf of "multiple birth siblings" (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same year group, every effort will be made to offer places at the same school, which may mean allocating places above the Published Admission Number (PAN) where that 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).

Oversubscription criteria for foundation/Trust schools

- Bodmin College, Callington Community College and Newquay Tretherras School are foundation schools. The governors of foundation schools/Trust schools determine their own admission policies. (Penair School, The Roseland Community College, A Specialist College for Music with English and Helston Community College are also foundation/Trust schools, but their governing bodies have opted to retain the same admission arrangements as Cornwall Council's community schools for 2011/12. Sir James Smith's Community School is a foundation/Trust School but the governors will not be able to apply their own admission arrangements until September 2011.)
- If you intend to express a preference for a place at Bodmin College, Callington Community College or Newquay Tretherras School and you wish to look at their admission policy, you can find it on the Council's website (www.cornwall.gov.uk/admissions) then click on "Secondary School Admissions" followed by "Secondary School Admissions 2011/12". A copy of each school's admission policy is also available on the schools' websites (www.callington.cc, www.bodmincollege.cornwall.sch.uk and www.tretherras.cornwall.sch.uk). If you have any specific questions about any of these schools' admission arrangements, please contact the schools direct.
- Listed below are brief summaries of the oversubscription criteria (in order of priority) for Bodmin College, Callington Community College and Newquay Tretherras School:

Bodmin College

- Children in public care;
- medical or psychological recommendation;
- attendance at one of the following primary schools: Berrycoombe, Blisland, Cardinham, Lanivet, Lanlivery, Lostwithiel, Nanstallon,

Robartes Junior, St Mabyn CE, St Mary's Catholic (Bodmin), St Petroc's CE, St Tudy, St Wenn;

- siblings;
- distance.

Callington Community College

- Children in public care;
- medical or psychological recommendation;
- attendance at one of the following primary schools: Callington, Calstock, Delaware, Gunnislake, Harrowbarrow, Pensilva, Quethiock CE, St Dominic CE, St Mellion CE, Stoke Climsland, Upton Cross;
- siblings;
- distance.

Newquay Tretherras School

- Children in public care;
- medical or psychological recommendation;
- siblings;
- attendance at one of the following primary schools: Cubert, Goonhavern, Mawgan-in-Pydar, Newquay Junior, Perranporth, St Columb Minor, St Newlyn East, The Bishops CE;
- attendance at one of the following primary schools: Indian Queens, St Columb Major, Summercourt, Trevisker;
- distance.

What happens if I do not submit an application?

- Your child will not be allocated a place at a secondary school until all applications have been dealt with. There may not be a place available at the school you would prefer. It is possible that your child will not have a school place confirmed by the beginning of the new school year. **All parents are advised that it is essential to apply online or to complete and return a paper application form for a secondary school place for your child.**

If you have concerns about completing the form and would like some help, please contact the Choice Advice Service on 0800 587 8191.

What if my request is late?

- Applications submitted after the closing date of 31 October 2010 will usually not be processed until after all those applications received by the deadline. There will be some delay before a place can be allocated and it is likely that some schools will already be full. If you have just moved to Cornwall you should fill in the form at the back of this booklet and return it as soon as possible. Please note that you cannot apply online after the closing date of 31 October 2010.
- In exceptional circumstances, for example due to medical reasons, or a recent move into the area or a family is returning from abroad, an application may be accepted for consideration with those submitted by the closing date (31 October 2010) if it is submitted by 07 January 2011. If you think this applies to your late application, please ensure that you attach a covering letter to your form explaining why your application is late.
- Late applications submitted between 08 January and 15 March 2011 (and those submitted between 01 November 2010 and 07 January 2011, but not considered "exceptional") will be considered together, after 15 March. Parents will be notified of the outcome of their applications by 08 April 2011. These will be known as "round two" allocations.
- Late applications received between 16 March and 31 August 2011 will be dealt with on a daily basis, with the "closing date" for receipt of applications being midnight each day. All applications for 2011/12 year 7 received in Cornwall Council's Admissions Team by midnight on the same day during this period

will be treated equally and will be known as "round three" allocations. Round three applications will not be considered until the round two allocations have been completed.

- Round Two late applications for oversubscribed Academies and schools (i.e. those applications that are submitted between 08 January 2011 and 15 March 2011 or between 01 November 2010 and 07 January 2011 but are not deemed to be "exceptional") will be added to waiting lists after 15 March 2011, together with the names of children who have already been refused places at the Academy or school and whose parents have indicated that they want their children's names to remain on the waiting list for that school. Round three late applications for oversubscribed Academies and schools (i.e. those applications that are submitted on or after 16 March 2011 and are received by 31 August 2011, will be added to waiting lists on a daily basis. If a place becomes available at an oversubscribed Academy or school it will be allocated to the child at the top of the waiting list (which will list children in the priority order of the LA's or governing body's oversubscription criteria) regardless of whether the application for that child had been late or on-time. However, children who are the subject of a direction by the LA to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

When will I be told?

- If you submit an application by 31 October 2010, we will send you a letter (by first class post) on **01 March 2011**. This letter will tell you the name of the school or Academy where your child has been offered a place. (If you apply online and have chosen to be notified of the outcome of your application electronically, you will also receive an e-mail notification.) This offer date of 01 March 2011 will apply throughout England.

- You will also receive a request to send a notification of acceptance of the offer of a place within two weeks after the date of the offer and to notify the LA without delay if, for any reason, you no longer wish to accept the place offered.

What happens if there is not a place available?

- If you live in Cornwall and there is not a place available for your child at your first preference school, the Corporate Director of Children, Schools and Families will tell you, in writing, on 01 March 2011 (i.e. this is the date when the letter will be posted). If you have named a second, or a second and third preference school, the Director will tell you whether there is a place available at either of those schools. If you have not named a second, or a second and third preference school, or if your second and third preference schools are also full, the Director will offer your child a place at the nearest school in Cornwall with room (measured as an actual distance by the nearest available route). If the nearest school with room is more than three miles away, free transport would be provided automatically.
- If you are not allocated a place for your child at the school you prefer, you will have the right to appeal to an independent appeal panel and the letter telling you that there is not a place available will tell you how to do this. The panel will meet during April, May and June 2011 to decide on appeals for secondary school places in Cornwall. (If you have been refused a place at a school that is maintained by another LA, you should contact that LA for information regarding appeals. The telephone numbers for Plymouth and Devon LAs are on page 8.) The relevant legislation covering appeal panels states that the decisions made by these panels are final.
- If you are refused a place at a secondary school in Cornwall and your appeal is based on the fact that you are intending to change

address, you will not be given a date for your appeal hearing until you have provided firm evidence of that new address and your moving date.

- If your child has a statement of special educational needs, you will have the right of appeal to the Special Educational Needs and Disability Tribunal. However, in the first instance, you will be advised to contact The Assessment and Education Provision Team, County Hall, Treyew Road, Truro, TR1 3AY.

If my appeal is unsuccessful, can I appeal again?

- You can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

Waiting lists

- When school place allocations are notified, any parent refused a place at their first preference school or their first and second preference schools or their first, second and third preference schools will be asked whether they wish their child's name to remain on the waiting list for that school(s). After the on-time places have been allocated, late applications will be added to the waiting lists according to the CSA's or governing body's published criteria for deciding on priority for admission. If a place becomes available at an oversubscribed school after the allocation date, it will be offered to the child at the top of the waiting list regardless of whether the application for that child was late or on time. The waiting lists will be maintained until the end of the 2011/12 school year.

- Parents should be aware that children's places on the waiting list are subject to change according to additional information received about applications or children being added to the list. Parents should also note that no priority is given to the length of time a child's name has been on a waiting list.
- Parents should also be aware that, under certain circumstances, e.g. if a child is in care, a child could be admitted to a full or oversubscribed school.
- Children who are the subject of a direction by the Local Authority or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

What happened last year?

- The following tables show the number of first preference applications received for each school by the closing date, whether places were refused, the point at which children were refused places (by criterion number, as listed on pages 13 and 14) and what happened if appeals took place. This does not necessarily mean, however, that the same schools will be full in September 2011. The number of year 6 children in different areas of Cornwall varies from year to year and the number of parental preferences from outside a school's designated area is not predictable.
- For 2010/11 on time applications, no first preference applications for a designated school were refused, except for Mounts Bay School (26 refusals for children living in the dezoned Penzance area).
- For the 2010/11 on time applications, 96.9% of parents were allocated a place at their first preference school and 99% were allocated a place at their first or second or third preference school.

School Name	Places available	No. of 1st preferences	No. of places refused	Refusal criteria	Total offers
Bodmin College	240	211	0		211
Brannel School	150	159	5	3 and below	157
Budehaven Community School	210	203	0		203
Callington Community College	240	216	0		235
Camborne Science & Community College	245	227	0		227
Cape Cornwall School	120	62	0		68
Falmouth School	224	153	0		189
Fowey Community College	210	160	0		161
Hayle Community School	150	138	0		140
Helston Community College	270	238	0		241
Humphry Davy School	180	99	0		127

School Name	Places available	No. of 1st preferences	No. of places refused	Refusal criteria	Total offers
Launceston College	223	211	0		212
Liskeard School & Community College	270	150	0		163
Looe Community School	122	109	0		113
Mounts Bay School and Community Sports College	185	218	38	some 2/5, 3 and below	185
Mullion School	115	116	1	6	115
Newquay Tretherras School	272	268	0		268
Penair School	240	217	0		222
Penrice Community College	270	240	0		250
Penryn College	210	259	49	6	210
Poltair School	180	134	0		146
Pool Business and Enterprise College	210	183	0		184
Redruth School: a Technology College	270	140	0		146
Richard Lander School	270	265	0		267
saltash.net community school	230	215	0		230
Sir James Smith's Community School	130	102	0		102
St Ives School: a Technology College	150	128	0		129
The Roseland Community College	137	161	24	3 and below	137
Torpoint Community College	170	109	0		114
Treviglas Community College	200	148	0		150
Wadebridge School	210	212	2	6	210

School	Appeals allowed	Appeals refused
Brannel School	2	2
Mounts Bay	3	8
Penryn College	2	6
The Roseland Community College	3	11

What if I change my mind?

- If you no longer want your child to go to a secondary school in Cornwall, please inform the Admissions and Transport (Policy) Team at County Hall as soon as possible. Someone else may be waiting for a place at the school your child was due to attend.
- If you change your mind about any of your preferences before 31 October 2010 and you have applied online, you can change your application as many times as you like.
- If you change your mind about any of your preferences before 31 October 2010 and you have applied by paper application form, you will need to write to the Admissions and Transport (Policy) Team (details on page 5) stating clearly that you wish to withdraw your original first and/or second and/or third preference(s). You should name your changed preferences, giving any relevant information which may have a bearing on your child's allocation of a place. Your first application would then be disregarded.
- If you change your mind about any of your preferences after the deadline date, but before places have been allocated, there may be some delay in allocating a place and some schools may already be full. However, in exceptional circumstances, if you change your mind and the reason for the change is considered to be a valid one, this could be processed, providing it was notified, in writing, together with your reasons, by 07 January 2011.
- 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, please put your request in writing to: Admissions and Transport (Policy) Team (details on page 5). Please note that you would have to give up the allocated place and your changed preference(s) would be processed as a late application. You must state your new first, second and third preferences when you change your mind.

What if I change address before a place has been allocated?

- You should always tell your child's primary school if your address changes. If you change address before 01 March 2011, you must also tell the Admissions and Transport (Policy) Team. A change of address may affect your priority for a place at a school or your entitlement to free transport. Address changes should be notified as soon as possible and all such notifications received by 07 January 2011 will be taken into account when considering your child's priority for a place at a school. If you fail to notify the CSA of your change of address and you are allocated a place at an oversubscribed school on the basis of your previous address, the CSA reserves the right to withdraw that allocation.

What if I change address after a place has been allocated?

- If you change address after 01 March 2011, you should tell your child's primary school and the Admissions and Transport (Policy) Team. A change of address may affect your entitlement to free transport. However, as long as your move takes place after your allocation date (01 March 2011 for on time applications), an allocated place would not be withdrawn if you wished to retain it.

Can my child go to secondary school a year early?

- The CSA's preferred option is for children to remain in their year group according to their age. Early transfer to secondary school may cause difficulties later in a child's school career and is not always a satisfactory way of meeting the needs of gifted and talented children. However, in very exceptional circumstances, permission may be given

for children to transfer to secondary school a year earlier than usual. This will only be agreed after a full consultation meeting with all relevant professionals, including the child's primary headteacher and a representative of the CSA, the family and the child. If you are thinking of making a request for early admission you should consult your child's primary headteacher as soon as possible. You should bear in mind, however, that very few children are admitted early to secondary school. If it is agreed by the CSA that your child may transfer early, you should complete and return a secondary preference application by 31 October 2010.

Can my child stay on an extra year at primary school?

- As stated above, the CSA's preferred option is for children to remain in their year group according to their age. However, occasionally, permission is given for children to remain in primary school for an extra year, where, exceptionally, a child is not yet mature enough to cope with life in a secondary school. This will only be agreed after a full consultation meeting with all relevant professionals, including the child's primary headteacher and a representative of the CSA, the family and the child. If you feel that your child would benefit from this option, you should ask your child's primary headteacher about this possibility in the first instance.

Special education

- If your child has special educational needs, his/her school will initially assess and provide for them according to the Department for Education's Code of Practice. If your child has more complex special educational needs than can be provided for by the support available for pupils on the School's Record of Need, the CSA will carry out a statutory assessment in line with the Education Act 1996. If you feel your child has special educational needs you should discuss this with the headteacher of your child's school.
- The Assessment and Education Provision Team can give you detailed information about all aspects of provision for children with special educational needs, including statutory assessments and the Code of Practice.
- Wherever possible, Cornwall CSA aims to provide for children with special educational needs in mainstream schools. The CSA has, however, four special schools and a number of Area Resource Bases attached to mainstream schools to provide for children with more severe difficulties. (All admissions to special schools are decided by Admission Panels.) Placement at a special school outside Cornwall is also 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 school.

The four Special Schools in Cornwall are as follows:

C = Community T = Trust

Name	Status	Age Range	Address	Telephone Number
Nancealverne	C	2 -19	Madron Road, Penzance, TR20 8TP	01736 365039
Curnow	C	2 – 16	Drump Road, Redruth, TR15 1LU	01209 215432
		16 -19	Pool Business and Enterprise, College, Church Road, Pool, Redruth, TR15 3PZ	01209 715011
Pencalenick	T	11 – 16	St Clement, Truro, TR1 1TE	01872 520385
Doubletrees	C	2 – 19	St Blazey Gate, St Blazey, Par, PL24 2DS	01726 812757

Provision for children in hospital is as follows:

Community and Hospital Education Service	5 – 16	The School Room The Children's Unit 5th Floor, Tower Block Royal Cornwall Hospital (Treliske)Truro TR1 3LJ	01872 252801
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- **If your child has a statement of special educational needs you should still apply online or complete and return the form at the back of this booklet.** If your preferred school is one of the special schools in Cornwall or a school outside Cornwall, it is very important that you also state your second preference of school, in case your first preference is not available.
- **If your child has a statement of special educational needs,** you will not receive a letter or an electronic notification notifying you of the outcome of your secondary school application. You will, instead, receive a copy of your child's amended statement, showing the school where he/she has been allocated a place from September 2011. You should receive the amended statement by **15 February 2011.**

For general advice and information regarding children with special educational needs, please contact the Assessment and Education Provision Team at County Hall, Treyew Road, Truro, TR1 3AY.

School transport

Please note that the following information is a summary only. For the full policy on home to school transport, please see the Council's website (www.cornwall.gov.uk/schooltransportpolicy) or contact the Admissions and Transport (Policy) Team on 0300 1234 101.

Transport to a designated or nearest school

You are responsible for transporting your child to school unless:

- he/she attends a designated area school (or the nearest school if that is different) which is more than three miles away. **The distance is measured by the shortest available route.** In deciding this, the Authority has to take into account (amongst other things) the age of the pupil and the nature of the route, or alternative routes, which the pupil could reasonably be expected to use **(accompanied if necessary, although if a child is unable to be accompanied due to a parent's disability, this would be taken into account);** or

- (ii) the Authority is advised by the Health Authority that the pupil needs to be transported to his/her designated (or nearest) school on health grounds; or
- (iii) your child has a statement of special educational needs which specifies that he/she needs transport to school which will be provided by the CSA; or
- (iv) you are a low income family (i.e. your child is entitled to free school meals or you are in receipt of your maximum level of Working Tax Credit), in which case your child is entitled to free transport to any one of the three nearest suitable schools, where the nearest available route is between two and six miles.

If your child attends a designated (or the nearest) school and that school is more than three miles from your home, the CSA will be responsible for your child's travel arrangements and the cost of transport. **There is no automatic entitlement to assistance with transport other than to a designated (or the nearest) school**, although the CSA is prepared to consider an application for assistance with transport costs from parents where they indicate reasons (including a denominational preference) for expressing a preference for a particular school.

Where transport is provided, the Council's Passenger Transport Unit usually decides, on behalf of the Council, the type of transport to be used.

Link transport to the nearest pick-up point is available for entitled riders only. Link transport will usually be provided only when the distance between home and the nearest pick-up point is more than 1.5 miles.

Denominational Transport (i.e. transport to a school that your child attends because it reflects your religious beliefs)

- Children of secondary school age who are from low income families (i.e. your child is entitled to free school meals or you are in receipt of your maximum level of Working Tax

Credit), are entitled to free transport to the nearest school preferred on the grounds of religion or belief where this is between 2 and 15 miles away by the nearest available route.

- For all other parents, you are responsible for the travel arrangements, but there may be some assistance available with transport costs. For further details, please refer to the school transport policy document.

Transport for Concessionary Riders

- School transport is tailored to the number of children eligible for free transport under Council policy. No additional costs may be incurred to transport children not entitled to this facility. However, because vehicle capacity does not always match the number of children to be conveyed, there are sometimes spare places. A spare seat on a vehicle under contract to the Authority may be allocated to a child ineligible for free transport on payment of the required fare. These children are called "concessionary riders". The current cost of these seats is as follows (please note that these fees are increased from time to time):
 - (i) concessionary riders who attend their designated or nearest school – currently £52 per term. (Reduced fee for annual payment: £145);
 - (ii) concessionary riders who do not attend their designated or nearest school – currently £85 per term. (Reduced fee for annual payment: £235);
 - (iii) concessionary riders who are entitled to free school meals or whose parents are in receipt of their highest level of working tax credit and who attend their designated or nearest school – 50% of the concessionary rider fee i.e. currently £26 per term. For those children who do not attend their designated or nearest school there is no reduction.

Children attending their designated or nearest school have priority for concessionary rider seats.

If you are able to buy a concessionary rider seat for your child, you do so on the understanding that the seat may be withdrawn at any time if it is needed for a pupil who is eligible for free transport.

Concessionary rider seats are not usually available on routes which are served by public transport.

How to apply for a concessionary rider seat

Parents of children who will be transferring to secondary school in September 2011 should apply, in writing, to the Principal Transport Officer, Passenger Transport Unit, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY (or by e-mail to ptu@cornwall.gov.uk) by **15 July 2011**.

You should give details of your child's name, date of birth, address and allocated secondary school.

Consideration will be given to written requests only.

Please note that, although your request will be dealt with as quickly as possible, we may not be able to give you a response before the beginning of the new school year. In addition, there can be no guarantee of spare places being available. **It is, therefore, very important that all parents whose children are not entitled to free transport to school have arrangements in place for their home to school transport.**

Enquiries

- If you have an enquiry about entitlement to home to school transport, please contact the Admissions and Transport (Policy) Team on 0300 1234 101.

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, bus use (if

available) and car sharing for the school journey. We would like as many children to walk and cycle to school as possible instead of being driven by their parents.

Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.

Walking, cycling or using the bus reduces congestion on the roads. Parents in Cornwall who drive their children to school increase congestion on the roads by 20% and generate approximately 4,000 tonnes of carbon dioxide, the principal cause of human induced climate change.

Consider the cost of driving your child to school. Current figures put the average cost at £535 per year.

Unless the school your child attends is less than half a mile from your home you will probably drive your child to school. Walking, cycling and using public transport (if available) offers children independence and flexibility - which is especially important at a time of change in nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.

Where walking, cycling or public transport are not feasible, car sharing may be the option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

If you are interested in encouraging walking, cycling, bus travel or car sharing then please speak to your child's current headteacher, who should contact the School Travel Plan Team at Cornwall Council on 0300 1234 222 or schooltravelplans@cornwall.gov.uk

School meals and milk

- Meals are available at all schools in Cornwall for pupils to purchase unless the family is entitled to free school meals (see below). It is the parents' responsibility to ensure that their children are provided with money to purchase these meals. Details of the meal prices should be available from individual schools. Facilities are also available at all schools for pupils who wish to bring their own packed lunches. Children who have been admitted as full-time under the CSA's admissions policy and whose parents receive Income Support, Jobseeker's Allowance (income based i.e. JSAIB), Child Tax Credit (i.e. CTC with an annual income of £16,190 or below), Guarantee element of Pension Credit, Employment & Support Allowance (IR) or support under Part VI of the Immigration and Asylum Act 1999 (IAA) are entitled to apply for free school meals. **People receiving Working Tax Credit are not eligible for free school meals.** Application forms can be obtained from the Free School Meals Team, Student Services, County Hall, Treyew Road, Truro, TR1 3AY (Tel. 0300 1234 101) and all schools or Council One Stop Shops in Cornwall. Alternatively, you can visit the website (www.cornwall.gov.uk/freeschoolmeals). Free school meals can only be authorised on **receipt** of a correctly completed application form and current proof of entitlement to the relevant benefit. Claims cannot be backdated. Please note that this entitlement to a free meal applies to meals taken at lunchtime and not during a mid-morning break.
- If your child is in receipt of free meals at primary school, the entitlement to these meals will automatically be transferred to their allocated secondary school, provided the claim is current at the time of transfer. If you renew your claim to free meals during July and August your letter of authorisation will still have your child's primary school base on it. This is because the school bases are not changed on the student data-base until the middle of August.

- Free milk for pupils over the age of 5 is available on health grounds only on the recommendation of an appropriate medical advisor.

School clothing

- A school's governing body is responsible for the school's policy on school uniform.

School clothing discretionary grants

- School clothing grants may be available for children transferring to secondary school in Cornwall (year 7 only) in September 2011. To qualify for this grant you must apply before or be in receipt of Free School Meals Team (FSM) on the 01 July 2011. A cheque will be sent automatically to the claimant's home address during July (applications for FSM which are received after 01 July 2011 cannot be considered).
- If you wish to apply and are not currently in receipt of FSM, please contact the FSM team on 0300 1234 101 or by post to: Free School Meals, Student Services, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.

Boarding education

- The Authority does not provide any help with the costs of boarding education unless it is considered to be necessary for a child with a statement of special educational needs.

Health & safety

- The Authority recognises a responsibility to ensure that reasonable safety conditions prevail at all education establishments. The CSA has insurance cover against injury, arising out of the Council's or its employees' negligence. However, the CSA does not provide personal accident insurance cover for **accidental** injury to children, although individual schools and/or parents may decide to provide this independently.

Dental screening and oral health surveys in secondary school

- Dentists working with the Cornwall Community Health Services Dental Service (CCHSDS) have a duty to inspect the mouths of children in certain age groups. Schools have a duty to enable this process to take place. The reason for these dental inspections is the monitoring of trends in oral health, which can help in planning dental services. It is important to survey children, even if they have their own dentist. This survey process does not affect the existing arrangements the student may have with any general dental practitioner.
- Each student is examined with a disposable mirror and a clean pair of gloves. No treatment is carried out in school and usually even the most nervous students are happy to be seen along with their classmates. No student will be screened unless they are happy to co-operate.
- Letters are sent home with the student near the time of the proposed inspections to inform parents / guardians. Parents/ guardians will need to consent to the inspection by returning a tear-off slip from the letter. The overall survey results are sent to each headteacher and parents / guardians are informed if any individual student appears to have a need for treatment. The school will be able to give further information or the CCHSDS can be contacted on 01872 354375.

Role of school doctors and school nurses

Introduction

Every school in Cornwall has a named school doctor and school nurse. The School Health Service in Cornwall has 6 school doctors and 19 school nurses, who are available to all the primary, secondary and special schools in Cornwall.

Please contact the relevant school to find out who its school doctor and/or nurse is and inform them

if your child has any health issues you feel they should be aware of. In the event that a particular school does not have a named school doctor or school nurse, please direct any enquiries you might have to:

Consultant Community Paediatrician
Child Health Department
Pendragon House
Gloweth
Truro
01872 254514

or for School Nursing, please contact the Children's Services Lead School Nurse on 01209 888216.

Role of school doctors

A school doctor is a child health specialist, with particular interest in:

- childhood development; and
- the needs of children with disabilities.

School doctors work very closely with the school and third party care service providers (e.g. family GPs and social services) to ensure that the child's needs are met, so that his/her abilities to learn are maximised. Whilst school doctors are not present at the school all the time, they make regular visits to schools and are always happy to see children if there are any concerns, in particular, any medical problems that could affect the child's schooling.

A school doctor provides medical advice and information on a range of children's illnesses and health problems. Some of the different areas in which school doctors become involved include:

- assessing children and liaising with the relevant authorities in drawing up statements of special educational needs;
- liaising with special educational needs Co-ordinators;
- providing medical advice to the Annual Review Panel which reviews and updates statements of special needs children;
- responding to medical queries that may be raised during the Annual Review;

- providing advice and assistance/support to children in schools who have medical conditions;
- considering and providing assistance in relation to social concerns;
- providing advice to the Children's Services Authority and assisting them in identifying any children with potential special needs; and
- promoting health agendas (e.g. healthy eating).

Some of the topics school doctors may be asked to advise on include: head lice, circumcision, bedwetting, speech difficulties, impulsivity, hyperactivity, attention deficit hyperactivity disorder (ADHD), attention deficit disorder (ADD), dyslexia, dysgraphia, dyscalculia, dyspraxia, Asperger's Syndrome, Damp Syndrome, behaviour problems, bullying, anxiety and eating disorders, depression, self harm, puberty, periods, sexual intercourse, contraception, drugs and smoking.

Role of school nurses

School nurses are specialist practitioners who work in conjunction with public health and primary care providers. Each school has a named School Nurse. Do contact the school nurse if your child has any health issues.

The school nurse can provide support and advice on a range of health issues such as behaviour management, bedwetting and soiling, asthma and epilepsy, healthy eating and weight management, head lice infestation, sexual health and stop smoking advice amongst others.

School nurses liaise with schools and provide specialist advice to parents, children, school staff, the Children's Services Authority and other relevant third parties.

Some of the areas in which school nurses become involved include, amongst other things:

- ensuring that all children are sent a health questionnaire at primary school entry. Undertake selected health interviews as requested by parents and/or nurse's own professional clinical judgement;
- as part of Government strategy all primary school children are weighed and measured by the School Nurse team in reception and year 6 of primary school **following parent consent**. Information is given out from the school regarding this; from 2010 all parents will be informed of their child's weight and measurement results by letter from the Primary Care Trust Public Health Department;
- in relation to children with medical needs, school nurses provide information and training to school staff, assist in drafting an individual healthcare plan, in conjunction with the headteacher and parent, to ensure children with significant medical / health problems are appropriately supported in school;
- participate in the Common Assessment Framework for children and families with additional and complex health needs;
- work together in multi-disciplinary teams to protect vulnerable children, support families and participate in child protection and children in need procedures;
- promote the health of children in care (of the Local Authority) and act as the named nurse, if appropriate;
- respond to and advise on local health issues by liaising with teachers, parents, schools, the Local Authority and other health professionals;
- identify potential health problems within the school-aged population and provide appropriate action;
- promote and support Health Education programmes in collaboration with schools to enable healthier lifestyles;
- support National 'Healthy Schools' Standards, as required by schools;
- hold confidential drop-in clinics in some secondary schools; and
- lead school immunisation programmes ensuring all children receive appropriate protection against preventable diseases.

Examination and/or treatment of a pupil by a school doctor or school nurse or other medical professional

Please be aware that in order for a school doctor, school nurse or other medical professional to be able to either examine or treat a pupil, they must obtain prior consent from the parent, the guardian, or the pupil him or herself, provided that the pupil is capable of understanding what he or she is consenting to.

Your child's school may pass on to you letters seeking such consent on behalf of such professionals. Your child's school may either send these in the post or by way of satchel post.

From 2010, a new Children's Health Information leaflet will be sent to parents by primary schools, explaining about the vision, hearing, weighing and measuring checks children have in school. The checks will only be performed on children where parent consent has been given by filling in the tear-off slip at the back of the leaflet and returning it to the child's school.

If you do not wish your son or daughter to be examined or treated by the school doctor or school nurse or other medical professional please contact the relevant professional directly.

Disclaimer

If you wish to file a complaint with respect to an examination or treatment of your child by a school doctor or other medical professional, please file the complaint with the Consultant Community Paediatrician. The Consultant Community Paediatrician shall be responsible for processing the complaint.

In the event that you wish to file a complaint with respect to an examination or treatment of your child by the school nurse, please file the complaint with:

Cornwall and Isles of Scilly Primary Care Trust
Children's Services, Foundry Road
Camborne, Cornwall TR14 8DS

Tel: 01209 888216

E mail: enquiries.ciospct@cornwall.nhs.uk

Somebody Else's Child - Everybody's Responsibility

- Cornwall Council is urging people in Cornwall to help them ensure the safety and well-being of children who are being cared for by someone who is not a direct relative.
- The call to action is part of an ongoing national campaign called 'Somebody Else's Child', which is run by the British Association for Adoption and Fostering, and aims to raise awareness of private fostering.
- Private fostering describes an arrangement when someone who is not a close relative (a close or direct relative is defined as step-parent, grandparent, brother, sister, uncle or aunt - whether full blood, half blood or by marriage) cares for another person's child for 28 days or more. Although this is done by a private arrangement, legally the parent and the carer must notify the local authority where the child is going to live so that the local authority can ensure that the child is being properly looked after. Nobody knows exactly how many children are privately fostered, but in 2001 the Department of Health estimated that there could be as many as 10,000 in England and Wales. It is feared that some of these 'invisible' children could be at risk of abuse, or victims of trafficking.
- In the year to March 2009 there were around 21 enquiries of private fostering arrangements in Cornwall. However, experts believe that there could be many more. The Council is therefore particularly asking parents and people who work with children to be aware of private fostering and to notify us immediately if they suspect such an arrangement. The general public also has a part to play.
- **If you are, or think you are, private fostering then please call the Family Placement service on 01872 323638 for further advice.**

Data protection notice

All information you provide in connection with your application will be processed by Cornwall Council and may be shared by Cornwall Council with other relevant admission authorities (e.g. other Local Authorities, schools, etc.) for the purposes of dealing with your application and any related matters (e.g. appeals). In addition, the information you provide in connection with your application may be used for the purposes of dealing with matters connected with or ancillary to your child's education (e.g. school transport, school meals, etc.) or the purpose of updating any other records (e.g. social care, health records, etc.) which either the Council or the schools hold in relation to your child.

By completing and submitting your application you give your express consent that all personal data submitted by you may be processed by us in accordance with the above mentioned purposes.

The information you provide in connection with your application will be retained by Cornwall Council and/or the school at which your child is

placed for the duration of your child's compulsory education.

You have a right to apply for a copy of the information we hold on you or your child and to correct any inaccuracies. In addition, in the event that you no longer wish us to process the information for the purpose(s) provided you may withdraw your consent at anytime by giving us written notice. You should understand, however, that we may nevertheless need to continue processing your personal information in accordance with our statutory obligations to the extent permitted by law.

Please contact us if you would like further information or assistance.

Please note that although the information contained in this document was correct as at 31 July 2010 in relation to the school year 2011/2012, it cannot be guaranteed that there will be no changes before the start of, or during, the 2011/2012 school year or during subsequent school years.

Secondary schools in Cornwall

School name and address	Status	Headteacher Telephone number	Age Range	*PAN Sept 2011	Estimated **NOR Sept 2011	Specialism
Bodmin College Lostwithiel Road Bodmin, PL31 1DD www.bodmincollege.cornwall.sch.uk	F	Mr B Mitchell (01208) 72114	11-18	240/50	1520	Science
Brannel School Rectory Road St Stephen St Austell, PL26 7RN www.brannel.cornwall.sch.uk	C	Mr R Bell (01726) 822485	11-16	150 (145)	720	Performing Arts
Budehaven Community School Valley Road Bude, EX23 8DQ www.budehaven.cornwall.sch.uk	C	Mr D Barton (01288) 353271	11-18	210 / 20	1280	Sports

Transfer to secondary school 2011

School name and address	Status	Headteacher Telephone number	Age Range	*PAN Sept 2011	Estimated **NOR Sept 2011	Specialism
Callington Community College Launceston Road Callington, PL17 7DR www.callington.cc	F	Mr G Lobbett (01579) 383292	11-18	240 / 15	1390	Sports/ Music
Camborne Science & Community College Cranberry Road Camborne, TR14 7PP www.camborne-comm-coll.cornwall.sch.uk	C	Mr I Kenworthy (01209) 712280	11-18	245 / 24	1320	Science
Cape Cornwall School Cape Cornwall Road St Just, Penzance TR19 7JX www.cape.cornwall.sch.uk	C	Mr B Elliott (01736) 788501	11-16	100 (120)	390	Arts - Visual and Media
Falmouth School Trescobeas Road Falmouth, TR11 4LH www.falmouth.cornwall.sch.uk	C	Mrs S Critchley (01326) 372386/314385	11-18	224 / 22	1080	Business and Enterprise
Fowey Community College Windmill, Fowey PL23 1HE http://atschool.eduweb.co.uk/foweycc	C	Mr J Perry (01726) 833484/832302	11-16	210	970	Technology / Vocational
Hayle Community School High Lanes, Hayle TR27 4DN www.hayle-comm.cornwall.sch.uk	C	Mrs C Jackman (01736) 753009	11-16	150	680	Language/ Business and Enterprise
Helston Community College Church Hill, Helston TR13 8NR www.helston.cornwall.sch.uk	T	Dr P McGovern (01326) 572685/575000	11-18	270 / 26	1560	Technology

School name and address	Status	Headteacher Telephone number	Age Range	*PAN Sept 2011	Estimated **NOR Sept 2011	Specialism
Humphry Davy School Coombe Road Penzance, TR18 2TG www.humphry-davy.cornwall.sch.uk	C	Mr W Marshall (01736) 363559	11-16	180	700	Music
Launceston College Hurdon Road Launceston, PL15 9JR www.launceston-college.cornwall.sch.uk	C	Mr J Jackson (01566) 772468/773918	11-18	223 / 22	1300	Technology
Liskeard School & Community College Luxstowe, Liskeard PL14 3EA www.liskeard.cornwall.sch.uk	C	Ms D Bryant (01579) 342344/345886	11 - 18	250 / 40 (270/40)	1140	Engineering
Looe Community School Sunrising, East Looe PL13 1NQ www.looe.cornwall.sch.uk	C	Miss H Jenkins (01503) 262625	11-16	122	590	Performing Arts
Mounts Bay School & Community Sports College Boscathnoe Lane Heamoor, Penzance TR18 3JT www.mounts-bay.cornwall.sch.uk	C	Mrs S Davey (01736) 363240	11-16	185 (180)	890	Sports
Mullion School Meaver Road, Mullion Helston, TR12 7EB www.mullion-comp.cornwall.sch.uk	C	Mr M Sandford (01326) 240098	11-16	115	570	Performing Arts
Newquay Tretherras School Trevenson Road Newquay, TR7 3BH www.tretherras.cornwall.sch.uk	F	Mrs S Martin (01637) 872080/873536	11-18	272 / 26	1620	Technology

Transfer to secondary school 2011

School name and address	Status	Headteacher Telephone number	Age Range	*PAN Sept 2011	Estimated **NOR Sept 2011	Specialism
Penair School St Clement, Truro, TR1 1TN www.penair.cornwall.sch.uk	T	Mrs B J Vann (01872) 274737	11-16	240	1200	Science
Penrice Community College Charlestown Road St Austell, PL25 3NR www.penrice.cornwall.sch.uk	C	Mr D Parker (01726) 72163	11-16	270	1310	Languages
Penryn College Kernick Road, Penryn TR10 8PZ www.penryn-college.cornwall.sch.uk	C	Ms M S Hunter (01326) 372379	11-16	210	1040	Sports
Poltair School Trevarthian Road St Austell, PL25 4BZ www.poltairschool.co.uk	C	Mr S Tong (01726) 874520	11 - 16	180	820	Sports
Pool Business and Enterprise College Church Road, Pool Redruth, TR15 3PZ www.pool.cornwall.sch.uk	C	Mrs Z Hill (01209) 712220/715011	11-16	210	940	Business and Enterprise
Redruth School: a Technology College Tolgus Hill, Redruth TR15 1TA www.redruth.cornwall.sch.uk	C	Mr P Sharratt (01209) 203700	11-18	260 / 28 (270/28)	1040	Technology
Richard Lander School Higher Besore Road Threemilestone, Truro TR3 6LT www.richardlander.cornwall.sch.uk	C	Mr S Mulcahy (01872) 273750	11-16	270	1360	Technology
saltash.net community school Wearde Road, Saltash PL12 4AY www.saltash.net	C	Mrs I Bryce (01752) 843715/842825	11-18	230 / 23	1280	Science/ Mathematics and Computing

School name and address	Status	Headteacher Telephone number	Age Range	*PAN Sept 2011	Estimated **NOR Sept 2011	Specialism
Sir James Smith's Community School Dark Lane, Camelford PL32 9UJ www.sirjamesmiths.cornwall.sch.uk	T	Mr J Lawrence (01840) 213274	11-16	120 (130)	520	Humanities
St Ives School: a Technology College Higher Tregenna, St Ives TR26 2BB www.st-ives.cornwall.sch.uk	C	Mr D Harris (01736) 795608	11-16	150	670	Technology
The Roseland Community College, A Specialist College for Music with English Tregony, Truro, TR2 5SE http://moodle.theroseland.sch.uk	T	Mrs J Black (01872) 530675/530583	11 - 16	120	610	Music with English
Torpoint Community College Trevol Road, Torpoint PL11 2NH www.torpoint.cornwall.sch.uk	C	Mrs A Hazeldine (01752) 812511/815307	11-18	170 / 18	870	Humanities
Treviglas Community College Bradley Road, Newquay TR7 3JA http://treviglas.net	C	Mrs K Ross (acting headteacher) (01637) 872076	11-18	200 / 20	960	Business and Enterprise
Wadebridge School Gonvena Hill Wadebridge, PL27 6BU www.wadebridge.cornwall.sch.uk	C	Miss T Yardley (01208) 812881	11-18	210 / 20	1240	Business and Enterprise

C = Community F = Foundation T = Trust

*PAN = Published Admission Number. The first number shown in this column is the PAN for year 7. For schools with sixth forms, the second figure in this column is the admission number for students to be admitted from outside the school into year 12. If a PAN has changed from the previous year, it is shown in bold and the previous year's PAN is shown below in brackets.

**NOR = Number On Roll

List of secondary schools showing those primary schools whose designated areas are contained within or form part of the designated area of the secondary school

Please See Criterion 5 of the CSA's Oversubscription Criteria for Admissions on page 14. For Bodmin College, Callington Community College and Newquay Tretherras School, please see page 15.

Brannel

Foxhole, Nanpean, Roche, St Dennis, St Mewan, St Stephen Churchtown, Whitemoor

Budehaven

Bude Jnr, Hartland, Jacobstow, Kilkhampton, Marhamchurch CE, St Mark's CE, Stratton, Whitstone

Camborne

Crowan, Kehelland Village, Pencoins, Penponds, Rosemellin, Roskear, St John's Catholic, St Meriadoc CE Jnr, Trevithick, Troon, Weeth

Cape Cornwall

Pendeen, Sennen, St Buryan, St Just, St Levan

Falmouth

Falmouth, King Charles CE, Marlborough, St Francis CE, St Mary's Catholic

Fowey

Biscovey Jnr, Fowey, Lanlivery, Lerryn CE, Lostwithiel, Polruan, St Winnow CE, Tywardreath

Hayle

Bodriggy, Connor Downs, Gwinear, Leedstown, Penpol, St Erth

Helston

Boskenwyn, Breage CE, Germoe, Godolphin, Halwin, Nansloe, Parc Eglos, Porthleven, Sithney, St Michael's VC CE, Trannack, Wendron CE

Humphry Davy

Alverton, Germoe, Gulval, Heamoor, Ludgvan, Marazion, Mousehole, Newlyn, Pensans, St Hilary, St Maddern's CE, St Mary's CE, St Mary's Catholic, Trythall

Launceston

Altarnun, Boyton, Coads Green, Egloskerry, Launceston, Lewannick, Lifton, North Petherwin, South Petherwin, St Catherine's CE, St Stephen's, Tregadillet, Trekenner, Warbstow, Werrington

Liskeard

Braddock CE, Darite, Dobwalls, Liskeard Hillfort, Menheniot, St Cleer, St Martin's CE VA, St Neot, Trewidland

Looe

Duloe CE VA, Looe, Pelynt, Polperro, Trenode CE

Mounts Bay

Alverton, Germoe, Gulval, Heamoor, Ludgvan, Marazion, Mousehole, Newlyn, Pensans, St Hilary, St Maddern's CE, St Mary's CE, St Mary's Catholic, Trythall

Mullion

Coverack, Cury CE, Garras, Grade Ruan CE, Landewednack, Manaccan, Mullion, St Keverne, St Martin in Meneage

Penair

Archbishop Benson CE, Bosvigo, Devoran, Kea, St Erme with Trispen, St Mary's CE, Tregolls, Treyew

Penrice

Bishop Bronescombe CE, Carclaze, Charlestown, Luxulyan, Mevagissey, Mount Charles, Pondhu, Sandy Hill, St Mewan

Penryn

Constantine, Flushing CE, Kennall Vale, Mabe, Mawnan Village CE VA, Mylor Bridge, Penryn Jnr, Perran-ar-worthal

Poltair

Bishop Bronescombe CE, Bugle, Carclaze, Charlestown, Mount Charles, Pondhu, Sandy Hill, St Mewan, Treverbyn

Pool

Illogan, Pencoys, Portreath, Rosemellin, Roskear, St John's Catholic, St Meriadoc CE Jnr, Treloweth, Trevithick, Weeth

Redruth

Cusgarne, Lanner, Pennoweth, St Day & Carharrack, Stithians, Treleigh, Trewirgie Jnr

Richard Lander

Archbishop Benson CE, Blackwater, Bosvigo, Chacewater, Cusgarne, Mithian, Mount Hawke, Shortlanesend, St Agnes, St Mary's CE, Threemilestone, Tregolls, Treyew

Saltash

Bishop Cornish CE VA, Brunel, Burraton, Landulph, Sir Robert Geffery's VA CE, St Germans, St Stephen's

Sir James Smith's

Boscastle, Camelford, Delabole, Otterham, Port Isaac, St Breward, St Teath, Tintagel

St Ives

Nancladra, St Ives Jnr, St Uny CE

The Roseland

Gerrans, Gorran, Grampound-with-Creed CE, Grampound Road Village CE, Ladock CE, Probus, St Mawes, Tregony, Veryan CE

Torpoint

Antony CE VA, Carbeile Jnr, Furlanesend, Millbrook CE VA, St Nicolas CE VA

Transfer to secondary school 2011

Treviglas

Cubert, Goonhavern, Indian Queens, Mawgan-in-Pydar, Newquay Jnr, Perranporth, St Columb Major, St Columb Minor, St Newlyn East, Summercourt, The Bishops CE, Trevisker

Wadebridge

Padstow, St Breock, St Issey VA CE, St Kew, St Mabyrn CE, St Merryn, St Minver, Trevisker, Wadebridge

Secondary transfer process 2011 questionnaire

Children's Services Authority



tear here

Dear Parent/Carer

Every effort has been made to ensure that this booklet is easy to read, clearly laid out and contains all the information that parents of year 6 children require.

Nevertheless, any comments about the content or style of the booklet would be most welcome as we always aim to improve the service we provide.

It would therefore be helpful if you could take the time to complete the following questionnaire and **return it to your child's primary school**. Any suggestions or recommendations for additional information or changes to the presentation of the booklet will be carefully considered and may well be used when producing next year's edition.

Please tick as appropriate

Questions

1. How helpful was the information we provided?

Very helpful Satisfactory Not helpful

What additional information would you like to see included in the future?

.....

2. Was the information you required easy to find?

Very easy Easy Not easy

3. How clear was the style and presentation of the booklet?

Very clear Clear Not clear

What do you think could be done to improve it?

.....

4. How easy was it to understand the application form?

Very easy Easy Not easy

What do you think could be done to improve it?

.....

5. Were there any technical terms or jargon words which you did not understand? If so, please list them below.

.....

6. If you submitted a paper application, were there any reasons why you did not apply online?

.....

7. Are there any other comments you would like to write about the contents of the booklet?
(Please do not include any comments which relate to your application.)

Thank you for your time and assistance.

Please return this questionnaire to your child's primary school

(for sending on to Admissions and Transport (Policy) Team, Children, Schools and Families, Cornwall Council, Camel Building, County Hall, Treyew Road, Truro, TR1 3AY).

Secondary Transfer September 2011

Common Application Form (CAF)

Co-ordinated Admissions Scheme for
Secondary Schools in Cornwall



Please note that you need to read the booklet before completing this form.

Do not complete this form if you have already made an online application. If you are the parent / carer of a child who is transferring to a secondary school in September 2011 and you live in Cornwall, you should complete this form, even if one (or more) of your preferences is for a school outside Cornwall. It should then be returned to your child's primary school (if it is a maintained primary school in Cornwall) **by 22 October 2010**. If your child does not attend a primary school in Cornwall (or you miss the 22 October deadline) you should return the form to Cornwall Council, at the address given on page 5 of this booklet, **by the closing date of 31 October 2010**. You may express a preference for up to three schools and give your reasons overleaf. If one (or more) of your preferences is for a school outside Cornwall, you are advised to contact that school (or schools) in order to check whether any additional information is required. If so, you should send the additional information only to the school concerned. **Please use a black pen to complete this form.**

Please see page 29 for details of how the information you provide on this form will be used.

Please print in block capitals

Surname of child: First name(s) of child:

Date of birth: / / Boy Girl (please tick as appropriate)

Address of child:

Postcode:

Parent's e mail address:

Telephone nos: Home Work

Mobile

Does your child have a statement of special educational needs? Yes No (tick as appropriate)

Is your child in public care ("looked after" by a Local Authority)? Yes No (tick as appropriate)

If "Yes", which Local Authority?

Name of child's primary school:

Signature of Parent/Carer (you must have parental responsibility for the above-named child):

Name in block letters:

Mr/Mrs/Miss/Ms/Dr/Other (delete as appropriate)

Relationship to child: (mother/father/carers, etc.)

Date: / /

PTO

I would like my child to be allocated a place at the following secondary school from September 2011:

Name of first preference school:

For office use only

Please name any brothers or sisters who will still be attending this school in September 2011:

Date of birth

Reasons for preferring this school:

(additional information may be attached on a separate A4 sheet):

If my child does not qualify for a place at my first preference school, I would like my child to be allocated a place at:

Name of second preference school:

For office use only

Please name any brothers or sisters who will still be attending this school in September 2011:

Date of birth

Reasons for preferring this school:

(additional information may be attached on a separate A4 sheet):

If my child does not qualify for a place at my first or second preference school, I would like my child to be allocated a place at:

Name of third preference school:

For office use only

Please name any brothers or sisters who will still be attending this school in September 2011:

Date of Birth

Reasons for preferring this school:

(additional information may be attached on a separate A4 sheet):

Please now check that you have signed and dated the form (overleaf) before returning it.



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All information correct at the time of going to print.

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