



Co-ordinated Admissions Scheme

for September 2020 entry to
secondary school

Introduction

This scheme is determined by Cornwall Council, the Local Authority (LA) for Cornwall, acting under the provisions of The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014 and the School Admissions Code 2014. It applies to all state-funded secondary schools in Cornwall in relation to the September 2020 intake at the normal point of entry (i.e. year 7 to a secondary school or the normal point of entry at a KS4 school).

Interpretation

1. In this scheme:

‘the LA’ means Cornwall Council acting in its capacity as the local authority;

‘the LA area’ means Cornwall;

‘school’ means a community, foundation, voluntary-controlled (‘VC’), voluntary-aided (‘VA’), or trust school which is maintained by the LA or an academy or free school, or a studio school or university technical college (‘KS4 school’) but not a special school;

‘admission authority’ in relation to a community or VC school means the LA and in relation to an academy or free school means the academy trust and in relation to foundation, VA, trust school, studio school or university technical college means the governing body of that school;

‘the specified year’ means the school year beginning in September 2020;

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

‘in-year application’ means any application for a place in any year group at a school for the 2020/21 school year which is received by the LA after 31 August 2020;

‘PAN’ means the Published Admission Number for the year of entry at a school;

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

‘eligible for a place’ means that a child has been placed on a school’s ranked list at such a point which falls within the school’s PAN or other agreed admission number.

The scheme

2. The scheme shall be determined and applied in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
3. The scheme shall apply to every state-funded school in the LA area (except special schools) and shall take effect for admissions from September 2020¹.
4. The scheme shall be based on an 'equal preference' system i.e. applications must be considered without reference to the parent's ranked order of preference.

Schedule 1

5. There will be a standard form known as the Cornwall Admissions Common Application Form (CACAF). This form will be available to parents by 12 September 2019 via an online system or as a paper copy on request from the School Admissions Team.
6. The CACAF will be used for the purpose of admitting pupils into the first year of a secondary school (year 7) in the specified year. A form will also be available for parents to apply to start in the first year of a KS4 school in another LA area.
7. Parents of children with an **Education, Health and Care Plan (EHC Plan)** will not be required to make an application. School Admissions at the normal point of entry for children with an EHC Plan will be handled by the Statutory SEN Service. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations and will not be dealt with under this Scheme.
8. The CACAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a school within the LA area; and/or
 - (b) to be admitted to a school located in another LA's area.
9. The CACAF and the accompanying written information will:

¹ Free schools, studio schools and university technical colleges may choose whether to participate in the scheme in their first year of opening

- (a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in ranked order of preference;
- (b) invite parents to give their reasons for each preference;
- (c) explain that the parent will receive no more than one offer of a place at a school and that:
 - (i) all preferences will be treated equally initially;
 - (ii) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
 - (iii) if a place cannot be offered at a nominated school a place will be offered at an alternative school.
- (d) specify the closing date and where it must be returned to, in accordance with paragraph 12.

10. The LA will make appropriate arrangements to ensure:

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

11. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in their last year of primary education has access to a copy of the CACAF and a written explanation.

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

Processing of CACAFs

13. The closing date for applications is **31 October 2019** i.e. this is the date by which completed applications must be received by the LA or primary school. Completed paper CACAFs for year 6 children who live in Cornwall and who are on roll at a maintained primary school in Cornwall are to be returned to the LA via that primary school, so that the LA and primary schools can keep track of parents who do not complete a CACAF. If a parent completes an online application, primary schools will be informed accordingly. Online applications must also be submitted by 31 October 2019. Applications for children who live in Cornwall but who do not attend maintained primary schools in Cornwall should be sent direct to the LA by 31 October 2019. If a parent sends a CACAF direct to a secondary school in error, that school must pass the form on to the LA immediately.
14. Primary schools will forward any applications which they receive to the LA as soon as possible and before the closing date for applications.

Determining offers in response to the CACAF

15. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CACAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the CACAF where:
 - (a) it is acting in its separate capacity as an admission authority; or
 - (b) it has been engaged to act on behalf of an admission authority;
 - (c) an applicant is eligible for a place at more than one school; or
 - (d) an applicant is not eligible for a place at any school that the parent has nominated.
16. **31 October 2019** is the closing date for all CACAFs to be submitted. Applications submitted by this date will be classed as 'first round' or 'on-time' applications.
17. **By 15 November 2019** where parents have nominated a school outside the LA area, Cornwall Council will notify the relevant LA.
18. **29 November 2019** is the 'exceptional circumstances' deadline. Only in exceptional circumstances such as those listed here will a late application or change of preference be considered at the same time as applications received by the deadline of 31 October 2019. Such circumstances may include:

- a. where there has been a change of family circumstances after the deadline date but before the exceptional circumstances deadline which has a significant effect on the preferences given on the original application;
- b. a house move within or into Cornwall after the deadline date but before the exceptional circumstances deadline where confirmation of the new address (in the form of evidence of an exchange of contracts or a tenancy agreement) is provided before the exceptional circumstances deadline;
- c. Service Personnel moving to Cornwall after the deadline date where confirmation of the posting and a unit address or quartering area address is provided before the exceptional circumstances deadline.

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

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

19. **By 6 December 2019** the LA will send the governing body or academy trust of any school where it is the admission authority and does its own ranking, a list of the first, second and third preferences for their school.
20. **By 10 January 2020** the governing body or academy trust of any school where it is the admission authority and does its own ranking will have considered all applications for places, applied the school's oversubscription criteria and provided the LA with a list of those applicants ranked according to the school's oversubscription criteria.
21. **By 3 February 2020** the LA will rank all applications for those schools for which it is the admitting authority and for any school where it is acting on behalf of the governing body or academy trust. Using these ranked lists and those provided by schools, the LA will be able to determine the children who are eligible for places at each school. This will be done by comparing the number of children on each school's list to the PAN for that school. If the number of preferences is equal to or less than the PAN, all children on the list will be eligible for places at that school. Otherwise, the number of children eligible for places will be those children with the most priority, up to the school's PAN. If children are eligible for places at more than one school, they will be allocated a place at the school ranked as the highest preference and removed from the other list(s). Other children will then be able to move up the

ranked list(s) for the second and/or third preference schools accordingly. Where a child living in Cornwall is not eligible for a place at a nominated school, the child will be allocated a place at the nearest school in Cornwall with a place available. Distances will be measured by the nearest available route, as determined by the LA's nominated Geographic Information System.

22. **By 3 February 2020** Cornwall Council will inform other LAs of places in schools in Cornwall to be offered to their residents. Similarly, Plymouth, Devon or other LAs will notify Cornwall LA of places to be offered to residents in Cornwall. If on exchanging such information with other LAs it transpires that another LA is also intending to offer a child a place at a school, the highest ranking preference would take priority and only one school place would be allocated.
23. **By 15 February 2020** final amendments will have been made to any EHC Plan and the final EHC plan issued naming the secondary school placement. A list of the allocated schools will be provided to the School Admissions Team so that the children can be added to the schools' allocation lists.
24. **By 15 February 2020** parents of children with an EHC Plan will be notified of the allocated school which has been named in the Plan.
25. **On 2 March 2020 (National Offer Day)** parents will be notified which school their child has been allocated in a postal letter sent on 2 March 2020 (except parents of children with an EHC Plan who will already have been notified by 15 February 2020). Parents who apply online and who opt to be notified of the outcome of their application electronically will also receive an email notification. Parents who apply online will also be able to log back in to the online application system to check their allocation.

The letter will give the following information:

- the name of the school at which a place is offered;
- if appropriate, the reasons why the child is not being offered a place at the other school(s) nominated on the CACAF;
- if appropriate, the reasons why the child is not being offered a place at any of the schools on the CACAF;
- if appropriate, information about the statutory right of appeal against the decision to refuse places at any of the nominated schools including contact details as necessary;
- where the child has been refused a place at a nominated school in Cornwall, an invitation for the child's name to be added to the waiting list for that school;
- a request to notify the LA without delay if, for any reason, the parent no longer wishes to accept the place offered.

Late applications

26. Round one

The closing date for applications in the normal admissions round is **31 October 2019**.

27. Late applications or changes of mind submitted by **29 November 2019** will be processed with those received by the closing date **ONLY** in exceptional circumstances (see paragraph 18). Late applications not deemed exceptional will be dealt with in round two.

28. Round two

There will be a second closing date for late applications of **6 March 2020**. Late applications received between 31 October 2019 (midnight) and **6 March 2020** but not considered to be exceptional will be dealt with together and parents notified by **6 April 2020**.

29. Round two late applications for oversubscribed schools will be added to waiting lists after **6 March 2020**, together with the names of children who have already been refused places at the school whose parents have indicated that they want their children's names to remain on the waiting list for that school.
30. Applications received after **6 March 2020** will be dealt with on a daily basis until **31 August 2020** but only after the round two allocations have been made. The 'closing' date for these applications will be midnight each day.
31. Applications received after **6 March 2020** for oversubscribed schools will only be added to waiting lists if requested by parents after they have received their refusal.
32. If a place becomes available at an oversubscribed school it will be allocated to the child at the top of the waiting list (which will list children in the priority order of the LA's or governing body's oversubscription criteria) regardless of whether the application for that child had been late or on-time. However, children in care and those that were previously in care, children with an EHC Plan or children who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.
33. All applications for secondary transfer for the 2020/21 school year should be referred to the LA, under this scheme, until the end of August 2020.

Accepting places

34. The letter to parents (except parents of children with an EHC Plan) offering a school place for September 2020 will ask them to confirm in writing if the place is no longer

required. Where a parent does not respond, it will be assumed that the place is accepted. Where a child fails to arrive at the allocated school at the beginning of the school year 2020 and the parent has not informed the school or LA whether or not the place is required, the school will attempt to make contact with the parent to confirm this. Where the school cannot make contact with the parent within two weeks of the start of the term, the LA will be informed and will write a second letter to the parent stating that they have seven days from the date of the letter to accept or decline the place which has been offered. They will also be advised in this letter that a failure to respond could result in the offer of the place being withdrawn. If there is still no response after the deadline stated in the second letter, the LA will write a third letter to confirm that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place. The LA's Children Missing in Education procedures will be followed where a family cannot be located.

Appeals

35. When a parent is refused a place at a school for which they have applied, they will have the right to appeal to an independent panel. The letter confirming the refusal will explain:
 - the reason for the refusal;
 - information about the right to appeal;
 - the deadline for lodging an appeal; and
 - contact details for making an appeal.
36. Parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. The timetable in Schedule 2 indicates the timeline for appeals.
37. Parents can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused. A school changing to academy status is not considered by the LA to be a significant change.

Repeat applications

38. A further application for a place at the same school during the normal admissions round will only be processed if the admission authority, or the LA acting on behalf of the admission authority, has agreed to accept an application due to a significant change in the child or family's circumstances.

Waiting Lists (based on oversubscription criteria)

39. The LA, where it holds a waiting list for community and VC schools and on behalf of those governing bodies or academy trusts that request it, will maintain the list for at least the first term of the academic year of admission, in accordance with the school's admission arrangements. The governing body or academy trust of schools which hold the list themselves will maintain the list for at least the first term of the academic year of admission. Parents with children still on a waiting list held by the LA at the end of the academic year will be reminded during the summer holidays 2021 that they need to submit a request if they wish to remain on the waiting list for the next academic year. Children cannot be added to a school's waiting list without first having applied for and been refused a place at that school.
40. All waiting lists will be based on the school's oversubscription criteria and children's places on the list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list. Children in care and those that were previously in care, children with an EHC Plan or children who are allocated to a school in accordance with the Fair Access Protocol will be given priority over children on the waiting list.

Home address

41. Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the Local Authority will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a child arrangement order where it is shown who has care of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.
42. It is expected that parents will submit only one application for each child - any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes, if agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained the admission authority will determine the home address.

43. Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address.

Shared parental responsibility – duplicate and disputed applications

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

Proof of address and fraudulent applications

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

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

50. The guidance which accompanies the CACAF will explain that parents that make a false statement or omit any relevant and appropriate information in their application could be subject to investigation and may potentially face criminal proceedings. The information they supply in the application may be shared, as the law allows, for the purpose of preventing and detecting fraud. The offer of a school place may be withdrawn if the application is found to be fraudulent. Parents must notify the LA immediately of any change in their circumstances – failure to do so or providing false or misleading information may lead to prosecution action being taken against them. As part of the process of ensuring that school places are allocated fairly, the LA undertakes address checks on a random sample of applications each year to ensure that information submitted by parents is correct. If a parent is randomly selected they will receive a letter requesting evidence of their current address. The LA may also request evidence where it is alerted to potential false statements. In either of these circumstances, any concerns about the validity of the information provided may lead to investigation and applicants could face criminal proceedings in addition to the withdrawal of the offer of a school place.

Admission of children outside their normal age group (early or delayed transfer to year 7)

51. Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request that their child's entry to year 7 is delayed or accelerated or seeking placement outside the normal age group during the school year should contact the school's admission authority which must make the decision on this. The School Admissions Team can advise on who a school's admission authority is.

Guidance on the process can be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

52. Parents who are refused a place at a school for which they have applied have the right to appeal to an independent Admission Appeal Panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for an out of year group placement they have the right to complain against the decision through the Council's complaints procedure for decisions made by Cornwall Council in its role as an admission authority or under the school's complaints procedure where the school is the admission authority.

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

53. Applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants returning to the UK will be considered in the normal admissions round if confirmation of a posting or return to the area can be confirmed and a unit address or quartering area address is provided by 31 October 2019. The LA will not refuse a place because the family does not currently live in the area. However, it is not permitted to reserve places for these children.
54. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.
55. If the deadline of 31 October 2019 has passed, late applications for children of UK Service Personnel (UK Armed Forces) or other Crown Servants will be treated as exceptional and processed with on-time applications where confirmation of a posting or return to the area and a unit postal address or quartering area address can be provided before 29 November 2019, the exceptional circumstances deadline.

Applications from outside the United Kingdom*

56. Where a child is not currently resident in the United Kingdom an application will be accepted on the provision of a photocopy or scan of the child's passport confirming the nationality of a country in the European Economic Area (EEA) or Switzerland.
57. Where a child is not currently resident in the United Kingdom an application will not be accepted where the child's nationality is of a country other than those of the EEA or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
58. Where a child whose nationality is of a country other than those in the EEA or

Switzerland an application will be accepted on production of a photocopy or scan of the child's passport and a Visa if appropriate. This will establish that the child has been admitted to the United Kingdom and make any visa restriction available for inspection. An address in Cornwall will also be required.

59. The following children are not entitled to a state education:

- children from non-European Economic Area (EEA) countries who are here as short term visitors - these are children who live abroad but have been admitted to the UK for a short visit, for example as tourists or to visit relatives;
- children from non-EEA countries who have the UK Border Agency's permission to study in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school.

*This section may be amended when details of the arrangements following the United Kingdom's decision to leave the European Union are clarified.

Fair Access Protocol

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

Children with an Education, Health and Care Plan

61. Parents of children with an EHC Plan will not be required to make an application. School admissions at the normal point of entry for children with an EHC Plan will be handled by the Statutory SEN Team, outside this Scheme. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations and will not be dealt with under this Scheme. The timescales for these allocations are described in this Scheme, although applications for these children are handled outside the Scheme.
62. All children whose EHC Plan names the school must be admitted (School Admissions Code 2014, 1.6). These children have priority over all other children including any children on a waiting list.
63. To attend a special school or Area Resource Base (ARB) a child or young person must have an EHC Plan. All admissions are decided by Cornwall Council.

Sixth forms

64. Those seeking a place at a sixth form should contact establishments directly about admission.

Schedule 2

Timetable of co-ordinated secondary scheme 2020/21

By 12 September 2019:	Guide for parents and application forms must be available.
31 October 2019:	Closing date for online applications or for the paper Cornwall Admission Common Application Forms (CACAFs) to be submitted to primary schools or direct to the LA.
By 1 November 2019:	The remainder of the CACAFs to be returned to the LA by primary schools (although most forms should already have been forwarded to the LA by this date).
By 15 November 2019:	Details of applications which include preferences for schools in other LAs to be sent to those LAs.
By 29 November 2019:	Final date for submission of exceptional late applications.
By 6 December 2019:	LA to provide the governing body or academy trust of any school where it is the admission authority and does its own ranking with a list of the first, second and third preferences for their school.
By 10 January 2020:	<p>The governing body or academy trust of any school where it is the admission authority and does its own ranking will provide the LA with a list of all applicants ranked in priority order according to the individual school's oversubscription criteria, unless the LA do this on behalf of the school.</p> <p>Between 10 January and 3 February 2020, the LA will match the ranked lists of all the schools and provisionally allocate places in accordance with paragraph 21 of Schedule 1.</p>
By 3 February 2020:	<p>The LA will inform all other LAs of offers to be made to applicants resident in their areas (and will receive corresponding information from Plymouth, Devon and other LAs, as appropriate, according to their own schemes).</p> <p>Between 3 February and 2 March 2020, the LA will decide on final allocations.</p>

By 15 February 2020:	Final date by which review and amendments (naming of school) must be made to any EHC Plan, followed by notification to parents.
On 2 March 2020:	National Offer Day. Notifications of school allocation to be sent to parents by the LA (except parents of children with an EHC Plan who will already have been notified after the 15 February deadline for amendments).
By 6 March 2020:	Last date for submission of round two late applications.
By 30 March 2020:	Parents to submit appeals or requests for their children to remain on waiting lists (round one applications).
By 6 April 2020:	Notifications to be sent to parents of round two allocations.
April/May 2020:	Within 20 school days of notification of round two allocations, parents to submit appeals or requests for their children to remain on waiting lists
April/May 2020:	Appeals will take place (mainly for on-time refusals).
June 2020:	Appeals will take place (mainly for round two refusals).
July/August 2020:	Appeals will take place (mainly for refusals after round two).
31 August 2020:	Scheme closes.
1 September 2020:	In-year co-ordination scheme commences.

Contact details

School Admissions Team

New County Hall, Truro, TR1 3AY

www.cornwall.gov.uk/admissions

schooladmissions@cornwall.gov.uk

0300 1234 101

Prepared by:

Pupil Placement Manager

Education Access and Sufficiency

Education and Early Years Service

Children, Schools and Families Directorate

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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