



**CORNWALL
COUNCIL**
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Together 
for Families

Setting admission arrangements for 2027/28

A guide for **academy, trust, foundation and VA schools**
(action for Autumn Term 2025)

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Introduction

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

All schools have an admission authority which is responsible for admissions to that school and must act in accordance with the **School Admissions Code 2021** ('the Code'), the **School Admission Appeals Code 2022**, other laws relating to admissions and the relevant **human rights** and **equalities** legislation.

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

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

For bodies setting and applying admission arrangements it is worth reading the annual reports from the Office of the Schools Adjudicator:

<https://www.gov.uk/government/publications/osa-annual-report>

Key dates

September/October 2025	Review current arrangements and plan for 2027/28
1 October 2025 – 31 January 2026	Consultation (if required) to take place for at least six weeks
28 February 2026	Admission arrangements to be formally agreed by this date
15 March 2026	Admission arrangements must be sent to Cornwall Council by this date (schooladmissions@cornwall.gov.uk) and published on school website

Key points for 2027/28

➤ FALLING ROLLS AND PAN REDUCTIONS

Due to a falling birth rate in Cornwall since 2010/11, with a marked decline since September 2018, many schools are now experiencing falling rolls as larger Year 6 cohorts leave primary school and are being replaced with smaller and smaller reception cohorts year on year. This situation is projected to worsen until at least September 2027, though provisional NHS data suggests that the overall Cornish Primary cohort should stabilise by 2028/29 (though medium-long term outlooks are still hard to predict). Some schools may wish to consider whether a reduction in PAN (along with a class restructure) is a sensible approach to managing falling numbers on roll in the short term, until such time as the birth rate increases and reception numbers increase again. Any schools wishing to reduce their PAN must consult fully – see the section on [consultation](#) for more details.

It is worth bearing in mind that your school PAN is the number of **mainstream** places your school is expected to reserve for your new intake (Reception for Infant/Primary schools, Year 3 for Juniors, and Year 7 for Secondary schools); **the DfE expects these spaces to be guaranteed for the whole of the first academic year**. For example, if your PAN is 30 for a Reception intake, but you only have 22 Reception children join at the start of the academic year, you would still be expected to take up to a further 8 Reception children, if required, during the academic year that these children are in Reception for.

In response to falling rolls, Cornwall Council has also reviewed school PANs across all primary schools and has identified several schools where we think a PAN reduction would benefit the school (based on future projections) and would also benefit the wider geographic area by ensuring the number of reception places available more closely matches current demand. Primary Schools in Cornwall for September 2025 had a combined Reception PAN of over 6,500 places, for less than 5,000 Reception pupils – whilst it is important to have some spare capacity across our schools, the amount of current spare PAN capacity is actually causing additional financial issues for some schools (and is also having an indirect impact on other schools). We will be hosting specific geographic meetings later in September and early October for those schools we've identified, in order to share specific data about current/projected capacity and Reception intakes over the next few years, and to provide schools with additional information to help them make informed decisions about their admissions arrangements for 2027/28.

➤ ARBs and your PAN

If your school has an ARB, please note that your school's PAN relates to your **mainstream pupils only** and that your ARB capacity, along with allocations to your ARB, are managed separately to mainstream pupils applying to join your school. When reviewing/setting your PAN, please bear this in mind. We are aware of a small number of secondary schools with ARBs where Year 7 intakes in recent years have been higher than expected as a result of a misunderstanding of the interaction between PANs and ARB capacities and will be writing to those affected schools directly to ensure PANs are correctly set for 2027/28 and beyond.

➤ DETERMINING ARRANGEMENTS – formal meeting

Remember that each year your admission arrangements must be formally determined and this must be documented at a minuted meeting. Should your arrangements need to be considered by the Schools Adjudicator at any point (for example if you request a variation or there is an objection) you will be asked for evidence of the formal determination of those arrangements.

➤ IS YOUR WEBSITE COMPLIANT?

To be compliant, at any time you must have all relevant admission arrangements displayed on your website – so in March 2026, you must have displayed your current (2025/26) arrangements, your 2026/27 arrangements and your 2027/28 arrangements.

➤ DESIGNATED AREA MAPS

The 2024 report from the Office of the Schools Adjudicator¹ (paragraph 18) highlights that designated areas (if used in oversubscription criteria) must be clearly defined **by means of a map which shows its boundaries clearly, or by some other means such as a definitive list of road names or postcodes**. It is not enough just to provide a link to the designated areas on our/your website.

➤ WHEN DID YOU LAST CONSULT ON YOUR ARRANGEMENTS?

You need to consult every seven years or earlier if you are proposing any changes. See the specific section on [consultation](#) later in this document for more information.

School status & admissions

The responsibilities of admission authorities include...

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

Setting your own admission arrangements. You need to determine (formally agree) your own admission arrangements annually even if this means agreeing that you will keep the same arrangements that Cornwall Council set for you previously or that you set yourselves the previous year. Even if there are no changes, you still need to put these into a document with new dates for the relevant year. If you decide to make a change, you will need to follow the statutory consultation process which must take place for at least six weeks between 1 October and 31 January (details later in this document, taken from 1.44 of the Code). Footnote 42 of the Code states: *'Determination occurs at the point at which the admission arrangements are formally agreed by the admission authority. This decision should be recorded in the minutes of the meeting at which it is made.'*

Holding a waiting list for at least the first term of the academic year of entry, the list to be ranked in line with the oversubscription criteria each time a child is added (2.15 of the

¹ [OSA annual report: 1 January 2023 to 31 December 2023 \(publishing.service.gov.uk\)](#)

Code). However, Cornwall Council will continue to hold waiting lists in partnership with you – for normal admissions and in-year admissions – unless you request otherwise.

Arranging admission appeals for your school and **preparing and presenting your appeal cases** in accordance with the School Admission Appeals Code 2022.

The Cornwall Council Education Appeals Team and School Admissions Team provide chargeable services for setting up and presenting appeals respectively. For further information please go to the Services for Schools platform.

For more information on appeals see the DfE website:

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

Ranking applications for your school in accordance with your oversubscription criteria. This is also a chargeable service available from the School Admissions Team. For further information go to the Services for Schools platform or contact the School Admissions Team (schooladmissions@cornwall.gov.uk).

Arrangements: keeping them the same or changing them

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

Yes, but you will still need to **change the dates** and check the details in the document and then determine (agree) them at a minuted meeting for 2027/28 by 28 February 2026. Then you need to put these on your website and let Cornwall Council have a copy by 15 March 2026 (email to schooladmissions@cornwall.gov.uk).

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

Yes, but you will still need to put these in your own school template and amend the details as appropriate to your school (such as the PAN) and formally agree them as your own arrangements for 2027/28. Some example wording for different sections of your document can be found in [Appendix 1](#). Please note that these are a **guide only** and you should still refer to the Code and seek legal advice as appropriate when preparing your document.

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

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

What needs to be included in your arrangements

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

- Published Admission Number** for the year of entry.
- Oversubscription criteria** – how places will be allocated when there are more applications than places available. See later in this [document](#) for details.
- Definitions** relating to your oversubscription criteria e.g. siblings, home address, designated area, children in care, etc.
- How distances will be measured.** In your arrangements you must include the details of what system will be used to measure distances in the event of applying an oversubscription criterion using measurements or a tie-breaker. If Cornwall Council carries out the ranking process for you (i.e. you have purchased this service) and therefore undertakes distance measurements, you will need to include the details in your arrangements. See the example wording in [Appendix 1](#).
- Designated area details** (if designated area is a criterion in the oversubscription list). **This must be clearly defined by means of a map which shows its boundaries clearly, or by some other means such as a definitive list of road names or postcodes.** It is not enough just to provide a link to the designated areas on our website.
- Schools with **sixth forms** must describe their particular entry arrangements and oversubscription criteria.
- Schools that take reception-age children must make it clear in their arrangements that parents/carers can request **deferred or part-time entry** until their child is of compulsory school age (see section later in this [document](#)).
- Details about how **admission outside the normal age group** can be requested.
- Reference to applications for children with an **Education, Health and Care Plan**. All children whose EHC Plan names your school must be admitted – you need to refer to this in your arrangements – so they will not be part of your oversubscription list but you might say something along the lines of ‘...the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan names the school...’
- Information about your **waiting list** (which must be held for at least the first term of the academic year of entry). Children are automatically added to the waiting list (where one is held) if they are refused a place at a school.
- Tie-breaker.** Admission arrangements **must** include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. See [Appendix 1](#) for an example of this. You will also need a final tie-breaker.

Published Admission Number

Increase or decrease?

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

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

Note that the PAN only applies to the relevant age group (the first year that children ordinarily enter the school e.g. Year 7 in a secondary school) and you must admit up to the PAN for the whole of the academic year.

If your school has an ARB, please note that your school’s PAN relates to your **mainstream pupils only** and that your ARB capacity, along with allocations to your ARB, are managed separately to mainstream pupils applying to join your school. When reviewing/setting your PAN, please bear this in mind.

Part time and deferred entry

As noted in recent OSA reports, Part-time attendance and deferred entry for children below compulsory school age are entitlements. They are not requests to be considered by schools and possibly refused. Delayed entry for summer born children is separate:

Summer-born children – delayed entry to reception

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

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

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

You must include in your admission arrangements how places outside the chronological year group, across the whole school, can be requested – this includes delayed entry. It is also recommended that you have procedures in place for consideration of delayed entry requests, paying attention to the guidance signposted here: [Delayed admission to school for summer born children - Cornwall Council](#)

Home address

You must explain what will be considered to be the child's home address for the purposes of determining admissions. When defining this in your arrangements, bear in mind Cornwall Council's definition of home address in the Co-ordinated Admissions Scheme:

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

- *the child's principal permanent residence at the point of application and the address from which they will attend school; or*
- *a future address from which the child will attend school, supported by a form of evidence from the list in Cornwall Council's Co-ordinated Admissions Scheme.*

An admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine:

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

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

Oversubscription criteria

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

For example:

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

And then in your definitions...

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

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

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

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

Other priorities

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

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

- Children of staff

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

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

You must specify how this priority will be applied, for example, which groups of staff it will apply to. **Note that this can only apply to staff at the school in question**, however this could include shared services staff who work for the majority of time on the site of the school in question.

Consultation

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

When do we need to consult?

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

Who do we consult with?

You must consult with:

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

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

How do we consult?

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

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

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

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

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

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

What is our 'relevant area'?

The relevant area for consultation is set for all schools by Cornwall Council. The relevant areas to be consulted on for 2027/28 are as follows:

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

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

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

Consultees will include:

- Cornwall Council
- all other admission authorities of infant, junior or primary schools within the relevant area

- any other local authority which is the admission authority for a school within the relevant area
- the two nearest primary schools where these are not covered in the 5 mile radius
- the Diocesan authority (voluntary-aided schools only)

Academy, foundation and trust secondary schools

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

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

Consultees will include:

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

Final steps

- Decide on the final arrangements by **28 February 2026**, ensuring that the decision to determine your arrangements is recorded formally in the minutes of the relevant meeting.
- Publish the arrangements on your website alongside your current arrangements, including any supplementary form, by **15 March 2026**.
- Notify Cornwall Council, the Diocese (if a faith school) and other schools in the relevant area.
- Send a copy of the arrangements to Cornwall Council before **15 March 2026** (to: schooladmissions@cornwall.gov.uk).
- Where you have changed the PAN – notify Cornwall Council.

Objections

Following determination of arrangements, any objections to those arrangements must be made to the Schools Adjudicator by **15 May 2026**. You need to ensure that you have published and shared your agreed arrangements within the statutory timescales to give interested parties an opportunity to object.

Links

School Admissions Code 2021:

www.gov.uk/government/publications/school-admissions-code--2

Admission Appeals Code 2022:

www.gov.uk/government/publications/school-admissions-appeals-code

Admission Appeals:

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

School admissions applications from overseas:

www.gov.uk/guidance/schools-admissions-applications-from-overseas-children

Cornwall Council information:

www.cornwall.gov.uk/admissions

Appendix 1: Example wording

Please note that this wording is a guide only and you should still refer to the School Admissions Code 2021 when preparing your document. This is not an example document but wording for different paragraphs that may or may not be relevant to your arrangements.

Possible introductory wording

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

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

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

Allocation of places

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

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

The published admission number (PAN) for [reception] [year 3] [year 7] in 2027/28 will be [PAN]. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

Deferred/delayed entry

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

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Appeals

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

Waiting lists

If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. **No priority is given to the length of time that a child has been on the list.** Children with an Education, Health and Care Plan and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

Oversubscription Criteria

In the event of there being more than **[number]** applications for places in year **[XXX]** for the 2027/28 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan that names the school:

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

2.

3.

Notes and definitions

Children in care

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

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

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

Designated areas

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

The designated area is defined below:

[MAP of the designated area]

Maps are also available for all designated areas online at: www.cornwall.gov.uk/admissions

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

Children with an unequivocal professional recommendation

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

Siblings

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

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

Tie-breakers

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

Final tie-breaker

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

Distances

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

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

Home address

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

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

An admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine:

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

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

It is expected that parents will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, Cornwall Council will determine the home address.

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

Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.

Appendix 2: Admission Arrangements Checklist (not exhaustive!)

Immediately:

- We have published our 2025/26 and 2026/27 arrangements on our website.

By 28 February 2026 (for 2027/28 arrangements):

- We have **reviewed the suitability of our PAN** and sought advice from the Local Authority where necessary.
- We have **consulted thoroughly** on any proposed changes.
- The arrangements are **reasonable, clear and fair**.
- Our first oversubscription criterion is **children in care/children previously in care including children previously in care outside England**.
- We have included reference to the fact that children with an **EHC Plan** will be admitted if our school is named in their Plan.
- We have explained **how distances will be measured**, including naming the software that will be used and which software Cornwall Council will use if they measure for us.
- We have included details about **waiting lists** including explaining how long they will be held and for which year groups.
- We have included a list of **definitions** relating to our oversubscription criteria e.g. siblings, professional recommendation, etc.
- We have **included a map** of the designated area (if this is a criterion).
- We have included an explanation of how **admissions outside the normal age group** can be requested.
- We have included details about **part-time and deferred entry** (primary schools).
- We have included details about our **sixth form** admissions (relevant secondary schools).
- We have included a clear **tie-breaker and final tie-breaker**.
- We have checked that the **contact details** for the School Admissions Team are correct.
- The arrangements have been **agreed and minuted** at a formal meeting.
- The arrangements have been **published** on our website (by 15 March 2026).
- We have **emailed a copy** of the arrangements to schooladmissions@cornwall.gov.uk (by 15 March 2026).

Prepared by:

Sarah Lewis

School Admissions Manager

Together for Families

August 2025

www.cornwall.gov.uk/admissions

schooladmissions@cornwall.gov.uk

0300 1234 101

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