



Changing schools

**Applying for a place at a school in Cornwall
during the school year ('in-year')**

www.cornwall.gov.uk/admissions



Contents

Where to get help	3
Introduction	4
Responsibility for in-year admissions	5
Participating schools	5
How to apply	6
About applying for a school place	7
The allocation process	11
Admission appeals	13
Waiting lists	13
Home to school transport	14
Starting at a new school	14
Special Educational Needs	15
Privacy notice – school place applications	15
Glossary	21

Where to get help

School Admissions Team

Website: www.cornwall.gov.uk/admissions

Email: schooladmissions@cornwall.gov.uk

Post:

School Admissions Team
Cornwall Council
West 3
County Hall
Treyew Road
Truro
TR1 3AY

Telephone: 0300 1234 101

Family Information Service

For help with completing the application, understanding the process or other aspects of starting at a new school, or if a parent/carer's first language is not English, please contact the Family Information Service.

Telephone: 0800 587 8191

Introduction

An 'in-year application' is an application to change schools or join a school during the school year i.e. not at the normal points of entry (starting in reception, transferring to year three in junior school or transferring to year seven in a secondary school).

You might make an in-year application if you:

- are moving into or out of Cornwall;
- moving house within Cornwall;
- wish to change schools even if you are not moving house; or
- if your child is currently home educated and you wish them to return to school.

Changing schools is a significant step and often difficult to avoid because of a house move. There are also situations when a parent/carer might decide that they are not happy with their child's current school and have to make the difficult decision about whether or not to apply for a change. In this situation, we strongly recommend that you first talk to someone at your child's current school about your reason/s for considering a change as it might be that any issues could be addressed without having to change schools.

Before making an application you could consider:

- discussing any concerns with the headteacher, class teacher or other senior member of staff at your child's current school;
- contacting the Family Information Service (0800 587 8191).

If you decide to apply for a change of school, you may also wish to consider:

- **transport:** you should be aware that your entitlement to home to school transport might change depending on where you are applying, even if you are not changing your address (go to www.cornwall.gov.uk/schooltransport for more information);
- **implications for secondary-age students:** you should be aware of the possible implications of your child not being able to continue studying the same subjects/option choices and their existing coursework not being applicable to a different examining body.

Responsibility for in-year admissions

Cornwall Council co-ordinates in-year applications for **participating schools** in Cornwall using a process set out in the 'Co-ordinated Admissions Scheme (in-year)' for the relevant year which is summarised in this booklet.

The Co-ordinated Scheme can be found at www.cornwall.gov.uk/admissions.

Cornwall Council and schools must follow the School Admissions Code 2014. Each school has an 'admission authority' which agrees the arrangements including the priority order they will use if there are more applications than places available – the 'oversubscription criteria'. Cornwall Council is the admission authority for community and voluntary-controlled schools. For foundation, trust and voluntary-aided schools the admission authority is the school's governing body and for academies it is the academy trust.

Participating schools

The In-year Co-ordinated Scheme which is summarised in this booklet applies to participating schools only.

Currently only one school does not participate in the Scheme:

Camborne Science and International Academy: www.cambornescience.co.uk

In this case you will need to apply direct to the school – please see page 6 for further information.

How to apply...

...if your child has an Education, Health and Care Plan

If your child has been issued with an Education, Health and Care Plan (EHC Plan) you **do not** need to complete an application form as a school place will be identified through a separate process. However, **if a request has been made for an EHC needs assessment** for your child, or your child is **currently being assessed** to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

Please contact the Statutory SEN Service for more information:

Tel: 01872 324242 **Email:** statutorysen@cornwall.gov.uk

See the section 'Special Educational Needs' later in this booklet for more information.

...for a place at a school where Cornwall Council co-ordinates admissions (a 'participating school')

The majority of schools participate in our In-year Co-ordinated Admissions Scheme. You can apply for those schools online: www.cornwall.gov.uk/changingschools or by requesting a paper form from the School Admissions Team.

...for a place at Camborne Science and International Academy

Currently there is one school – Camborne Science and International Academy – that does not participate in our In-year Co-ordinated Admissions Scheme. In this case you will need to apply direct to the school – please contact the school for information on how to apply.

Please note that the In-year Co-ordinated Scheme which is summarised in this booklet does not apply to this school – they will have their own admission arrangements which will be available on their website or on request from the school.

Camborne Science and International Academy

Cranberry Road

Camborne

TR14 7PP

01209 712280

www.cambornescience.co.uk

About applying for a school place

Identifying your preferred schools

Before you make your decision regarding the schools you would prefer for your child you may wish to visit several schools in order to find out more about them. You should contact the schools direct to arrange this. You could also have a look at the schools' websites or ask for a copy of their prospectus. Cornwall Council recommends that you visit your preferred school prior to submitting an application for a school place.

You are able to name up to three school preferences on your application form.

Designated areas

Cornwall Council has divided the County into geographical areas called 'designated areas' which are each served by a specific school or schools. **Please note: your designated school may not be the one nearest to your home address.**

Some schools include living in the designated area as a priority in their oversubscription criteria (the criteria they will use to decide on who should be allocated places when there are more applications than places available). However, entitlement to transport to **all** schools will be determined by Cornwall Council with regard to whether the school is in the designated area for your address or is your nearest school.

If you want to identify the designated school or schools for your address, access www.cornwall.gov.uk/admissions or contact the School Admissions Team.

Applying for a school outside Cornwall

If you want to apply for a school outside Cornwall you should contact the local authority for the school where you want a place.

Living outside Cornwall

If you do not currently live in Cornwall you can apply to Cornwall Council for a school place. Please refer to the 'Home Address' section for more information on the information you may need to provide.

Applications from outside the United Kingdom

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

Parents/carers will be required to provide a photocopy or scan of the child's passport and a visa (if appropriate) with their application. All other provisions in this guidance apply to

Changing Schools

applications from outside the United Kingdom, including those related to the home address.

Service Families (UK Armed Forces)

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

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

Children in care/previously in care

Applications for children in care and children who were previously in care (but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order) will be prioritised and a school place identified in accordance with this scheme as well as the additional provisions of the separate Protocol for these children, available at www.cornwall.gov.uk/admissions or on request from the School Admissions Team. **Applications for children in care must be completed by the Social Worker.**

Home to school transport

You should be aware that your entitlement to transport might change depending on where you are applying, even if you are not changing your address. See details under 'Home to School Transport'.

Applying for a place for more than one child

Please be aware that having a child admitted into a particular school does not guarantee a place for their sibling(s). All schools have to follow their published oversubscription criteria and cannot generally exceed their agreed admission numbers in order to place siblings at the same school. You should complete one application form for each child.

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. A school's admission authority must make the decision on whether or not to accept a pupil outside their normal age group. Those seeking placement outside the normal age group during the school year should contact the School Admissions Team for advice in the first instance. Guidance on the process can be found at: www.cornwall.gov.uk/admissions or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right 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.

Home address

Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. The admission authority or Cornwall Council acting on behalf of the admission authority may require evidence of a current or proposed address where this is necessary to determine priority for a place or required as part of the school's admission arrangements. Evidence of a current or proposed address will also be required if it is necessary for Cornwall Council to determine the nearest school with a place available or for the admission authority to add the child to a waiting list where one is held. Evidence of a proposed address would be in the form of written confirmation of a house purchase or a formal tenancy agreement. The home address should be the place where the child is normally resident or will be normally resident.

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

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

Shared parental responsibility – duplicate and disputed applications

Only one application can be processed for each child and only one offer of a school place made. Disputes on the preferred schools by those with parental responsibility or a dispute

Changing Schools

relating to a requested school change should be settled between the parties, neither Cornwall Council nor the admission authority will become involved in any parental disputes.

If a person with parental responsibility submits an application that is disputed by another person with parental responsibility, or more than one parent submits an application within the processing timescales and those applications have different preferences, Cornwall Council may ask for proof of parental responsibility from either party as necessary and either:

- a. proceed with the admissions process on the basis of the current application form or one of the application forms, taking into account the home address, the living arrangements and other factors including what is considered to be in the child's best interests; or
- b. advise the parents that the application/s cannot be processed until they reach agreement or obtain a court order and that a new application will need to be submitted when the matter is settled.

Information relating to or supplied in an application form will not be shared with a person that does not have parental responsibility. Basic information (i.e. application date and preferences) may be shared with someone with parental responsibility when it is established that they have a right to the information.

Fraudulent applications

Please note that if you make a false statement or omit any relevant and appropriate information in your application you could be subject to investigation and may potentially face criminal proceedings. The information you supply in the application may be shared, as the law allows, for the purpose of preventing and detecting fraud.

The offer of a school place may be withdrawn if the application is found to be fraudulent. You must notify the Council immediately of any change in your circumstances – failure to do so or providing false or misleading information may lead to prosecution action being taken against you.

Cornwall Council may request evidence where it is alerted to potential false statements. 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.

The allocation process

When to apply

You can apply for a change of school **up to** and not more than eight school weeks in advance of a school place being required (twelve school weeks for Service Families). The deadline for applications is midnight each day. You will not be able to apply using the online application system more than eight school weeks ahead (twelve school weeks for Service Families) and any paper applications received before this date will be withdrawn and the applicant notified.

Processing timescales

Applications will, as far as possible, be processed within twenty school days. **However, at busy times of the year, in particular in the summer term, processing timescales may take more than the twenty school day target to process.** Parents/carers should consider this and submit an application as early as possible – up to eight school weeks in advance (twelve in the case of Service Families).

Applications which fall under Level 2 of the Fair Access Protocol (www.cornwall.gov.uk/fairaccess) will be handled outside the normal admissions process and timescales and you will be advised of the likely timescales once your application has been received.

Allocation of places

The admission authority for the school will determine whether a place can be offered.

Where there are more applications than there are places available, the school's oversubscription criteria will be used to determine the priority order for places. The oversubscription criteria can be found in full at www.cornwall.gov.uk/admissions or on request from the school.

Where a child is not eligible for a place at any school named on the application form the child will be allocated a place at the nearest suitable school in Cornwall with a space available.

However, if the child is already on roll at a local school (a school within reasonable travelling distance of the address for which the application is made) or if the child is already on roll at a school and the family is not moving house, Cornwall Council will not allocate another school place and the right of appeal will be offered. The child will stay on roll at the current school and the parent/carer can opt to go on the waiting list of the preferred school/s or submit an application for an alternative school/s.

Notification of allocated place

The letter offering a school place will ask you to confirm in writing if the place is no longer required. If you do not respond it will be assumed that the place is accepted. If your child fails to arrive at the allocated school by the 'open until' date stated in your letter, the procedure described in the Co-ordinated Scheme will be followed. This may involve withdrawal of the offer of a place if the school and Local Authority are unable to contact you.

If you change your mind

If you change your mind about your preferences **before a school has been allocated** you will need to inform the School Admissions Team in writing. You can do this online using our change of preference form: www.cornwall.gov.uk/schoolpreferences. There will be a new 'process start date' for your new preferences which will be the working day after you notify us of the change. We will endeavour to process your application within the target twenty school days from the new 'process start date'.

If you change your mind **after a place has been allocated** you will need to reapply for a place at your new preferred school and the offer of a place at the allocated school will be withdrawn. We will endeavour to process your application within the target twenty school days from the working day after you submitted your new application.

Fair Access Protocol

All local authorities are required to have a Fair Access Protocol which ensures that children who are most vulnerable can be offered a place at a suitable school as soon as possible, even if that school is already full, and ensures that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools.

For children that have been permanently excluded or are/have been attending an Alternative Provision Academy and do not have a school place, or children that fall under any other 'Level 2' categories in the Protocol, their application will be handled separately to the normal in-year process. We will let you know more about this when we have received your application.

The Protocol and further details can be found here: www.cornwall.gov.uk/fairaccess or by contacting the School Admissions Team.

Admission appeals

You will have the right to appeal to an independent panel for any school where you have been refused a place – the letter will tell you how to do this. Appeals for in-year refusals must be heard within 30 school days of an appeal being lodged. For more information go to www.cornwall.gov.uk/schoolappeals.

Applying/appealing again

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

Waiting lists

Not all schools hold waiting lists – some schools will hold them for the minimum length required by the School Admissions Code 2014 which is for one term only in the year of entry (i.e. reception in a primary school, year 3 in a junior school and year 7 in a secondary school).

Parents/carers are asked to state if they would like their child added to a waiting list for any schools where they are refused a place, if a waiting list is held. You need to have been refused a place before you can be added to a waiting list for a school. Your allocation letter will explain if your preferred school/s hold a waiting list and how you can request to be added to it.

If you lodge an appeal, your child's name will automatically be added to the waiting list for a place at the school being applied for, if a waiting list is held.

Waiting lists held by Cornwall Council will cease at the end of the academic year. Parents will need to reapply if they still wish to be considered for a place at the school. Children cannot be added to a school's waiting list without first having applied for and been refused a place at that school.

How Waiting Lists operate

Waiting Lists are based on the school's oversubscription criteria and children's places on a Waiting 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 a Statement of Special Educational Needs or an Education, Health and Care Plan or who are allocated to a school in accordance with the Fair Access Protocol (www.cornwall.gov.uk/fairaccess) will be given priority over children on the Waiting List.

Changing Schools

This is in accordance with the School Admissions Code 2014. More information on the oversubscription criteria can be found at www.cornwall.gov.uk/schooladmissions.

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

If a place is offered from the waiting list, you will have two school weeks to accept or refuse the offer.

Home to school transport

The responsibility for a child's attendance at school rests with parents/carers. This includes making the necessary arrangements for travel to school, including accompanying your child (or arranging suitable supervision) to and from school as necessary.

Cornwall Council provides transport free of charge to school in line with its duties under Section 508 and 509 of the Education Act 1996 and Schedule 35B inserted by the Education and Inspections Act 2006.

Please note that eligibility for transport to school is assessed separately from admission to school and allocation of a school place should not be taken as an indication that transport will be provided.

The designated areas used to determine eligibility for transport to school are those defined by Cornwall Council and may occasionally differ from the designated areas used (if any) in an individual school's admissions policy. To find out the designated school or schools for your address access www.cornwall.gov.uk/admissions or contact the School Admissions Team.

If you are in any doubt as to whether your child would be eligible for home to school transport please contact the Transport Coordination Service to confirm before submitting your application. Go to www.cornwall.gov.uk/schooltransport or call 0300 123 222 for more information.

Starting at a new school

Your allocation letter will tell you when the allocated school place is available from. You will have two school weeks from that date to take up the place. You can make another arrangement with the school for an earlier or later start date however places cannot be held indefinitely and we would expect places to be taken up within six school weeks of the

proposed start date, otherwise the offer of a place may be withdrawn. It is your responsibility to notify us **in writing** if you no longer require the place.

Special Educational Needs

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

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

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

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

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

Wherever possible, Cornwall Council aims to provide for children with SEN in mainstream schools. This includes most children with EHC Plans. However, for children with the highest level of need Cornwall Council has four Special Schools and some Area Resource Bases (ARBs) attached to mainstream schools. To attend a Special School or ARB a child or young person must have an EHC Plan. All admissions to Special Schools and ARBs are decided by Cornwall Council. Other forms of education inside or outside Cornwall is possible in particular circumstances. Such arrangements will always be discussed with families and the child or young person whenever that is possible. Education is also provided for children in hospital and for those who cannot attend a school or educational setting for medical reasons.

If your child has an EHC Plan you are not required to make an application through the online admissions scheme. School admissions for children with an EHC Plan are arranged

Changing Schools

by the Statutory SEN Service, outside the Co-ordinated Admissions Scheme. Admission for these children will be handled in accordance with the national SEND Code of Practice and associated regulations. See contact details below.

Sources of information and support

Statutory SEN Service, Cornwall Council

Tel: 01872 324242

Email: statutorysen@cornwall.gov.uk

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/special-educational-needs-file/>

SENDIASS

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

Tel: 01736 751921

www.cornwallsendiass.org.uk

The Local Offer

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

Access www.cornwallfisdirectory.org.uk for more information.

SEN Information Report

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

Department for Education Guidance

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

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

Privacy notice – school place applications

Who will control my data?

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

Where can I get help?

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

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

Why are you collecting information about me and my child?

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

What information is needed?

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

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

How will you use the data and information I provide?

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

Changing Schools

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

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

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

How will you contact me?

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

Who will you share the data and information with?

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

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

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

How will you store and transfer the data and information?

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

How long will you keep this data and information for?

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

What are my data rights?

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

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

How do I exercise my rights?

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

In the event that you no longer wish us to process the information for the purposes described in this Privacy Notice you may withdraw your consent at any time by giving us written notice. You should understand, however, that we may nevertheless need to continue processing some or all of your personal information in accordance with our statutory obligations.

What if I do not agree with something?

Our complaints team can be contacted via the following address: Quality Assurance Business Manager, Together for Families, Cornwall Council County Hall, Truro, TR1 3AY or email tfffeedback@cornwall.gov.uk

Changing Schools

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

Consent

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

Glossary

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

Admission arrangements are the overall procedures used in the allocation of school places. Admission arrangements are set by the admission authority.

Admission authority is the body responsible for setting and applying a school's admission arrangements. For community and voluntary-controlled schools this body is Cornwall Council. For foundation, trust, voluntary-aided, academy or free schools it is the governing body or academy trust.

Admission Number (AN) is the maximum number of children that a school will admit to a particular year group other than the year of entry.

Community schools are maintained by Cornwall Council which sets the admission arrangements.

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

Designated area is a geographical area from which children **may** be afforded priority for admission to a particular school. If used as part of a school's admission arrangements, the designated area must therefore be consulted upon, determined and published in the same way as other admission arrangements.

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

Foundation schools are maintained by Cornwall Council and the governing body sets the admission arrangements.

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

Oversubscription criteria refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Trust schools are a type of foundation school which forms a charitable trust with outside partners.

Voluntary-aided (VA) schools are maintained by Cornwall Council and the governing body sets the admission arrangements.

Voluntary-controlled (VC) schools are maintained by Cornwall Council which sets the admission arrangements.

Family Learning - part of Cornwall Adult Education

Do you want a little help supporting your child with their learning?

Perhaps you need to refresh your own skills or just find out about the language and methods used in schools to teach your child.

Family Learning delivers free courses to help parents and carers get back in touch with the school curriculum, support their children's learning and update their skills. There is a new online offer including keeping up with the children in literacy, maths, computers and coding skills.

All Family Learning tutors are DBS cleared for working with vulnerable children and adults. To find out about free Family Learning courses either call them on 0300 1231 117 or email familylearning@cornwall.gov.uk

**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**