

Admissions Focus

Newsletter for schools – September 2018

Welcome to our first newsletter of the new school year.

With best wishes from the School Admissions Team



Statistics

During 2017/18 we handled over **5000** applications to change schools. Less than half of these applications were for families moving into Cornwall. With so much change we must all remember our duties in relation to keeping children safe in education. See the 'Working together' and 'Focus on' sections for more information.

News

Team change

At half term Mark will be leaving us to take a year off. Many of you will know that Mark is part of the furniture at New County Hall so he will be missed! Long-standing team member Fran will be stepping up to the role for the year including presenting admission appeal cases.

Working together

Joiners/leavers

You should, by now, have received a copy of the Education and Early Years document '**Terms of Reference – joiners/leavers**' which sets out how schools and the Local Authority will work together, in line with the statutory requirements, to share information on pupils joining and leaving the school at non-standard admission points. This is to ensure that we meet our duty to ensure that all children of compulsory school age are safe and receiving a suitable education.

We know that many of you already let us know as soon as a child has joined or left your school and the Terms of Reference set out the requirements and the context for this.

Joiners:

All schools must inform us via email either immediately or within five days of pupils that have been added to the school roll.

Leavers:

All schools must inform us immediately or within the statutory five days via email of pupils that have been removed from the school roll when the grounds for removal have been met.

For further information please refer to the Terms of Reference or contact us if you have any questions.

Tasks and deadlines reminder

2019 normal round admissions applications are now being accepted. Please identify in particular any families that might need support with applying and either help them with the process or signpost them to us or the Family Information Service. The closing dates are:

Secondary Transfer: **31 October 2018**

New Reception: 15 January 2019

Junior Transfer: 15 January 2019

2020/21 admission arrangements

It is time to prepare your 2020/21 admission arrangements if you are an academy, trust or VA school – we have issued some guidance on this which includes key updates. If you have not received a copy please contact us. The **statutory deadline** for agreeing arrangements is **28 February 2019**.

Website requirements

Do not forget that it is a **statutory requirement** for schools to publish their admission arrangements on their website. You should currently have displayed your **2018/19 and 2019/20** arrangements. In the spring term you will also need to add your new **2020/21** arrangements.

Focus on:

Children Missing Education

It is always worth focusing on this crucial part of our shared duties and particularly now in light of the revised guidance on [Keeping Children Safe in Education](#) (Department for Education Sept 2018).

As covered in the 'Working together' section, you must let us know when a child arrives at or leaves your school. You also need to take action if a pupil that has been allocated does not arrive with you.

If an allocated child does not arrive or if a child leaves your school with or without notice you must make reasonable enquiries regarding the child's whereabouts. You should then notify us of the child's destination or the steps that you have taken to contact the family without success. The LA will then, only after your own investigations have failed, take over the Children Missing Education case.

Schools' responsibilities are stated in the [statutory guidance](#) and further information on Children Missing Education is available in [School Messenger](#).

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