

# A Parental Guide to School Admissions in the Vale 2019/20

## Educating Children in the Vale of Glamorgan

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### **Contact Details**

For further information on School Admissions please view our website [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk).

You may also contact the team by emailing

**admissions@valeofglamorgan.gov.uk** or by telephoning 01446 700111.

Our address is Vale of Glamorgan Council, Directorate of Learning and Skills, Civic Offices, Holton Road, Barry CF63 4RU

## 1. Letter from Cabinet Member for Learning & Culture and the Director of Learning & Skills

Dear Parent/ Guardian

In the Vale of Glamorgan we are very proud of our thriving nursery, primary, secondary and special schools and we are delighted to welcome you and your child to our education community. We are committed to high standards of education and our partnership with parents, governors and schools.

Starting school is an important time for parents and children alike. We understand the importance of making a well-informed decision about the school you would like your child to attend. This booklet gives you all the information you need about our admission arrangements, some facts about our schools and other information that may be of interest to you. You might find it helpful to visit local schools. Individual school websites are also an excellent source of information as well as the Council's website ([www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)) which has a link to the Welsh Government site "my local school". You may also wish to read recent Estyn inspection reports.

There are a variety of schools to choose from including English and Welsh Medium schools, Community Schools and those with their own admission arrangements such as Voluntary Aided and Foundation Schools (please see appendix 6 for more information on this). Please be aware that although you have the right to express a preference for a school, there is no guarantee that your first choice will be offered. Sometimes there are more applications for a school than there are places available. When this happens, places will be offered by using the oversubscription criteria - the rules applied when allocating places - in this guide. Please consider these rules as it will help you understand the likelihood of your child being offered a place. Although applications sometimes have to be refused, the Vale of Glamorgan Council is very proud of the fact that over 90% of parents are successful in gaining a place at their first choice school.

Having considered all the information available to you and made a decision about which schools you would like to apply for, please ensure you make your application by the closing dates contained in this booklet. By applying on time, you will know that your application will be considered along with the other applications for your preferred school. If your application is late, there is a risk that your preferred school will already be full.

I hope that you find everything you need contained within this guide, however, our experienced School Access Team are available to provide any advice and guidance you may need.

Yours faithfully

**Cllr Bob Penrose**

**Cabinet Member for**

**Learning & Culture**

**Paula Ham**

**Director of Learning & Skills**

## 2. Applying for a school place

The entry of children into schools is controlled and administered by an 'Admissions Authority'. The admission authority for the Vale of Glamorgan's Community and Voluntary controlled schools is the Council and this is managed by our School Access Team.

In the case of Voluntary Aided and Foundation Schools the admission authority is the Governing Body of the school. Please view the schools website for further information in this case.

Within the council each school has an area known as a catchment area. Pupils living within the catchment area are prioritised higher than those residing outside of the catchment area as detailed in the oversubscription criteria. For further information and details concerning your catchment school, please refer to the "In your neighbourhood" postcode checker on the home page of the Vale of Glamorgan website.

All parents are required to express a preference for a school they wish their child to attend, which must be done by completing an application form, either by using one of our paper application forms or by applying online. In the majority of cases, parents or carers are happy to choose their local school but it is necessary for the school to be named on an application form supplied by parents before a place can be allocated. When applying for a place in reception or transfer to secondary School, this is managed by an annual admission round and your application must be completed by the advertised closing date given in our **Some Important Dates** section to give your child the best chance of gaining a place in your chosen school. No place can be allocated to pupils to attend their catchment school, or any other school, unless a formal application is made. Those parents who do express a preference by the closing date will be considered first with late applications only being looked at once the first round of allocations has been completed. Please be aware that if you do not apply by the closing date, you may find that your chosen school is already full and your child could be denied a place at their local school.

Please note that only the Council's School Access Team can allocate a place for your child at a maintained school. Any letter received from a school (unless they are the admitting authority) stating that your child has a place reserved for them, should not be taken as an indication that a place has been allocated.

## 3. School Admissions Code July 2013

The Council will adhere to the requirements of the new School Admissions Code July 2013 and all relevant legislation. A summary of the main changes is provided below:

- a requirement that admission authority’s oversubscription criteria includes alongside looked after children, ‘previously looked after children’ as the first criterion in all instances;
- the setting of Common Offer dates on which decision letters must be issued. Please refer to the “Some Important Dates” section.
- a requirement that waiting lists are maintained until 30 September, as a minimum, where schools are oversubscribed
- guidance on additional exceptions to the class size legislation. These additional exceptions assist with the admission of all children of multiple births when the 30<sup>th</sup> child is from a multiple birth. Previously parents would have to decide if they wanted to take the place for one child when there was no space for the other(s). The changes also allow admission authorities to admit armed forces pupils to their local school should they move into the area outside of the admission round.
- more opportunities to vary existing admission arrangements without seeking approval from Welsh Ministers (Admission Code 2.21).

#### 4. Some important dates

You will find below some important dates relating to the application process, including the closing date and when we will inform you of the outcome of your application. All admission authorities, including schools managing their own admissions are required to adhere to these dates,

TIMETABLE	APPLICATION FOR	APPLICATION FOR	APPLICATION FOR
	TRANSFER TO SECONDARY SCHOOL ACADEMIC YEAR 2019/2020	RECEPTION ACADEMIC YEAR 2019/2010	NURSERY PLACE ACADEMIC YEAR 2019/2020
Admissions Information sent to parents/ schools & On Line application Service opens	27 September 2018	08 November 2018	25 January 2019
Closing date for receipt of preference forms	30 November 2018	11 January 2019	22 March 2019
Voluntary Aided Schools notify Council of results of applications	4 February 2019	5 April 2019	4 May 2019
Notification of results posted to parents of applications to Community, Voluntary Aided and Foundation Schools.	1 March 2019	16 April 2019	25 May 2019
<b>1st ROUND APPEALS TO BE HEARD IN LINE WITH THE REQUIREMENTS OF THE SCHOOL APPEAL CODE AND BEFORE THE START OF THE ACADEMIC YEAR</b>			

\*Decision letters for pupils who will be three before the 31 August 2019 will be sent on this date, letters will be sent to parents of pupils three between 1 September and 31 December 2019 in October 2019 and pupils three between 1<sup>st</sup> January 2020 and 31<sup>st</sup> March 2020 will receive their notification in January 2020.

## 5. Late Applications

Only applications received by the closing date for reception and transfer to secondary school can be considered in the first round of admissions so please note these dates in order to ensure that your application is received in time to be considered alongside all other parents applying on time. Late applications will be dealt with only after the first round of applications has been completed. This may affect your child's chances of gaining a place in the school of your choice if for example sufficient applications are received prior to the closing date for the council to admit up to the admission number. This would mean, for example, that applicants who live outside of the catchment area who apply on time are offered places instead of pupils who live within the catchment area whose parents did not apply by the closing date.

The arrangements for late applications are slightly different for nursery due to the termly allocation process. Once the closing date has passed and the initial round of allocations made for those pupils eligible for a September start date, any late applications are added to the allocation waiting lists for younger pupils due to start in January or April in order of the over subscription criteria.

In all cases, once the first round of allocations has been made and/or all available places have been offered, any late applications join the waiting list or termly nursery allocation lists as prioritised by the oversubscription criteria. If any places are subsequently offered at the school then they will be offered as ranked by this criteria. In this case, late catchment applications for example would have priority over "on time" applications categorised in lower criteria who were refused a place in the first round.

## 6. Online School Admissions

The Vale of Glamorgan Council operated an online admissions process. This makes it easier for parents to apply for Vale of Glamorgan school places. The benefits of the system are:

- it is quick and easy to use;
- you can apply from home 24 hours a day, seven days a week;
- there is no risk your application will be lost in the post;
- you will receive an email confirming that your application has been submitted and received by the council;

- it is secure and has a series of security features that will prevent others from seeing your information.

Details of the process and how to apply online is available on the council's website and is also included in a letter sent to parents of eligible Vale of Glamorgan pupils who are known to the school access team in the autumn term on the launch of the admission round for this academic year. For more details please view our web pages or email [admissions@valeofglamorgan.gov.uk](mailto:admissions@valeofglamorgan.gov.uk).

## 7. Applying by post

The traditional paper-based process is still available and requires parents to fill in a paper application form and send it to the council. An acknowledgement will be sent by post.

## 8. Admission Number/Infant Class Size Limits

Each school has an admission number which indicates the number of pupils a school is able to admit to a 'relevant age group'. An admission cannot be refused to any school in a normal year of entry until its admission number has been reached. The admission number reflects a school's capacity to accommodate pupils in terms of the size of the accommodation available. Once an admission number has been reached an admission can be refused. The admission number for each Vale of Glamorgan school is provided in Appendix 1.

In addition to Admission numbers, Government legislation determines that no child aged 5, 6 or 7 years will be in a class of more than 30 pupils as outlined in the Schools Standards and Framework Act 1998. This regulation places a statutory duty upon local authorities and school governing bodies to limit to 30 the size of all infant classes. The Council will adhere to its requirements with relation to admission numbers and Infant class size limits whilst ensuring, wherever possible, that every pupil is offered a place in a primary school within reasonable distance of home. Parents should note however that Councils and governing bodies are not required to comply with parents' preferences where the admission of a pupil to a class would be incompatible with the duty to meet infant class size limits, provided the schools admission number had also been met.

## 9. Early Years Funding

Parents may apply for early years funding with a provider approved by Vale of Glamorgan Early Years Development and Childcare Partnership.

If your child is three years old between:

1 April – 31 August (inclusive). - your child may be eligible for funding during the following Autumn Term



1 September – 31 December (inclusive) – your child may be eligible for funding during the following Spring Term

1 January – 31 March (inclusive) - your child may be eligible for funding during the following Summer Term

### How is funding provided?

Application forms are available from registered childcare providers who have an agreement with the council to provide early years education. Pupils must be resident in the Vale of Glamorgan, and you will be required to provide a copy of your child's birth certificate. You will also be required to provide a Council Tax Statement and a recent utility bill as proof of residence.

## 10. Admission to Early Years Education/ Nursery

Details of nursery units and schools within the Vale of Glamorgan are listed in appendix 1. Children are entitled to a part-time place of five half day educational sessions from the start of the term following their third birthday. It is the Headteacher's decision whether a morning or afternoon place will be offered. This provision may be either at a nursery school, nursery unit of a school or an education provider registered with the Vale of Glamorgan. Please refer to the list of registered education providers within the Vale of Glamorgan which can be found in appendix 3.

**Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. A separate application will need to be made and will be considered in line with the published criteria.**

### **Nursery Schools & Classes - Qualifying dates for children to obtain a part time place**

If your child is three years old between:

1 April – 31 August (inclusive). Your child may be accepted during the Autumn Term

1 September – 31 December (inclusive) your child may be accepted during the Spring Term

1 January – 31 March (inclusive) your child may be accepted during the Summer Term

If you would like information on play schemes, childcare and breakfast clubs etc., please refer to the section Family Information Service (FIS) or contact individual schools.

## 11. Nursery Admission Arrangements

The Council is the admissions authority for all maintained community nursery Schools and nursery classes in community schools in the Vale of Glamorgan. No place can be allocated at a community or controlled nursery without formal application. The Council will normally accept children who are three years old at the start of term (1 September, 1 January or 1 April) up to the schools approved capacity. Where the number of applications for admission exceeds the number of places available, places will be allocated applying the following criteria, in the order of priority set out below, up to the approved capacity.

Parents should also note that children attending a nursery school will not have an 'automatic' right to continued education at the same school when moving up to a reception class, whether residing within the catchment area or outside it. Parents will be required to apply for their chosen school (see Primary Education Admission Arrangements section). As nursery education is not a statutory provision there is no right of appeal against a decision to refuse a place for a child at a particular school.

Where a parent provides fraudulent or intentionally misleading information to obtain the advantage of a particular school for their child, to which they would not otherwise be entitled, the Council reserves the right to withdraw the offer of a place.

### Nursery Admission oversubscription criteria

The Council is the Admissions authority for all maintained community nursery schools and nursery classes in community and voluntary controlled schools. Admissions are allocated termly in consideration of applications for pupils who were three on or before the last day of the previous term (**31 August, 31 December or 31 March**).

Children with a statement of Special Educational Needs, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

All applications are ranked by the published oversubscription criteria date regardless of their start date within the nursery. Pupils residing in catchment or with a sibling connection who are eligible for a nursery place later in the academic year will therefore be provisionally allocated places prior to the allocation of non-catchment applications even when the non-catchment applications are for older children.

Once the initial September allocations have been made, any late applications are added to the waiting list/ termly allocation list and places offered on that basis. In these cases, late catchment applications, for example, will be ranked higher up the allocation list than "on time" applications qualifying under a lower criteria.

**Autumn term admissions** (allocated in May for a September start date)

1. Children who will be three on or before 31 August where evidence has been supplied to confirm that they are looked after, or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.

2. Children who had their third birthday before the last day of the previous term, and are resident within the defined catchment area of the school on or before the published closing date for receipt of application forms. Evidence of permanent residence will be required. In the event of over-subscription by applicants from this category alone, the criteria set out below, in order of priority, will be applied to produce an order of preference;

(a) Children who have a brother or sister in attendance at the school during the academic year in which the child is to be admitted. (Where preferences exceed places available, the council determines priority by reference to the age of the pupils' youngest sibling in the school, the youngest commanding the highest degree of priority).

(b) Children in chronological date of birth order, the oldest being admitted first. If two or more children have the same date of birth priority will be given to children living nearest the school as measured by the shortest available walking route, those living nearest will have priority. The council uses a Geographical Information System (GIS) to calculate home to school distances.

3. Children who had their third birthday before the last day of the previous term and whom the Council judges that there are compelling medical or social grounds for their admission to a specified nursery school/class i.e. those children recommended for placement with regard to medical, psychological or special education reasons. (Written recommendations from appropriate external agencies or professional advisers will be required in such cases)

4. Children who had their third birthday before the last day of the previous term and have a brother or sister in attendance at the school during the academic year in which the child is to be admitted (Where preferences exceed places available, the council determines priority by reference to the age of the pupils' youngest sibling in the school, the youngest commanding the highest degree of priority).

**Spring term admissions** (Allocated in October for a January start date)

5. Children who will be three on or before 31 December where evidence has been supplied to confirm that they are looked after, or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.

6. Children who will be three on or before 31 December, resident within the defined catchment area of the school on or before the published closing date for receipt of preference forms. Evidence of permanent residence will be required.

In the event of over-subscription by applicants from this category alone, the criteria set out at point 2 above, in order of priority, will be applied to produce an order of preference.

All remaining applications will be prioritised using points 3 and 4 above.

### **Summer term admissions** (allocated in January for an April Start date)

7. Children who will be three on or before 31 March where evidence has been supplied to confirm that they are looked after, or have been previously looked after by a local authority in accordance with section 22 of the Children Act 1989.

8. Children who will be three on or before 31 March, resident within the defined catchment area of the school on or before the published closing date for receipt of preference forms. Evidence of permanent residence will be required. In the event of over-subscription by applicants from this category alone, the criteria set out at point 2 above, in order of priority, will be applied to produce an order of preference.

All remaining catchment applications will be prioritised using points 3 and 4 above.

#### Remaining applications

9. Where there are still spaces available after applying the criteria above, these will be allocated to children who had their third birthday before the last day of the previous term (31<sup>st</sup> August, 31<sup>st</sup> December or 31<sup>st</sup> March) with priority given to those living nearest the nursery school/class as measured by the shortest available walking route, those living nearest having priority. The council uses a Geographical Information System (GIS) to calculate home to school distances.

In all cases evidence of permanent residence of a pupil at the time of application is required. Any place approved on the basis of residence will be withdrawn if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates.

Where a child permanently lives at two addresses over the course of a school week, then the home address will be determined as the address where the child lives for the majority of the week (i.e. 4 out of 7 days). Parents will be required to provide documentary evidence confirming the child is resident at the address they wish to be considered for allocation purposes. This will be legal documentation, Child Benefit confirmation, evidence from Social Services, Health Professionals or other professionals.

Where a parent provides fraudulent or intentionally misleading information to obtain the advantage of a particular school for their child, to which they would not otherwise be entitled, the LA will withdraw the offer of a place.

### **Admission to Nursery Classes Some Questions Answered**

**I have had my child's name down at the school of my choice since he/she was born. Does that guarantee I will get a place or give me an advantage over other applicants?**

No. Although schools sometimes find it helpful to keep lists, those lists are not relevant to the admission process. Parents must still apply through the admitting authority for a place at the school. The application will be processed using applications received and by applying the published admission criteria. There is no advantage to having your child's name on a list at a school.

**I have another child attending the school of my choice, but we live out of catchment. Does having a sibling at the school put my child in a higher criterion?**

Having a sibling at the school is part of the criteria used, but does not guarantee you a place at the school of your choice. Catchment children will still always take priority.

**My childcare arrangements make it important for me to get a place at the school of my choice, which is outside my catchment area. Will this be taken into consideration?**

Unfortunately childcare arrangements cannot be taken into account. Catchment children will always be placed as the highest priority to children from outside the catchment area.

**When will my child be eligible to start?**

If your child is 3 between:

1 April – 31 August (inclusive). Your child may be accepted for the following Autumn Term (September)

1 September – 31 December (inclusive) your child may be accepted for the following Spring Term (January)

1 January – 31 March (inclusive) your child may be accepted for the following Summer Term (April)

Your child can start full time education in the September following their fourth birthday, so, depending on their date of birth they may attend nursery for up to 5 terms.

## 12. Statutory School Age

The Council's policy allows all children who have attained their fourth birthday on or before the 31<sup>st</sup> August to attend full time school that September. This, however, is not a legal requirement. Some parents may choose not to send their children to school until later in the year or when they reach five years old and are of statutory school age. This will be a matter for parental decision however when considering this, please ensure that you are aware of the significant implications of this decision. The School Access Team would be able to provide you with advice as will individual schools if you are considering this course of action.

For information purposes, compulsory school age is defined as the start of the term following a child's fifth birthday. If your child is five on or before:

- 1 September
- 1 January or
- 1 April

then they must be enrolled at school at the beginning of that term. For example, a child who became five on 31 August would be of compulsory school age for the September term; a child who became five on 1 September would not be of compulsory school age until the start of the January term.

### 13. Voluntary Aided Schools

The appropriate admission authority for this category of schools is the governing body to which all applications should be made. The Council and other admission authorities within its geographical area must however agree common offer dates in order to assist parents. Voluntary Aided Schools have their own published oversubscription criteria. These can be found in appendix 6. Contact details for each school are given in the school list in appendix 1. The school website is also a useful source of information.

In order to ensure that wherever possible pupils access a place at their local school, an equal preference system is being introduced for applications to secondary school. This system is already in place for reception and nursery applications where parents are invited to identify up to 3 preferences. Parents are strongly recommended to list 2 different Community Secondary Schools, at least one being their catchment area school. In the case of applicants for Ysgol Gymraeg Bro Morgannwg, it is acknowledged that parents may choose to only nominate the Welsh Medium Secondary School however applicants can, if they wish nominate an alternative.

Expressing a preference does not guarantee admission to a chosen school. It will give the children of applicant's priority over children whose parents have not expressed a preference for that school. If parents do not apply for 2 different Community secondary Schools or submit their application late, it will be less likely the child will be able to attend their preferred or catchment school as late applications will be assessed after the applications considered in the initial round and their preferred or catchment school may already be fully subscribed.

Parents are advised to complete the application carefully and provide as much information (including supporting documentary evidence where necessary) as possible as this will be used for assessing where the child will be on the list for each school applied for. The council use an 'Equal Preference Scheme' to decide which school can be offered. This means that when we are making decisions we don't take into account the order that parents have put the schools in your application. Each preference will be assessed against the Council's admissions criteria so it is important that applicants read and understand these fully. The council can only offer one place within a Community school so when we are allocating places if we can offer more than one place we will always offer the school that you have listed as the highest preference. This is why the order parents put the schools in is so important.

## 14. Primary School Admissions

The Council is the admission authority for all maintained Community and Voluntary Controlled Infant, Junior and Primary Schools in the Vale of Glamorgan. In the case of a voluntary aided school the appropriate admissions authority is the governing body to which all applications for admission should be made. The Council will ensure, as far as possible, that every pupil is guaranteed a place in a primary school within reasonable distance of home.

All parents are required to express a preference by applying for the school they wish their child to attend/transfer to, even if it is a catchment area school. In the autumn term parents of eligible Vale of Glamorgan pupils known to the admissions authority will be invited to apply for their preferred primary school for the following September. Parents will be notified of decisions in line with the timetable provided in this guide. Attendance at a nursery class does not entitle a child to a reception class place in the same school. A separate application must be made. No guarantee can be given that a parents preference can be met in every case as requests for places in certain schools may exceed the number of places available.

All Primary schools are listed in appendix 1 of this document. Primary schools are categorised as “Community Schools”, “Church in Wales Voluntary Controlled Schools” and “Voluntary Aided Schools” (which can either be Church in Wales or Catholic).

## 15. Primary Education Oversubscription Criteria

Children with a statement of Special Educational Needs, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

1. Children where evidence has been supplied to confirm that they are looked after, or have been previously looked after in accordance with section 22 of the Children Act 1989.
2. Children who are currently permanently resident within the designated catchment area of the school on or before the published closing date for receipt of preference forms. In the event of over-subscription by applicants from this category alone the LA will allocate places in the following order of priority to produce an order of preference. The address provided will be checked with Council Tax and other sources.
  - (a) Children in respect of whom the Council judges that there are compelling medical or social grounds for their admission to a specified primary school i.e. those children recommended for placement with regard to medical, psychological or social reasons. Evidence from an appropriate professional person (medical consultant, social worker etc.) must be supplied to the

school access team no later than the closing date to qualify under this criterion.

- (b) Children who have a brother or sister in attendance at the school during the academic year in which the child is to be admitted. The council will determine priority and allocate places by reference to the age of the pupil's youngest sibling in the school, the youngest commanding the highest degree of priority.
- (c) Children who live furthest from an alternative school with a place available as measured by the councils Geographical Information System (GIS). Those living furthest from an alternative school will have priority.

In these circumstances, pupils outside of the catchment area would not be considered.

3. Children not currently permanently resident within the designated catchment area of the school whose parents have satisfied the Council (by providing appropriate written evidence such as a rental agreement or confirmation of house purchase), on or before the published closing date for receipt of preference forms, that the child will be taking up residence within the catchment area by the commencement of the school term to which the application relates. Evidence of permanent residence within the catchment area must be supplied with the application form. In the event of over-subscription by applicants from this category alone the Council will allocate places in the following order of priority to produce an order of preference.
  - (a) Children in respect of whom the Council judges that there are compelling medical or social grounds for their admission to a specified primary school i.e. those children recommended for placement with regard to medical, psychological or social reasons. Evidence from an appropriate professional person (medical consultant, social worker etc.) must be supplied to the school access team no later than the closing date to qualify under this criterion.
  - (b) Children who have a brother or sister in attendance at the school during the academic year in which the child is to be admitted. The council will determine priority and allocate places by reference to the age of the pupil's youngest sibling in the school, the youngest commanding the highest degree of priority.
  - (c) Children who live furthest from an alternative school with a place available as measured by the councils Geographical Information System (GIS). Those living furthest from an alternative school will have priority.
4. Children in respect of whom the Council judges that there are compelling medical or social grounds for their admission to a specified primary school i.e. those children recommended for placement with regard to medical, psychological or social reasons. Evidence from an appropriate professional



person (medical consultant, social worker etc.) must be supplied to the school access team no later than the closing date to qualify under this criterion. In the event of over-subscription by applicants from this category alone criteria (5) and (6), in order of priority, would be applied to produce an order of preference.

5. Children who have a brother or sister in attendance at the school during the academic year in which the child is to be admitted. In the event of over-subscription by applicants from this category alone, the council will determine priority and allocate places by reference to the age of the pupil's youngest sibling in the school, the youngest commanding the highest degree of priority.
6. In determining applications for admission in respect of other pupils in the age group, the Council gives particular regard to the degree of proximity of the pupil's home to the school, as measured by the shortest available walking route; those living nearest will have priority. The council uses a Geographical Information System (GIS) to calculate home to school distances.

In all cases evidence of permanent residence of a pupil at the time of application is required. Any place approved on the basis of residence will be withdrawn if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates.

Where a child permanently lives at two addresses over the course of a school week, then the home address will be determined as the address where the child lives for the majority of the week (i.e. 4 out of 7 days). Parents will be required to provide documentary evidence confirming the child is resident at the address they wish to be considered for allocation purposes. This will be legal documentation, Child Benefit confirmation, evidence from Social Services, Health Professionals or other professionals.

Where a parent provides fraudulent or intentionally misleading information to obtain the advantage of a particular school for their child, to which they would not otherwise be entitled, the LA will withdraw the offer of a place.

## 16. Admission to Reception Classes - Some Questions Answered

These are the answers to some of the questions parents ask most often about admission to reception classes.

### **At what age can my child enter reception class?**

Children are admitted to reception classes in the September following their fourth birthday. This is not compulsory, but all children by law must start school no later than the first day of the term after their fifth birthday. Current policy allows for a single intake in September, which enables reception age pupils to be admitted to school full time in the September of the academic year in which they are five years old. Any child reaching the age of five between 1 September and 31

August may be admitted into school at the start the autumn term before their fifth birthday. (Please see **Statutory School Age** section).

**Is my child automatically guaranteed a place in the reception class of a school where he/she attends nursery?**

No. The attendance at a nursery class attached to a school, will not automatically entitle a child to a reception class place at the same school. An application must be made. Priority will always be given to those children who live within the catchment area of the school following application of the published criteria. Attendance in the nursery class is not a factor given consideration in the oversubscription criteria.

**How are admissions decided if a school is oversubscribed?**

In the event of oversubscription i.e. where there are more applications than places available, applications will be admitted applying the oversubscription criteria published in this document. In the case of Voluntary Aided and Catholic Schools please refer to the admission criteria detailed at appendix 6.

**What arrangements are there for me to appeal?**

All parents have a statutory right of appeal against decisions made to refuse an admission to a school once their child reaches statutory school age. Parents who have applied unsuccessfully will be informed in writing of the decision made, offering the right to appeal with a closing date for submission. The appeal will be heard by an Appeal Panel which is independent of the Council and whose decision is binding. Please refer to the section on **Appeals** for further information.

## 17. Moving from Primary to Secondary School

The Secondary schools in the Vale of Glamorgan are listed in appendix 1 of this booklet. Admission is based on a system of feeder primary schools. (See appendix 2). Secondary schools are classified as Community, Foundation or Aided Schools. The Council is responsible for the admission arrangements for Community Schools, whilst individual school governing bodies are responsible for the Foundation and Aided sector.

Children normally transfer to secondary school in the September following their eleventh birthday. In the autumn term Parents of Year 6 pupils are invited to apply for their preferred secondary school for the following September. In deciding upon admissions the Council will consider each individual application received by the published closing date. No guarantee can be given that parents` preference can be met in every case as requests for places in certain schools may exceed the number of places available. The Council will meet parental preference wherever possible provided there are spaces available and a school`s admission number will not be exceeded. However where the number of applications for admission to a school exceeds the number of places available, places will be allocated applying the admission criteria, in the order of priority, set out below.

## 18. Secondary School oversubscription criteria

In order to ensure that wherever possible pupils access a place at their local school, an equal preference system is being introduced for applications to secondary school. This system is already in place for reception and nursery applications where parents are invited to identify up to 3 preferences. Parents are strongly recommended to list 2 different Community Secondary Schools, at least one being their catchment area school. In the case of applicants for Ysgol Gymraeg Bro Morgannwg, it is acknowledged that parents may choose to only nominate the Welsh Medium Secondary School however applicants can, if they wish nominate an alternative.

Expressing a preference does not guarantee admission to a chosen school. It will give the children of applicant's priority over children whose parents have not expressed a preference for that school. If parents do not apply for 2 different Community secondary Schools or submit their application late, it will be less likely the child will be able to attend their preferred or catchment school as late applications will be assessed after the applications considered in the initial round and their preferred or catchment school may already be fully subscribed.

Parents are advised to complete the application carefully and provide as much information (including supporting documentary evidence where necessary) as possible as this will be used for assessing where the child will be on the list for each school applied for. The council use an 'Equal Preference Scheme' to decide which school can be offered. This means that when we are making decisions we don't take into account the order that parents have put the schools in your application. Each preference will be assessed against the Council's admissions criteria so it is important that applicants read and understand these fully. The council can only offer one place within a Community school so when we are allocating places if we can offer more than one place we will always offer the school that you have listed as the highest preference. This is why the order parents put the schools in is so important.

Children with a statement of Special Educational Needs, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

1. Children where evidence has been supplied to confirm that they are looked after, or have been previously looked after by a local authority in accordance with section 22 of the Children Act.
2. Children in the promoting age group in attendance at a linked feeder school of a secondary school and living within the geographical catchment area of the secondary school on or before the published closing date. In the event of oversubscription by applicants from this category alone criteria (5), (6) and (7) would be applied to produce an order of preference.
3. Children in the promoting age group permanently resident within the defined catchment area of the secondary school on or before the

published closing date for receipt of preference forms or not permanently resident within the defined catchment area of the secondary school but who have satisfied the council (by providing appropriate written evidence such as a rental agreement or confirmation of house purchase), on or before the published closing date for receipt of preference forms, that they will be taking up residence within the catchment area by the commencement of the school term to which the application relates. In the event of oversubscription by applicants from this category alone criteria (5), (6) and (7) would be applied to produce an order of preference.

4. Children in the promoting age group in attendance at a linked feeder school of a secondary school but not living within the defined catchment area of the secondary school on or before the published closing date for receipt of preference forms. In the event of oversubscription by applicants from this category alone criteria (5), (6) and (7) would be applied to produce an order of preference.
5. Pupils whom the Council judges to have compelling medical or social grounds for their admission to a specified secondary school i.e. those children recommended for placement with regard to medical, psychological or social reasons. Evidence from an appropriate professional person (medical consultant, social worker etc.) must be supplied to the school access team by no later than the closing date to qualify under this criterion. In the event of oversubscription by applicants from this category alone criteria (6) and (7) would be applied to produce an order of preference.
6. Pupils who will have a brother or sister on register at the school in years 7 to 11 only during the academic year in which the child is to be admitted. In the event of over-subscription by applicants from this category alone, the Council will determine priority and allocate places by reference to the age of the pupils youngest sibling in the school, the youngest commanding the highest degree of priority.
7. In determining applications for admission in respect of other pupils in the promoting age group the Council gives particular regard to the degree of proximity of the pupil's home to the secondary school as measured by the shortest available walking route, those living nearest will have priority. The council uses a Geographical Information System (GIS) to calculate home to school distances.

Only applications received by the published closing date for receipt of preference forms will be considered in the initial round of allocation of places.

In all cases evidence of permanent residence of a pupil at the time of application is required. Any place approved on the basis of residence will be withdrawn if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates.

Where a child permanently lives at two addresses over the course of a school week, then the home address will be determined as the address where the child lives for the majority of the week (i.e. 4 out of 7 days). Parents will be required to

provide documentary evidence confirming the child is resident at the address they wish to be considered for allocation purposes. This will be legal documentation, Child Benefit confirmation, evidence from Social Services, Health Professionals or other professionals.

Where a parent provides fraudulent or intentionally misleading information to obtain the advantage of a particular school for their child, to which they would not otherwise be entitled, the LA will withdraw the offer of a place.

### **Secondary oversubscription criteria (in year transfers)**

1. Children where evidence has been supplied to confirm that they are looked after, or have been previously looked after in accordance with section 22 of the Children Act 1989.
2. Pupils permanently resident within the defined catchment area of the secondary school or not permanently resident within the defined catchment area of the secondary school but who have satisfied the council by providing evidence, that they will be taking up residence within the catchment area before starting at the school. In the event of oversubscription by applicants from this category alone criteria (3), (4) and (5) would be applied to produce an order of preference.
3. Pupils whom the Council judges to have compelling medical or social grounds for their admission to a specified secondary school i.e. those children recommended for placement with regard to medical, psychological or social reasons. (Written recommendations from the appropriate external agencies or professional advisers will normally be required in such cases). In the event of oversubscription by applicants from this category alone criteria (6) and (7) would be applied to produce an order of preference.
4. Pupils who already have a brother or sister at the school, years 7 to 11 only, and who will be on register at the school at the time in which the child is to be admitted. In the event of over-subscription by applicants from this category alone, the Council will determine priority and allocate places by reference to the age of the pupils youngest sibling in the school, the youngest commanding the highest degree of priority.
5. In determining all other applications for admission the Council will consider the degree of proximity of the pupil's home to the secondary school as measured by the shortest available walking route. Those living nearest will have priority. The council uses a Geographical Information System (GIS) to calculate home to school distances.

## **19. Transfer from Primary to Secondary Education**

### **Some Questions Answered**

These are the answers to some of the questions parents ask most often about transfer to secondary education.

**At what age will my child enter secondary school?**

The Council's policy is that children transfer to secondary school in September of any year if they have reached the age of eleven on or by 31 August in that year.

**What are the arrangements for transfer from primary to secondary school?**

If your child is attending a Community or a Church in Wales primary school and is due to transfer to a secondary school next September you will receive correspondence from the Council in the autumn term of year 6. All parents must apply for the school they wish their child to attend/transfer to, even if it is the school identified by feeder primary school arrangements. Failure to apply could lead, if demand exceeds the number of places available, to some children being denied a place at their local school. You are strongly advised to apply by the closing date. The Council will consider applications received prior to the closing date before any late applications. If you wish to apply for Stanwell or St Richard Gwyn Catholic Secondary School, you should apply to the Governing Body of the School, who will consider them in the light of their own admission arrangements. Details of the admission arrangements for the Bishop of Llandaff Church in Wales Secondary School are available from the school itself.

**How are admissions decided if a school is oversubscribed?**

In deciding admissions, the council applies the published oversubscription criteria which is found in this booklet

**What should I do if I want my child to attend a denominational secondary school, (i.e. a Church in Wales or Catholic secondary school) or a Foundation school?**

Admissions to these schools are dealt with by the Governors of each school. Details of how to apply for Church in Wales secondary schools are distributed to pupils in their final year at County primary schools and the Church in Wales primary schools. Details about the admission arrangements for the Catholic secondary school will be distributed to pupils in their final year at Catholic primary schools. In addition, any parent can obtain information about the admission arrangements for a particular denominational or foundation school from the school itself. Admission policies for our Foundation and Voluntary Aided Schools are provided in Appendix 2 and 3.

**What arrangements are there for me to appeal?**

Please refer to our appeals section. An Appeal Panel is independent of the Council and comprises of lay persons, persons who have experience in education, are acquainted with the educational conditions in the area, or are parents of a registered pupil at another school. Parents who have applied unsuccessfully for an alternative Community secondary school and who wish to appeal must submit their appeal form by the deadline provided. Appeals submitted after the deadline will not be considered except in exceptional circumstances, e.g. where a family changes address at a time which makes compliance with the deadline impossible. Separate and distinct Appeal Panels hear appeals against decisions of aided and foundation schools. Guidance on such an appeal should therefore be sought from the schools

concerned.

### **At what age can my child legally leave school?**

A child can legally leave school on the last Friday in June following their 16th birthday.

## **20. Transferring to a different School/ moving into the area**

Parents can ask to change schools at any stage of a child's education. They may of course be forced to do this because they are moving house, but in other cases it is generally considered to not normally be in the best interests of the pupil. A change of school mid-year or after year 7 can seriously disrupt the continuity of a child's education and cause difficulties over curriculum compatibility, examination arrangements etc. If your child is in years 9, 10 or 11, the range of subject options chosen may also be a factor. If parents feel that a problem at school is so serious as to necessitate a change, you are urged to take all reasonable steps to resolve the issue with the school first, and then to seek advice from the Council if necessary, before applying formally for a transfer.

Applications to transfer to a different school are normally completed ten school days from their receipt by the School Access Team. Where more applications are received than there are places available, the relevant oversubscription criteria will apply. In all cases the request and the reasons for the request may be shared with Headteacher of both the current and prospective schools. Parents should not remove children from a school until an Admission to an alternative school has been agreed. Where a need has been identified, advice may be sought from other specialist teams within the Directorate.

As applications to transfer schools are normally completed in ten school days, the Council would not normally process an application to transfer (outside the annual admission round for Reception and transfer to Secondary Education) more than six weeks before the places are required. For September places this process would begin around mid-June in order to finalise prior to start of the summer break in July. Applications received in school holidays would not normally be able to be finalised until schools reopen in the new term.

## **22. Admissions to Sixth Forms**

The Governing Bodies of Community Schools are responsible for the determination of admission arrangements to sixth forms. Application should therefore be made directly to the school.

## **23. Admissions to Denominational Education/Foundation Schools**

## A) Denominational Education

### (i) Catholic Schools

The appropriate admission authority is the governing body to which all applications are normally made. St Richard Gwyn is the only Catholic Secondary School in the Vale of Glamorgan which has two linked feeder schools, St Helens and St Joseph's Catholic Primary Schools. Parents of pupils attending these linked schools will be advised of admission procedures and arrangements during the autumn term by the school itself. Those pupils who do not attend a linked school but who attend another Vale of Glamorgan school will be invited to apply for a school place by the council. If they apply for a school that manage their own admissions, the school access team will notify the relevant school. Parents of pupils not attending a Vale of Glamorgan primary school will need to contact the school itself for further details and an application form. Relevant admission policies for the school are shown in Appendix 6.

### (ii) Church in Wales Schools

There is no Church in Wales Secondary Schools in the Vale. Parents wishing a Church in Wales Secondary education will need to contact neighboring authorities. The Council has established links with the Bishop of Llandaff CIW secondary school in Cardiff. As the appropriate admission authority for the school is the governing body, parents will need to contact the school for further details and an application form. School transport would be considered to this school for Vale pupils, subject to statutory qualifying limits. Please refer to the section on **school transport** in this booklet.

## B) Foundation Schools

The appropriate admission authority is the governing body to which all applications should be made. The linked feeder schools are described in appendix 2 of this document. Details of how to apply to Foundation Schools will be distributed to pupils in the linked feeder schools in their final year at Vale of Glamorgan Primary schools. Those parents of pupils not in a linked feeder school will need to contact the schools for further details and an application form. Relevant admission policies for foundation schools are shown in Appendix 6.

## 24. Statutory Appeals

All parents have the right to appeal if they are refused a place for their child at a school. The only exception to this is Nursery School as this is not statutory education. If parents are dissatisfied with the result of an application for a particular Community school, an appeal may be submitted to an Appeal Panel, which is independent of the council, and comprises of lay members who have experience in education, or who are acquainted with the educational conditions in the area, or are parents of registered pupils at a school. Separate and distinct Appeal Panels hear appeals against decisions of the Governors of Church and Foundation Schools. Guidance on such an appeal should therefore be sought from the school



concerned. An appeal must be made in writing on the appropriate form by the prescribed deadline, setting out the grounds on which it is made. Parents who submit an appeal will be given the opportunity to speak before the Appeal Panel if they wish. The decision of an Appeal Panel is final and is binding on the Council or the Governors, as appropriate. In the case of an unsuccessful appeal, unless there is subsequently a significant change in the circumstances relating to the original application there will be no further right of appeal available as far as the academic year in question is concerned.

### **School admission appeals held during the academic year 2017 to 2018**

There were 150 appeals held during the academic year 2017/18. The outcomes were as follows:

<b>School</b>	<b>Number of appeals</b>	<b>outcome</b>
<b>Albert Primary</b>	<b>16</b>	<b>All dismissed</b>
<b>Barry Island Primary</b>	<b>2</b>	<b>All dismissed</b>
<b>Cadoxton Primary</b>	<b>2</b>	<b>All dismissed</b>
<b>Cogan Primary</b>	<b>6</b>	<b>All dismissed</b>
<b>Colcot Primary</b>	<b>1</b>	<b>All dismissed</b>
<b>Evenlode Primary</b>	<b>15</b>	<b>2 Upheld</b>
<b>Gwenfo C.W Primary</b>	<b>6</b>	<b>All dismissed</b>
<b>High Street Primary</b>	<b>1</b>	<b>All dismissed</b>
<b>Holton Primary</b>	<b>2</b>	<b>All dismissed</b>
<b>Jenner Park</b>	<b>1</b>	<b>All dismissed</b>
<b>Llangan Primary</b>	<b>2</b>	<b>2 Upheld</b>
<b>Palmerston Primary</b>	<b>2</b>	<b>2 Upheld</b>
<b>Peterston Super Ely C.W Primary</b>	<b>1</b>	<b>All dismissed</b>
<b>Rhws Primary</b>	<b>1</b>	<b>All dismissed</b>
<b>Romilly Primary</b>	<b>2</b>	<b>All dismissed</b>
<b>St Athan Primary</b>	<b>3</b>	<b>All dismissed</b>
<b>St Nicholas C.W Primary</b>	<b>1</b>	<b>All dismissed</b>
<b>Sully Primary</b>	<b>8</b>	<b>1 Upheld</b>

<b>Victoria Primary</b>	<b>14</b>	<b>1 Upheld</b>
<b>Y Bont Faen Primary</b>	<b>8</b>	<b>All dismissed</b>
<b>Ysgol Bro Morgannwg</b>	<b>5</b>	<b>All dismissed</b>
<b>Ysgol Sant Baruc</b>	<b>1</b>	<b>All dismissed</b>
<b>Cowbridge Comprehensive</b>	<b>11</b>	<b>All dismissed</b>
<b>Llantwit Major Comprehensive</b>	<b>8</b>	<b>7 Upheld</b>
<b>St Cyres Comprehensive</b>	<b>31</b>	<b>1 Upheld</b>

## 25. Waiting Lists

Where an application is refused, the pupil will be placed on a waiting list until the 30 September following their application. This waiting list is ranked in the order of the relevant oversubscription criteria and therefore their position on the list is subject to change if, for example additional applications qualifying under higher criteria are received. No account is taken of the length of time the pupil has been on a waiting list, the particular infant or primary school the child is attending in the meantime or to the length of time the school has been aware of the parental intention to apply for a place at the school. If a parent wishes their child to remain on the waiting list after 30<sup>th</sup> September in any academic year, they will need to contact the School Access Team to arrange this.

## 26. Multiple Births

When only one place is available and a parent of multiple Birth Children (i.e. twins, triplets etc.) apply, the admission authority can normally only offer the number of places available at the school. It will be for the parents to determine if they wish to take the place available for one of their children. In these exceptional cases, advice should be sought from the School Access team as in some cases in Key Stage one, permitted exceptions apply.

## 27. Definition of Siblings

This includes all children living within the same household with one or more parent who has full parental responsibility. This includes a brother/sister; or step brother/step sister; or half brother/ half sister adopted or fostered permanently resident at the same address Evidence of parental responsibility may be required. In these circumstances, advice should be sought from the School Access team.

## 28. Fraudulent/ Misleading applications

Where a parent provides fraudulent, false or intentionally misleading information to obtain the advantage of a particular school for their child, to which they would not otherwise be entitled, the Council will withdraw the offer of a place. An example of this would be a false claim to live at an address within a catchment area which would effectively deny a place being offered to another child. In these cases, the council can withdraw the place, even if the child has started at the school. Where a place is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if a place is refused.

## 29. Applications for children of UK Service personnel and other Crown Servants

The Vale of Glamorgan Council has a long history of welcoming children of UK service personnel to our schools. The council is aware that Service families often have to move quickly and proof of residency is not always available and this is taken into consideration when dealing with applications from UK Service families. Due regard to Welsh government advice and statutory guidance in the case of exceptions to Infant class size limits on this matter is given. The council will:

- ensure that the needs of the children of UK Service families are taken into account;
- allocate a school place in advance of a move if the application would meet the criteria when they move to their destination;
- invite a service representative to join the admissions forum;
- accept a unit postal address for applications from service personnel in the absence of a new home postal address.

The council will not:

- reserve places for blocks of these children, or
- refuse a place to a child of a UK service family because the family does not currently live in the area.

## 30. Provision for Children who have Additional Learning Needs

The Vale of Glamorgan Council, in accordance with the 1996 Education Act, recognises that an estimated 20% of the school population have Additional Learning Needs at some time during their school life. The Council is committed to fulfilling its responsibilities and duties towards these children and has adopted a

staged approach to identify and assess each child's Special Educational Needs in line with the four stages of the Code of Practice. The Achievement for All Service was established to meet the Council's statutory duties and works closely in partnership with schools, parents and other agencies. Details of the provision available are given in appendix 5. Most children's needs can be met in local mainstream schools, with outside specialist help if required. For children with more significant learning difficulties a Statutory Assessment may be necessary which may result in a Statement of Special Educational Needs being issued which will detail the child's needs and the provision to meet those needs. On occasion, a school may be named in this statement. Where this decision has been made prior to the allocation of places, children with a statement of SEN that names a school will be placed before other applications are assessed against the oversubscription criteria.

The Council acknowledges that there is a continuum of Additional Learning Needs and this is reflected by a continuum of provision. This comprises full inclusion in mainstream classes, special units/classes in mainstream schools and special schools with expertise in teaching children with particular learning difficulties.

If you are concerned that your child may have Additional Learning Needs please discuss this in the first instance with your child's Headteacher. You may also contact the Achievement for All at the address shown in Appendix 5.

## 31. Transport

Councils have a statutory duty to provide pupils with free transport to the nearest available school if they reside beyond 'walking distance' to that school. The law relating to 'walking distance' is defined as two miles for Primary age and three miles for secondary age, measured by the nearest available walking route.

The Vale of Glamorgan Council provides transport as follows:

- for primary age pupils residing over 2 miles from their nearest or designated catchment area primary school and;
- for secondary age pupils residing over 3 miles from their nearest or designated catchment area secondary school;
- The council uses a Geographical Information System (GIS) software package to measure the "walking distance".

The above distance criteria will apply to both denominational, English and Welsh medium education provision. However, where pupils attend, as a result of parental preference, a school other than the nearest or designated catchment area school, it must be understood that parents accept full responsibility for transport costs and arrangements. If a child qualifies for free transport, a place will normally be provided on a special contract vehicle if there is one serving the particular area.

Pupils who do not qualify for free transport are sometimes permitted to travel on special contract vehicles on payment of a fare but only where spare space exists. It must be understood that the provision of this facility does not represent an obligation on the Council, and dependent on the capacity of the vehicle used, may result in the withdrawal of the facility at relatively short notice.

Certain schools are also served by a fare paying bus service which conveys non-qualifying pupils who pay fares to the driver.

In cases where a pupil qualifies for free school transport but no contract buses are provided parents may apply for travelling expenses.

Further information regarding school transport can be found on the webpage:

[http://www.valeofglamorgan.gov.uk/en/working/education\\_and\\_skills/schools/school\\_transport/school\\_transport.aspx](http://www.valeofglamorgan.gov.uk/en/working/education_and_skills/schools/school_transport/school_transport.aspx)

## 32. Free School Meals

Eligibility for free school meal entitlement is provided for parents who are in receipt of certain support payments. The relevant support payments are:

- Income Support (IS)
- Employment Support Allowance (Income Related) (ESA (IR)).
- Income Based Job seekers Allowance (IBJSA)
- Support under Part VI of the immigration and Asylum Act 1999
- Child Tax Credit (but not Working Tax Credit) with an annual income not exceeding £16,190, but who are NOT entitled to Working Tax Credit
- Guaranteed element of State Pension Credit
- Children who receive IS or IBJSA in their own right are also eligible to receive free school meals

If you think your child or children might qualify for free school meals, then you will need to complete an application form available from the Benefits Department, Civic Offices, Holton Road, Barry, CF63 4RU. Tel: 01446 709244 or email: [benefits@valeofglamorgan.gov.uk](mailto:benefits@valeofglamorgan.gov.uk).

## 33. School Uniform Assistance Scheme

The Welsh Government has introduced a Uniform Financial Assistance Scheme. This grant is available only for those pupils who are transferring from primary to secondary school, and will not be available for any child already in attendance at a secondary school. Eligibility for a uniform grant entitlement is provided for parents who are in receipt of certain support payments. The scheme provides a payment

of £105 to each pupil entering year 7 of secondary school or attending a special school at aged 11 at the start of the school year who is eligible for free school meals. Children of families in receipt of the following may also be eligible:

- Income Support (IS)
- Employment Support Allowance (Income Related) (ESA (IR)).
- Income Based Job seekers Allowance (IBJSA)
- Support under Part VI of the immigration and Asylum Act 1999
- Child Tax Credit (but not Working Tax Credit) with an annual income not exceeding £16,190, but who are NOT entitled to Working Tax Credit
- Guaranteed element of State Pension Credit

If you think your child or children might qualify for a uniform grant, then you will need to complete an application form available from [benefits@valeofglamorgan.gov.uk](mailto:benefits@valeofglamorgan.gov.uk) or your local school. Application forms are obtainable during the second half of the summer term for transfer to secondary school in the following September

#### 34. Education Maintenance Allowance (EMA)

The Education Maintenance Allowance provides financial support for 16-18 year olds who are continuing with their education at schools or further education institutions. It is means tested and to be eligible you will need to be:

- Aged 16 to 18
- Living in the UK
- In Full Time Study
- Studying eligible course

If you think you may be eligible please contact your school directly. Further information is available at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

#### 35. Public Examinations

The Vale of Glamorgan Council adheres to the advice, guidance and legislation provided by Welsh Government with regard to entrance for public examinations. Further information on school policy can be gained from the school direct, along with details of public examination results. All pupils are entitled to be entered for public examinations at the appropriate level for the subjects they study. Examination fees are normally paid by the school, subject to terms and conditions.

#### 36. Charging arrangements for School Trips/Visits

A charge is normally required for accommodation and food for children taking part in activities involving an overnight stay and schools often request voluntary contributions for activities and day trips. Support is available for some families dependent on circumstances. For more information on what can be provided free and what you will need to pay for, please contact your school.

### 37. Proof of Address/ more than one address

In all cases, evidence of permanent residence of a pupil at the time of application is required. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates.

Where the family states that they are already resident at the address used on the application form, this will be checked by the School Access Team with council Tax records and other sources. Any place approved on the basis of the address provided will be withdrawn if this address is found to be incorrect or if the pupil is not permanently resident at the address at the beginning of the school term to which the application relates. Where parents/carers have shared responsibility for a child, and the child lives with more than one parent/carer for part of the school week then the home address will be determined as the address where the child lives for the majority of the week (i.e. 4 out of 7 days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. This will be legal documentation, Child Benefit confirmation, evidence from Social Services, Health Professionals or other professionals.

If a parent advises when applying that they will be moving to a new address after the closing date but before they are due to take up the school place, this new address will only be taken into consideration if documentary evidence is provided with the application form prior to the closing date. This evidence will be exchange of contract, proof of purchase or a rental agreement. If this information is not provided, the address used for considering the application will be the current address. **Due to the high number of applications being processed, the School Access Team will not contact the parents to request this information if it is missing. It is the responsibility of the parent to provide it.**

### 38. Compelling Medical and Social Needs

In certain rare cases, the particular circumstances of a child will allow for their application to be considered under this criterion. For this to take place, disclosure of the facts of the case should be provided confidentially by no later than the closing date. This evidence should be from a medical professional or social services and will need to specify that the pupil can only attend the school in question and the

specific reasons for this. In these rare cases, advice should be sought as soon as possible from the School Access Team in advance of the closing date. Without this evidence the application will not be able to be considered under this criterion. **Due to the high number of applications being processed, the School Access Team will not contact the parents to request this information if it is missing. It is the responsibility of the parent to provide it.**



## Schools maintained by The Vale of Glamorgan Council

The Admission Number indicates the normal intake number for each year group. All schools are co-educational, unless otherwise stated.

### English Medium

#### Nursery Schools

All the following schools are Vale Nursery Schools which cater for younger pupils of both sexes until they are eligible to transfer to infant/Primary School. There are also nursery units attached to all infant/primary schools marked with \*.

#### **Bute Cottage \*\***

Bute Lane, off Grove Place, Penarth  
Joanna Bryan - Headteacher  
Tel: 029 2070 2957  
Capacity - 96  
[www.butecottagenursery.moonfruit.com](http://www.butecottagenursery.moonfruit.com)

#### **Cogan**

Cawnpore Street, Cogan, Penarth  
Pauline Rowland – Headteacher  
Tel: 029 20701193  
Capacity - 100  
[cogannursery.moonfruit.com](http://cogannursery.moonfruit.com)

**\*\* Bute Cottage prioritises pupils living within Evenlode and Fairfield Primary catchment area. Those living in Albert, Cogan and Victoria catchment area are considered as being out of catchment for Bute Cottage Nursery.**

## Primary Schools

The following schools are Vale day schools that cater for pupils of both sexes between the ages of 4 and 11 years. Those schools marked \* incorporate a Nursery Unit for younger children.

### English Medium

#### **Albert Primary School\***

Albert Road, Penarth, CF64 BX  
Telephone: 029 20707682  
Headteacher: Mr. A Gilbert  
Capacity - 385  
Admission Number – 55  
[www.albertprimary.co.uk](http://www.albertprimary.co.uk)

#### **Barry Island Primary School\***

Clive Road, Barry, CF62 5UZ  
Telephone: 01446 733807  
Headteacher – Matt Gilbert  
Capacity - 210  
Admission Number – 30  
[www.barryislandprimary.com](http://www.barryislandprimary.com)

#### **Cadoxton Primary School\***

Victoria Park Road, Cadoxton, Barry,  
CF63 2JS  
Telephone: 01446 741518  
Headteacher: Mrs. J Hayward  
Capacity - 420  
Admission Number – 60  
[www.cadoxtonprimary.com](http://www.cadoxtonprimary.com)

#### **Cogan Primary School**

Pill Street, Cogan, Penarth,  
CF64 2JS  
Telephone: 029 20708497  
Headteacher: Susan Sibert  
Capacity - 210  
Admission Number – 30  
[www.coganprimary.uk.org](http://www.coganprimary.uk.org)

#### **Colcot Primary School\***

Florence Avenue, Barry, CF62 9XH  
Telephone: 01446 735719  
Headteacher: Nia Cule  
Capacity - 315  
Admission Number – 45  
[www.colcotprimary.uk.org](http://www.colcotprimary.uk.org)

#### **Dinas Powys Primary School\***

Cardiff Road, Dinas Powys, CF64 4JU  
Telephone: 029 20512151  
Headteacher: Mrs. J Thompson  
Capacity - 420  
Admission Number – 60  
[www.dinaspowysis.co.uk](http://www.dinaspowysis.co.uk)

#### **Evenlode Primary School**

Evenlode Avenue, Penarth, CF64  
3PD  
Telephone: 029 20702168  
Headteacher: Steven Rees  
Capacity - 420  
Admission Number – 60  
[www.evenlodeschool.co.uk](http://www.evenlodeschool.co.uk)

#### **Fairfield Primary School\***

Dryden Road, Penarth, CF64 2RT  
Telephone: 029 20709035  
Headteacher: Sian Lewis  
Capacity - 315  
Admission Number – 45  
[www.fairfieldpenarth.co.uk](http://www.fairfieldpenarth.co.uk)

#### **Gladstone Primary School\***

Gladstone Road, Barry, CF62 8NA  
Telephone: 01446 735321  
Headteacher: Caroline Newman  
Capacity - 420  
Admission Number – 60  
[www.gladstoneprimaryschool.co.uk](http://www.gladstoneprimaryschool.co.uk)

#### **High Street Primary School\***

St Paul's Avenue, Barry, CF62 8HT  
Telephone: 01446 734553  
Headteacher: Ceri Ann Clarke  
Capacity - 210  
Admission Number – 30  
[www.highstreetprimary.co.uk](http://www.highstreetprimary.co.uk)

**Holton Primary School\***

Holton Road, Barry, CF63 4TF

Telephone: 01446 734844

Headteacher:

Capacity – 420

Admission Number – 60

[www.holtonprimary.com](http://www.holtonprimary.com)

**Jenner Park Primary School\***

Hannah Street, Barry, CF63 1DG

Telephone: 01446 735587

Headteacher: David Morris

Capacity - 210

Admission Number – 30

**Llancarfan Primary School**

Llancarfan, Bonvilston, Barry,  
CF62 3AD

Telephone: 01446 781375

Headteacher: Colin Smith

Capacity - 126

Admission Number – 18

[www.llancarfanprimaryschool.co.uk](http://www.llancarfanprimaryschool.co.uk)

**Llandough Primary School\***

Dochdwy Road, Llandough,  
Penarth, CF64 2QD

Telephone: 029 20702835

Headteacher:

Capacity - 210

Admission Number – 30

[www.llandoughps.uk.org](http://www.llandoughps.uk.org)

**Llanfair Primary School\***

The Herberts, St Mary Church,  
Cowbridge, CF71 7LT

Telephone: 01446 772245

Headteacher: Jon-Paul Guy

Capacity - 129

Admission Number – 18

[www.llanfairps.com](http://www.llanfairps.com)

**Llangan Primary School\***

Llangan, Bridgend, CF35 5DR

Telephone: 01446 772403

Headteacher: Susan Price

Capacity - 106

Admission Number – 15

[www.llanganprimaryschool.uk.org](http://www.llanganprimaryschool.uk.org)

**Oakfield Primary School\***

Amroth Court, Caldly Close, Barry,  
CF62 9DU

Telephone: 01446 744606

Headteacher: Mr. Ian Williams

Capacity - 210

Admission Number – 30

[www.oakfield-primary.co.uk](http://www.oakfield-primary.co.uk)

**Palmerston Primary School\***

Pen-y-Bryn, Cadoxton, Barry, CF63  
2XL

Telephone: 01446 747393

Headteacher: Katy Edwards

Capacity- 210

Admission Number – 30

[www.palmerston.uk.org](http://www.palmerston.uk.org)

**Rhws Primary School\***

Fontgary Road, Rhoose, Barry,  
CF62 3DS

Telephone: 01446 710258

Headteacher: Louise Lynn

Capacity - 375

Admission Number – 53

[www.rhwsprimary.co.uk](http://www.rhwsprimary.co.uk)

**Romilly Primary School\***

Romilly Road, Barry, CF62 6LF

Telephone: 01446 736934

Headteacher: Mr. Kelvin Law

Capacity - 630

Admission Number – 90

[www.romillyprimaryschool.co.uk](http://www.romillyprimaryschool.co.uk)

**St Athan Primary School\***

Rock Road, St Athan, Nr Barry,  
CF62 4PG

Telephone: 01446 751480

Headteacher: Louise Haynes

Capacity - 210

Admission Number – 30

[www.stathanprimaryschool.co.uk](http://www.stathanprimaryschool.co.uk)

**St Illtyd Primary School\***

Station Road, Llantwit Major, CF61 1ST

Telephone: 01446 796335

Headteacher: Roger Hardy

Capacity - 379

Admission Number – 54

[www.stillydprimarieschool.co.uk](http://www.stillydprimarieschool.co.uk)

**Sully Primary School\***

Burnham Avenue, Sully, Penarth, CF64 5SU

Telephone: 029 20530377

Headteacher: Steve Williams

Capacity - 350

Admission Number – 50

[www.sullyschool.co.uk](http://www.sullyschool.co.uk)

**Victoria Primary School\***

Cornerswell Road, Penarth, CF64 2UZ

Telephone: 029 20709225

Headteacher: Mrs Sam Daniels

Capacity - 420

Admission Number – 60

[www.victoriaprimery.co.uk](http://www.victoriaprimery.co.uk)

**Y Bont Faen Primary School\***

Borough Close, Cowbridge, CF71 7BN

Telephone: 01446 772374

Headteacher: Mrs Julia Adams

Capacity - 210

Admission Number – 30

[www.ybontfaen.com](http://www.ybontfaen.com)

**Y Ddraig Primary school\***

Ham Lane East, Llantwit Major

Capacity 420

Admission number – 60

**Welsh Medium****Ysgol Gymraeg Dewi Sant\***

Ham Lane East, Llantwit Major, CF61 1TQ

Telephone: 01446 709595

Headteacher: Helen Jennings

Capacity - 210

Admission Number – 30

[www.ysgolgymraegdewisant.co.uk](http://www.ysgolgymraegdewisant.co.uk)

**Ysgol Gwaun y Nant\***

Amroth Court, Caldys Close, Barry, CF62 9DU

Telephone: 01446 421723

Headteacher: Rhydian Lloyd

Capacity – (pending further development)

Admission Number – 60 (phased from reception 2015)

[www.ysgolgwaunynant.co.uk](http://www.ysgolgwaunynant.co.uk)

**Ysgol Iolo Morganwg\***

Broadway, Cowbridge, CF71 7ER

Telephone: 01446 772358

Headteacher: Rhian Williams

Capacity - 210

Admission Number – 30

[www.ysgoliolomorganwg.co.uk](http://www.ysgoliolomorganwg.co.uk)

**Ysgol Gymraeg Pen y Garth\***

Redlands Road, Penarth, CF64 2QN

Telephone: 029 20700262

Headteacher: Mrs. Iona Edwards

Capacity – 420

Admission Number – 60

[www.ysgolpenygarth.ik.org](http://www.ysgolpenygarth.ik.org)

**Ysgol Sant Baruc\***

St. Paul's Avenue, Barry, CF62 8HT

Telephone: 01446 735595

Headteacher: Rhian Andrew

Capacity - 210

Admission Number – 30

[www.ysgolsantbaruc.co.uk](http://www.ysgolsantbaruc.co.uk)

**Ysgol Sant Curig\***

College Road, Barry, CF62 8HQ

Telephone: 01446 744222

Headteacher: Sian Owen

Capacity - 420

Admission Number – 60

[www.ysgolgymraegsantcurig.com](http://www.ysgolgymraegsantcurig.com)

## List of Denominational (Church) Primary Schools Aided - Catholic Infant, Junior Voluntary Aided Primary Schools

### **St Helen's Primary School (4-11 years) \***

Maes-y-Cwm Street, Barry, CF63 4EH  
Telephone: 01446 732834  
Capacity - 308  
Headteacher: Kath Giernalczyk  
Admission Number – 44

### **St Joseph's Primary School (4-11 years)\***

Sully Road, Penarth, CF64 2TQ  
Telephone: 029 20702864  
Headteacher: Mr. G Rein  
Capacity - 210  
Admission Number – 30

## Church in Wales Voluntary Controlled Schools (4-11 Years)

### **Gwenfo C/W Primary School\***

Old Port Road, Wenvoe, CF5 6AN  
Telephone: 029 20593225  
Acting Headteacher: Nicola Starke  
Capacity - 210  
Admission Number – 30  
[www.gwenfoprimary.co.uk](http://www.gwenfoprimary.co.uk)

### **Peterston-S-Ely C/W Primary School\***

Heol Llanbedr, Peterston-S-Ely CF5 6LP  
Telephone: 01446 760328  
Headteacher: Owen Turner  
Capacity - 189  
Admission Number - 27  
[www.peterstonprimary.net](http://www.peterstonprimary.net)

### **St Nicholas C/W Primary School\***

St Nicholas CF5 6SG  
Telephone: 01446 760239  
Headteacher: Rachel Evans  
Capacity - 126  
Admission Number – 18  
[www.stnicholascinw.ik.org](http://www.stnicholascinw.ik.org)

## Church in Wales Voluntary Aided School (4-11 Years)

Those schools marked \* incorporate a Nursery Unit for younger children.

### **All Saints C/W Primary School\***

Plas Cleddau, Off Severn Avenue,  
Cwm Talwg, Barry CF62 7FG  
Telephone: 01446 745726  
Headteacher: Miss CJ Lewis  
Capacity - 210  
Admission Number – 30  
[www.allsaintsps.net](http://www.allsaintsps.net)

### **St Bride's Major C/W Primary School\***

Heol yr Ysgol, St. Brides Major,  
Bridgend CF32 OTB  
Telephone: 01656 880477  
Headteacher: Duncan Mottram  
Capacity - 203  
Admission Number – 29  
[www.stbridesprimary.org.uk](http://www.stbridesprimary.org.uk)

### **St David's C/W Primary School(3-11)\***

Colwinston, Cowbridge CF71  
7NL  
Telephone: 01656 656447  
Headteacher: Ceri Hoffrock  
Capacity - 140  
Admission Number – 20  
[www.stdavidscwprimaryschool.co.uk](http://www.stdavidscwprimaryschool.co.uk)

### **St Andrew's Major C/W Primary School\***

St Andrew's Road, Dinas Powys  
CF64 4HB  
Telephone: 029 20513089  
Headteacher: Mrs. G Hallett  
Capacity - 210  
Admission Number – 30  
[www.standrewsweb.com](http://www.standrewsweb.com)

### **Llansannor C/W Primary School\***

Llansannor, Ystradowen,  
Cowbridge CF71 7SZ  
Telephone: 01443 223545  
Headteacher: Mrs. S Prosser  
Capacity - 210  
Admission Number – 30  
[www.llansannorschool.net](http://www.llansannorschool.net)

### **Wick and Marcross C/W Primary School**

Church Street, Wick, Cowbridge.  
CF71 7QE  
Telephone: 01656 890253  
Headteacher: Mrs. Ceri Thomas  
Capacity - 127  
Admission Number – 18  
[www.wickmarcross.co.uk](http://www.wickmarcross.co.uk)

### **Pendoylan C/W Primary School\***

Pendoylan, Cowbridge CF71 7UJ  
Telephone: 01446 760272  
Headteacher: Paula Vaughan  
Capacity - 210  
Admission Number – 30  
[www.pendovlan.com](http://www.pendovlan.com)

## Secondary Schools Maintained by The Vale of Glamorgan Council

All the following schools are Vale of Glamorgan Comprehensive day schools. In accordance with Section 8 (4) of the Education Act 1996 there is now a single school leaving date. This is the last Friday in June in the school year in which a child reaches the age of 16.

### Community Secondary Schools

#### **Whitmore High School**

Port Road West, Barry, CF62 8ZJ  
Telephone: 01446 411411  
Executive Headteacher: Dr Vince Browne  
Co-Educational 11-18  
Capacity - 1100  
Admission Number – 180

#### **Cowbridge Comprehensive School**

Aberthin Road,  
Cowbridge CF71 7EN  
Telephone: 01446 772311/773948  
Headteacher: Debra Thomas  
Boys and Girls 11-18  
Capacity - 1586  
Admission Number – 240  
[www.cowbridgecomprehensiveschool.co.uk](http://www.cowbridgecomprehensiveschool.co.uk)

#### **Llantwit Major School**

Ham Lane East, Llantwit Major  
CF61 9TQ  
Telephone: 01446 793301  
Headteacher: Fiona Greville  
Boys and Girls 11-18  
Capacity - 1050  
Admission Number 180  
[www.llantwitschool.org.uk](http://www.llantwitschool.org.uk)

#### **St Cyres Comprehensive School**

St. Cyres Road, Penarth CF64 2XP  
Telephone: 029 20708708  
Headteacher: Jonathan Hicks  
Boys and Girls 11 -18  
Capacity - 1285  
Admission Number – 210  
[www.stcyres.org](http://www.stcyres.org)

#### **Pencoedre High School**

Merthyr Dyfan Road, Barry, CF62 9YQ  
Telephone: 01446 403500  
Executive Headteacher: Dr Vince Browne  
Co-Educational 11-18  
Capacity - 1100  
Admission Number – 180

### Foundation School

#### **Stanwell School**

Archer Road, Penarth CF64 2XL  
Telephone: 029 20707633  
Headteacher: Derek Jones  
Boys and Girls 11-18  
Capacity - 1856  
Admission Number – 299  
[www.stanwell.org](http://www.stanwell.org)

### Catholic Secondary School

#### **St. Richard Gwyn Catholic Comprehensive School**

Argae Lane, Barry CF63 1BL  
Telephone: 01446 729250  
Headteacher: Mr Steven Grech  
Boys and Girls 11 – 16  
Capacity - 813  
Admission Number – 163  
[www.strichardgwyn.co.uk](http://www.strichardgwyn.co.uk)

### 3-18 Welsh medium community school

#### **Ysgol Gymraeg Bro Morgannwg**

Colcot Road, Barry

Telephone: 01446 450280

Headteacher: Mr Hywel Price

Boys and Girls 3 – 18

Capacity – 1151(KS 3&4)

Capacity – 210 (KS 1 & 2)

Admission Number – 189

(KS3&4)

Admission Number 30 – (KS 1 &

2)

[www.bromorgannwg.org.uk](http://www.bromorgannwg.org.uk)

### Other Secondary Schools Serving the Vale of Glamorgan

The following secondary schools in Cardiff also serve the needs of pupils in the Vale of Glamorgan.

The following school is a voluntary aided comprehensive school catering for boys and girls between the ages of 11 and 18.

#### **Bishop of Llandaff Church in Wales High School**

Cardiff

CF5 2NR

Telephone: 029 20562485

Headteacher: Mr Marc Belli

[www.bishopofllandaff.org](http://www.bishopofllandaff.org)

The following school is the only designated Church college under Further Education regulations in Wales. It caters for students from 16-19 and offers a wide range of courses including A levels. Students from St Richard Gwyn Catholic Comprehensive School are guaranteed a place on an appropriate course.

#### **St David's Catholic Sixth Form College**

Ty Gwyn Road

Penylan

Cardiff CF2 5YD

Telephone: 029 20498555

Principal: Mark Leighfield

[www.st-davids-coll.ac.uk](http://www.st-davids-coll.ac.uk)



## Appendix 2

### Transfer to Secondary Education: Feeder primary schools

#### COMMUNITY SCHOOLS

##### **WHITMORE HIGH SCHOOL**

All Saints C/W  
Barry Island  
Colcot  
Gladstone  
High Street  
Rhws  
Romilly

##### **PENCOEDTRE HIGH SCHOOL**

All Saints C/W  
Cadoxton  
Colcot  
Gwenfo C/W  
Holton  
Jenner Park  
Oakfield  
Palmerston

##### **COWBRIDGE COMPREHENSIVE**

Llancarfan  
Llanfair  
Llangan  
Llansannor C/W  
Pendoylan C/W  
Peterston-S-Ely C/W  
St Bride's Major C/W  
St David's C/W  
St. Nicholas C/W  
Y Bont Faen

##### **LLANTWIT MAJOR SCHOOL**

Rhws  
St Athan  
St Illtyd  
Wick and Marcross C/W  
Y Ddraig

##### **ST. CYRES COMPREHENSIVE**

Cogan  
Dinas Powys  
Fairfield  
Llandough  
St. Andrews Major C/W

## **YSGOL GYMRAEG BRO MORGANNWG**

Ysgol Gymraeg Dewi Sant  
Ysgol Gwaun y Nant  
Ysgol Iolo Morganwg  
Ysgol Gymraeg Pen y Garth  
Ysgol Sant Baruc  
Ysgol Sant Curig

## **CATHOLIC**

### **ST RICHARD GWYN C. High School**

St Helens C. Primary School  
St Joseph's C. Primary School

## **FOUNDATION SCHOOL**

## **STANWELL**

Albert  
Evenlode  
Sully  
Victoria

**The Admission Authority for Foundation and Catholic Comprehensive School are the Governing Body.**

## EARLY YEARS

### List of Registered Providers

#### **Abracadabra Playgroup**

Welsh St Donats Community Hall, Welsh St Donats CF71 7SS  
01446 781071  
Contact name: Mrs. Debbie Mills

#### **Cylch Meithrin Y Bont Faen**

The Broad Shoard, Cowbridge CF71 7DA  
01446 776250  
Contact name: Mrs. Nicola Larkman

#### **Wick & District Playgroup**

Village Hall, Wick CF71 7QH  
Contact name: Kate Ireland

#### **St Donats Playgroup**

Atlantic College, St Donats, Llantwit Major CF61 1WF  
01446 799276  
Contact name: Lynda Duncan

#### **Swallow Playgroup**

West Camp Community Centre  
RAF St Athan, Barry CF62 9WA  
Tracey O'Callaghan

### **Family Information Service (FIS)**

FIS is a one stop information and advice service for families in the Vale of Glamorgan. Parents can contact us to find out about the following:

- Registered childcare including: child-minders, day nurseries, playgroups, Cylchoedd Meithrin (Welsh playgroups) crèche, breakfast and after school clubs and holiday care schemes.
- Unregistered childcare including: breakfast clubs, open access play schemes, Childcare Approval Scheme, nannies, au pairs and baby sitters.

This information is tailored to parents needs and includes details of cost, opening times, whether your child can be picked up and dropped off from school, whether there is wheelchair access, those child-minders who have vacancies in the area, and much more.

FIS also provide information on:

- Parent & Toddler Groups and Cylch Ti a Fi
- Other services and activities for children and young people age 0-19 years.
- Services and activities for children with additional needs, including the Disability Index
- Summer Activities Brochure, containing details of what's going on during the school summer holidays.
- Help with childcare costs, for example Tax Credits and Childcare Vouchers.
- Family Support Services
- Training in childcare and how to set up childcare provision.

#### Contact details:

Telephone: 01446 704704.  
Office opening hours: 8:30am – 5:00pm Mon – Thurs and 8:30am – 4:30pm Friday.  
Answering service at all other times.  
Email: [fis@valeofglamorgan.gov.uk](mailto:fis@valeofglamorgan.gov.uk)  
Facebook: Vale Family Information Service  
Twitter page: @ValeFIS  
Visit: [www.valeofglamorgan.gov.uk/fis](http://www.valeofglamorgan.gov.uk/fis) where parents can search for childcare using our 'on line' childcare database

## List of Special Schools and Special provision in mainstream schools Provision for Pupils with Statements of Special Educational Needs

### For further information please contact the Achievement for All Service

A multi-disciplinary team coordinated by the Lead officer for Inclusion who can be contacted at Civic Offices, Holton Road, Barry CF63 4RU. Telephone: 01446 709184 Fax: 01446 701821

### LA Provision in Maintained Special Schools

Special School	Special Educational Needs
<b>Ysgol Y Deri</b> Sully Road Penarth CF64 Headteacher: Mr C Britten	Children with a diagnosis of autism and severe and complex learning difficulties  Boys and Girls 3-19 years  5 day residential and non-residential
<b>Pupil Referral Unit - Y Daith</b> Amelia Trust Farm PRU Five Mile Lane Barry CF62 3AS 01446 781104 Headteacher: Mr M Sweedon	Children with emotional, social and behavioral difficulties  Boys and Girls 11-16  (Key Stage 3 : Years 7,8,& 9) based at Amelia Trust Farm  (Key Stage 4: Years 10 & 11) Based at Cowbridge Youth Centre

### LA Provision in Mainstream Primary Schools

School	Resource
<b>Cogan Primary School</b> Pill Street Cogan, Penarth Telephone: 02920 708497 Headteacher: Ms S Sibert	Children with hearing impairment Nursery/Primary age pupils
<b>High Street Primary School</b> St Paul's Avenue Barry CF62 8HT Telephone: 01446 734553	Children with behavioral difficulties Pupils at Key Stage 2

Headteacher: Mrs S Howell	
<b>Jenner Park Primary School</b> Hannah Street Barry CF63 1DG Telephone: 01446 765587 Headteacher: Mr D Morris	Children with moderate learning difficulties Primary age pupils
<b>Llandough Primary School</b> Dochdwy Road Llandough, Penarth CF64 2QD Telephone: 02920 702835 Headteacher: Mrs S Evans	Children with specific speech and/or language difficulties Primary age pupils
<b>Palmerston Primary School</b> Pen-y-Bryn Cadoxton, Barry CF63 6QH Telephone: 01446 747393 Headteacher: Mr M Middlemiss	Children with physical impairments Nursery and Primary age pupils
<b>St Illtyd Primary School</b> Station Road Llantwit Major CF61 1ST Telephone: 01446 796335 Headteacher: Mr R Hardy	Children with ASD – Pupils at Key Stage 1 & 2

### LA Provision in Mainstream Secondary Schools

<b>St Cyres Comprehensive School</b> St Cyres Road Penarth CF64 2XP Telephone: 02920 708708 Headteacher: Dr J Hicks	Children with hearing impairment Children with physical impairment
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Appendix 6

Admissions Policies for Voluntary Aided Church in Wales Schools

Voluntary schools' governing bodies are responsible for their own admissions, and each school has its own admissions policy. Applications should therefore be made to the school, not the Council. For full details of the procedure and closing dates etc. parents should contact the school as soon as possible. In this section the admissions criteria for each voluntary aided school in the Vale of Glamorgan are listed for you to consider. These policies were correct at the time of publication however please ensure you contact the schools direct for full details as changes may occur.

### **All Saints church in Wales Voluntary Aided Primary School**

All Saints Church in Wales Primary School is Voluntary Aided and co-educational. One of its foremost aims is to provide a Christian education in accordance with the rites, ceremonies and doctrines of the Anglican faith as practised by the Church in Wales. Parents should be aware that the faith and doctrines of the Church in Wales are an integral part of the curriculum and, as such, are implicit in everything we do at school. The school's Admissions Policy is reviewed annually.

#### **Arrangements for Admission of Pupils**

The standard admission number is the number of children that the Governing Body will admit to its Reception Class. The standard number of pupils admitted to the Reception Class in this school is 30 – provided that pupils are four years of age on, or before, the preceding 31st August. Applications from families in the Nursery Unit will be considered on the same basis as all others but when considering places for morning nursery, priority will be given to those pupils who have attended afternoon nursery. The offer of a place in the Nursery Unit does not guarantee a place in the Reception Class.

#### **Casual Admission**

Where an existing class number has reached 30, no new admissions will take place until a place becomes available. Places will be offered during the school year if there is room in the year group.

#### **Religious Education and Collective Worship**

Religious education and collective worship takes place within the school according to the denominational teaching and practice of the Church in Wales.

#### **Criteria for Determining Admission**

Children of parents, who wish them to attend All Saints Church in Wales Primary School, subject to the availability of places within current legislation, will be enabled to do so providing that the number seeking admission does not exceed the accommodation available.

## Over Subscription Criteria

If the number of applications does exceed the standard number, the Governing Body will admit children to the school in the following criteria.

### Firstly:

#### Category A – Looked After Children

Looked After' Children (LAC) in the care of the Local Authority, or provided with accommodation by them e.g. foster parents (Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009 and previously Looked After Children. Looked after children of faith will have priority over looked after children not of faith.

#### Category B – Exceptional Reasons

Children with a statement of educational need, when the school is named as the most appropriate setting.

**Secondly:** Children who have a sibling (see definitions) who is a pupil registered At the school on the date when the applicant child is due to commence School

**Thirdly:** Children whose parents can demonstrate regular involvement in an Anglican community who reside

- a) in the Rectorial Benefice of Barry
- b) in neighbouring parishes

**Fourthly:** Children of other denominations whose parents can demonstrate their regular involvement in a Christian community

- a) in the Rectorial Benefice of Barry
- b) in neighbouring parishes

**Fifthly:** Children who:

- a) reside in the Rectorial Benefice of Barry
- b) reside in the neighbouring areas within the Vale of Glamorgan whose parents express a desire for them to be educated in the school, and to take a part in the school worship and religious education provided.

**Sixthly:** Children who do not fall into any of the above categories

Priority will be given to those whose place of residence is closest to the school.

## Application Forms



Admission application forms are available, on request, and need to be returned by the date advised by the school. The forms will then be considered by the Admissions Sub-committee of the Governing Body. Once all applications have been considered, firm offers of places for entry, in the following September, will be sent to parents / carers.

### **Unsuccessful Applicants**

All unsuccessful applicants will be put on a waiting list. If additional places become available, they will be allocated to those on the waiting list on the basis of the oversubscription criteria, and not on the date the application was added to the list. The waiting list will remain in operation until 31st August 2017 or until the place is no longer required.

### **Appeals Procedure**

All unsuccessful applicants have the right of appeal to an independent Admissions Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admissions Appeals. To exercise that right, the appeal must be made in writing to the Clerk of the Governors at the school within 15 days of receiving the letter of refusal. There is no Appeals Procedure for Nursery places.

### **Definitions**

#### **Regular involvement in an Anglican/ Christian community**

The determination of regular involvement in an Anglican community/ other Christian community is made by reference to the application form and supporting letter from parish clergy, ministers, pastors etc.

#### **Place of Residence**

Residence is deemed to be the child's usual place of residence – a residential property at which the parent/s or carers reside at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person, and those persons reside in separate properties, the child's usual place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

#### **Proximity**

Priority within each of the above will be based on the proximity of the home to the school. Proximity is measured by calculating the shortest distance from the home to the school, using the home and school post codes.

#### **Sibling**

For the sibling criteria to be applicable, one of the following conditions must exist:

- a brother and/ or sister (including half brothers/ sisters) is to be permanently resident at the same address
- a stepbrother and/ or stepsister is to be permanently resident at the same address
- for multiple birth children (the eldest) would be admitted (for any criteria) and due to oversubscription their siblings are not, the siblings would have priority on the waiting list \*, for the next available place (unless a child from criteria 1 or 2 was added to the list within this time, who would then take priority).

### **Parent**

- A 'parent' is defined as someone who has parental responsibility for the child or a primary carer.

## **Llansannor & Llanharry C/W Primary School**

### **Admissions Policy**

Llansannor and Llanharry Church in Wales Primary School is a Voluntary Aided primary school with a strong and distinctive Christian character. The Welsh Government's School Admissions Code requires the Governing Body to publish its arrangements for the admissions of pupils to the school.

The Governing Body, who is the Admission Authority for our school, will consult with the admissions authorities of other schools in the area, i.e. St David's Colwinston, Wick and Marcross, St Brides and Pendoylan Primary schools as well as the Vale of Glamorgan and Diocesan Director of Education.

Each school has an admission number, which indicates the number of pupils a school is able to admit to a 'relevant age group'. The admission number reflects a school's capacity to accommodate pupils in terms of the size of the accommodation available. The Published Admission Number (PAN) for Llansannor & Llanharry CiW Primary School is 30 pupils.

### **Admission to the Nursery Classes**

Llansannor & Llanharry C/W Primary School offers part-time Nursery places five mornings and five afternoons each week. Children are admitted to the morning nursery class in the autumn term of the academic year of their fourth birthday. (*The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.*)

There is also a rising 3's afternoon Nursery class to which pupils are admitted at the beginning of the half term following their 3<sup>rd</sup> birthday.

The school admits up to 30 nursery pupils each year in each class. In the event of more than 30 applications for nursery places, the same oversubscription criteria would be applied as set out for the allocation of places in the Reception class.

Applications for Nursery places should be submitted directly to the school by the last school day before the February half term break. Parents will be notified of the decision on the last day of the spring term, prior to the Easter break. As in all schools, children who are admitted to our nursery classes will not have an automatic right of admission to full time education (reception class) at our school. A child's name can be entered onto the waiting list at any age from birth to school age, but no guarantee of a place can be given.

### **Operation of Waiting List**

Children will only be entered onto the waiting list when the form is returned to the school office. The child's name and details will be entered onto the nursery waiting list under the term after which the child turns 3 years old. Entry onto the waiting list is no guarantee of a nursery place.

### **Admissions for the Reception year and any child joining one of the older years**

Children who are four years of age up to and including 31<sup>st</sup> August in a given year shall be eligible for admission to Reception in September of that year.

Application forms will be issued from November 2017 and must be received by 8th January 2018. Decisions will be made by the school's Admissions Committee and parents informed whether their child will have a place on 16<sup>th</sup> April 2018.

All applicants up to the admission number of 30 will be admitted. Where applications for the Reception class exceed the admission number, all applications will be assessed against the oversubscription criteria, listed below, in the order stated, to allocate places up to the admission number.

The Governing Body shall give priority to:

1. Looked after children and previously looked after children.
2. Children with a Statement of Special Educational Need, which names the school, as determined by the Local Education Authority.
3. Children who have a sibling who is currently registered at the school on the date the applicant are due to commence full time education (reception to year 5).
4. Children of parents who are actively involved in an Anglican church (at least fortnightly) within the Parishes of the school catchment area, as defined on the attached map.
5. Children of other Christian denominations or faiths, that live within the school catchment area as defined on the map attached and are actively involved with their faith community. Priority shall be given to those residing in closest proximity to the school, using the Geographical Information System (GIS) to measure distance and the safest available walking route from home to school.

6. Children who live within the school catchment area as defined on the attached map. Priority shall be given to those residing in closest proximity to the school, using the Geographical Information System (GIS) to measure distance and the safest available walking route from home to school
7. Children of parents who live outside the school catchment area and are actively involved in an Anglican Church.
8. Children of other Christian denominations or faiths that live outside the school catchment area as defined on the map attached.
9. Children whose parents wish them to be educated at Llansannor & Llanharry C/W Primary School.

All children who are not offered a place will be put onto a waiting list, until 30<sup>th</sup> September in the school year for which they have applied. The school will contact Parents/ Guardians, should a place become available.

## **Definitions**

### **Definition of active involvement at a church:**

By active involvement at a church we understand the following: baptism; regular church attendance (at least fortnightly); Sunday school and/or Messy Church attendance. Baptism shall be considered alongside regular attendance. A more specific indication of attendance shall be requested on the application form. When dealing with applications based on faith commitment, parish priests or their representatives will be contacted to verify application details.

### **Definition of the school catchment:**

A map showing the school catchment boundary is attached to the policy. Places are allocated on faith and residence within the area marked in a blue broken line on the map attached.

### **Definition of sibling**

For admission purposes a sibling is a child who is a brother/sister, half-brother/sister (children who share one common parent), step brother/ sister (who reside at the same address for at least part of the week). This definition also includes adopted or fostered children at the same address. Any sibling connection must be stated on the application form.

### **Distance from School**

Pupils who live beyond walking distance from school and for who Llansannor and Llanharry Primary is the nearest school or the nearest church school, will be provided with free home/school transport by the Vale of Glamorgan Local Authority. The Vale of Glamorgan council defines walking distance as 2 miles and provides

school buses for primary school age pupils, but not for those not in the nursery classes. Rhondda Cynon Taff council currently provide discretionary transport based on walking distance of one and a half miles and includes nursery class pupils.

Escorts are provided on all buses. If there are spaces available on Vale school buses, parents who are not eligible for free transport may be able to pay for a bus pass. Enquiries are handled by the local authority concerned.

### **Place of Residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

### **Notification of the Governors' decision:**

The applicant's parents or carers shall be informed of the Governors' decision for entry to Nursery and Reception for the following September in line with the Local Authority published dates.

### **Right of appeal:**

If a child is not offered a place, parents have the right to appeal against the decision of the Governing Body. The appeal should be made in writing within 15 days of the notification, addressed to the Chair of Governors, c/o Llansannor & Llanharry C/W Primary School, Llansannor, Ystradowen, Cowbridge, CF71 7SZ.

The appeal shall be considered by an independent Admission panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. The parents are invited to an appeal hearing within 30 school days of the specified closing date for the receipt of appeals.

## **Pendoylan C/W Primary School**

### **Admissions arrangements**

#### **Admissions Policy**

Pendoylan Church in Wales Primary School is a voluntary aided, English medium, co-educational school with a distinctively Christian character.

It serves as the local village school for the communities of Welsh St Donats and Pendoylan but also draws pupils from a wider area including parts of RCT such as Miskin, Llanstrisant and Pontyclun. It is the nearest Church in Wales school serving that area. One of the school's foremost aims is to provide a Christian education in accordance with the denominational teaching, doctrines and practice of the Church in Wales. It also accepts and welcomes pupils of all faiths and denominations and none.

The Governing Body is the admission authority for the school and reviews its admissions policy annually.

### **Admissions number**

The standard number of children that may be admitted to the Reception class each year is 30. This number is based on the capacity of the school and also reflects the statutory class size limit.

### **Admission to the nursery**

Pendoylan School has a nursery class to which children are admitted in the Autumn term of the academic year of their fourth birthday. (The academic year runs from 1 Sept to 31 August.)

Nursery places are available in the mornings

The school admits up to 30 nursery pupils each year. In the event of more than 30 applications for nursery places the same oversubscription criteria would be applied as are set out below for the allocation of places in the Reception class.

Please contact the school for details about the application process.

Attendance in the nursery has no bearing on the admission to the main school: securing a place in nursery does not guarantee or increase the chances of securing a place in the Reception class. A fresh application form will need to be completed for admission to Reception.

The school also offers nursery/playgroup provision in the afternoons on a fee paying basis. Applications for afternoon sessions should be made separately.

### **Admission to reception**

Children are admitted to the Reception class in the autumn term of the academic year of their fifth birthday. Please contact the school for details of the admissions process.. Decisions will be made by the school's Admissions Committee and offers of places will be issued by 16 April, to coincide with other Vale schools.

### **Late applications**

Any applications received after the deadline date will not be considered until offers have been made to those who applied on time and responses have been received to those offers. This means that if the school is oversubscribed a late applicant may fail to secure a place even if they score more highly under the oversubscription criteria than applicants who applied by the deadline.

### **Oversubscription criteria**

If the number of applications should exceed the number of places available, the Governing Body will apply the criteria set out below, in order of priority, to allocate places up to the published Admissions Number.

1. "Looked after" children, previously "looked after" children or children with a Statement of Educational Need which names the school as the most appropriate setting
2. Children living within the catchment area, which is the ecclesiastical parish of Pendoylan and Welsh St Donats, who have brothers or sisters already attending the school
3. Children living within the parish whose parents are practicing members of the Church in Wales
4. Children living within the parish whose families are practicing members of another Christian denomination
5. Other children living within the parish
6. Children living outside the parish catchment area who have brothers or sisters already attending the school
7. Children living outside the parish catchment area whose families are practicing members of the Church in Wales
8. Children living outside the parish catchment area whose families are practicing members of another Christian denomination
9. Other children living outside the area.

The distance between the family home and school will be the determining factor if there are more applicants in any category than the number of places remaining.

For multiple birth children, where one child (the eldest) would be admitted but due to oversubscription their sibling(s) are not, the sibling(s) would have priority on the waiting list for the next available place.

### **Appeals**

Should your application be unsuccessful, you have the right to appeal. Such an appeal should be made to the Clerk to the Governors, c/o the school, within three calendar weeks of receiving the letter refusing a place. An appeal form will be enclosed with the letter. The appeal will be considered by an independent Admission Appeal Panel administered by the Llandaff Diocesan Board of Education, according to the Welsh Government's Code of Practice on School Admission Appeals.

In the event that the school is oversubscribed, all children who are not offered a place will be put on a waiting list until 30 Sept of the school year for which they applied. Parents/guardians will be contacted should a place become available.

### **Definitions**

"Families who are practicing members of the Church in Wales" means where at least one parent is a regular communicant of the Church in Wales and attends church at least once a month. Confirmation will be required from the relevant parish clergy.

“Families who are practicing members of another Christian denomination” means where at least one parent is a regular worshipper (at least once a month) within another recognised Christian community. Confirmation will be required from an appropriate faith leader.

A map of the parish boundaries which delineate the catchment area is available at the school. Distance between home and school will be measured by an approved GIS system.

“Brothers or sisters already attending the school” includes half or step brothers or sisters who are permanently resident at the same address. The older sibling must still be a registered pupil at the school on the date that the pupil applying for a place would start school.

### **School transport**

Pupils who live beyond walking distance from school and for whom Pendoylan is their nearest school or their nearest church school will be provided with free home/school transport by the local authority. The Vale of Glamorgan council defines walking distance as 2 miles and provides school buses for primary school age pupils, but not those in the nursery class. Rhondda Cynon Taff council provides discretionary transport based on a walking distance of one and a half miles and including nursery class pupils. Escorts are provided on all buses. If there are spaces available on a Vale school bus parents who are not eligible for free transport may be able to pay for a bus pass. Enquiries are handled by the local authority concerned.

## **St Andrew’s Major C/W Primary School**

### **Admissions and Oversubscription Policy**

St Andrews Major Church in Wales Primary School is a Voluntary Aided Primary School with a distinctively Christian character. The admissions and oversubscription policy is based on the following principles:

- the school’s Christian ethos with its close links with its Parish churches, emphasising the importance of prayer, worship and Christian teaching;
- the school’s commitment towards supporting the family, equal opportunity and non-elitism;
- our role as a local educational establishment serving the local community;
- our role as a school fulfilling its statutory educational requirements.

### **Dates for submitting applications**

Applications for Nursery and Reception should be submitted in line with the Vale of Glamorgan’s schools’ admission dates which are agreed and published annually. All dates regarding admission to Nursery and Reception will be published in advance, including on the school’s website and weekly newsletter.



### **Admission Number**

The capacity of the school is calculated using the Welsh Government Circular 021/2011 – Measuring the capacity of schools in Wales. The capacity of the school is 210 pupils. The Admission Number is the number of pupils that the Governing Body shall admit to a year group in the school and is calculated from the capacity of the school. The Admission Number for this school calculated by the Local Authority is 30.

### **Class sizes**

The school will ensure compliance with the statutory infant class size regulations and Key Stage 2 classes will be limited to 30 children, as per Welsh Government directives, unless “excepted pupils” are admitted as specified by class size regulations.

### **Admission to the Nursery**

Part-time Nursery provision at St Andrews is for a maximum of 30 children for either morning or afternoon places. Children are entitled to a part-time place from the start of the Autumn Term following their third birthday. Children must attend for five half days. Morning or afternoon places will be decided by the head teacher.

### **Admission to Reception**

Children who are four years of age up to and including 31<sup>st</sup> August in a given year shall be eligible for admission to Reception in September of that year. However, parents may choose to defer their child’s entry until the term following their child’s fifth birthday.

All applicants up to the admission number of **30** will be admitted. Where applications for the Reception class exceed the admission number, all applications will be assessed against the oversubscription criteria, listed below.

Where the number of applications for admission to the school exceeds the number of places available, the Governing Body will apply the criteria set out below, in order of proximity, to allocate places up to the Admission Number.

The Governing Body shall give priority to:

1. Looked after children and previously looked after children.
2. Children with a Statement of Special Educational Need, which names the school, as determined by the Local Education Authority.
3. Children of parents who regularly attend an Anglican church in the Parish of St Andrew’s Major with Michaelston-le-Pit.
4. Children who live within the Parish of St Andrew’s Major with Michaelston-le-Pit.
5. Children of parents who live outside the parish and attend an Anglican church.
6. Children whose parents wish them to be educated at St Andrews Major C/W Primary School.

Where the number of applicants within a category exceeds the number of places available, the following qualifying criteria shall be applied:

- 1) Priority shall be given within each category to children who have a sibling, an elder brother or sister, who already attends St Andrews Major Primary School (in Reception to Year 5) at the time of making the application, and shall be attending together with their sibling upon admission. Priority will be by reference to the youngest sibling in the school, the youngest commanding the highest degree of priority.
- 2) Children resident within the local parish in closest proximity to the school. Local parish means resident within the local parish of St Andrews Major (Dinas Powys) with Michaelston-Le-Pit. Distance shall be measured by the safest available walking route from home to school using the Geographical Information System (GIS) adopted by the Vale of Glamorgan. A map showing the Parish boundary may be viewed at the school.
- 3) For children resident outside the parish, priority shall be given to those residing in closest proximity to the school. Distance shall be measured by the safest available walking route from home to school using the Geographical Information System (GIS).
- 4) If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth the governors will admit the other sibling(s). In Foundation Phase these children would be regarded as excepted children.

\* All children who are not successful in being offered a place will be put on a waiting list until 30<sup>th</sup> September in the school year for which they have applied. Parents/guardians will be contacted by the school should a place become available.

## **DEFINITIONS:**

### **Definition of active involvement at a church:**

By active involvement at a church we understand the following: baptism; regular church attendance (at least monthly); Sunday school attendance. Baptism shall be considered alongside regular attendance. A more specific indication of attendance shall be requested on the application form. When dealing with applications based on faith commitment, parish priests or local ministers will be contacted to verify application details.

### **Definition of the local parish:**

The local parish is the parish of the Rectoral Benefice of St Andrews Major, St Peter's and Michaelston-le-pit. A map showing the Parish boundary may be viewed at the school.

### **Definition of a sibling:**

For admission purposes a sibling is a child who is the brother / sister, half-brother / sister (children who share one common parent), step brother / sister (who reside at the same address for at least part of the week). This definition also includes adopted or fostered children at the same address. Any sibling connection must be stated on the application form.

### **Distance from school**

Distance to school shall be measured from the main entrance of the family home (cf. place of residence) to the main gate of the school, using the Geographical Information System adopted by the Vale of Glamorgan Council.

### **Place of residence**

The child's ordinary place of residence shall be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside at separate properties, the child's ordinary place of residence shall be deemed to be that property at which the child resides for the greater part of the week, including weekends.

### **NOTES:**

#### **Notification of the Governors' decision:**

The applicant's parents or carers shall be informed of the Governors' decision for entry to Nursery and Reception (for the following September) in line with the Local Authority published dates.

#### **Right of Appeal:**

If a child is not offered a place, parents have the right to appeal against the decision of the Governing Body. The appeal should be made in writing within 15 days of notification, addressed to the Chair of the Governors, c/o St Andrews Major C/W Primary School, St Andrews Road, Dinas Powys, Vale of Glamorgan, CF64 4HB.

The appeal shall be considered by an independent Admission Appeal panel, administered by the Llandaff Diocesan Board of Education, according to the Welsh Assembly Government's Code of Practice on School Admission Appeals. The parents are invited to an appeal hearing within 14 days (ten working days) from the date the appeal is submitted to the panel.

**\* Nursery Education is not compulsory and parents have no right of appeal if their application for a Nursery place is unsuccessful.**

#### **Applicability of this policy:**

New versions of this admissions and over-subscription policy shall be effective from 1 September (start of a new academic year) 12 calendar months after its date of formal adoption by the full governing body. This is in order to ensure that parents of applicant children have sufficient notice of the over-subscription policy when selecting a school.

## St Brides Major Church in Wales V.A. Primary School

### POLICY STATEMENT

#### ADMISSIONS

1. The Welsh Government School Admissions Code requires the Governing Body to publish its arrangements for the admissions of pupils to the school. The Admission Number for St. Brides Major C/W Primary school is 28. Under the School Admissions Code of Practice of 2009 the Governing Body, who is the Admission Authority for St. Brides Major Primary School, will consult with the admissions authorities of other schools in the area, i.e. St. David's, Colwinston and Wick and Marcross as well as the Vale of Glamorgan and the Diocesan Director of Education..
2. The aim of this policy is to set out the procedures for parents applying for a place at the school in 2018/19 and for the consideration of these applications by the Governing Body.
3. During the Spring Term, admission forms will be sent to parents who have requested a place in reception in September and have not already completed an admission form. It will be requested that all completed forms be returned to the school by 1<sup>st</sup> March 2018.
4. The Governing Body will consider applications received by this date and priority will be given to:
  - Children with a statement of educational need where the school is named as the most appropriate setting.
  - Looked after children or previously looked after children.
  - Children who will have a sibling (full, half or step brother/sister, adopted or fostered) attending the school at the time of the actual enrolment at school.
  - Children who have a parent who attends a Church in Wales service in the benefice of St Brides Major and Ewenny at least once a month.
5. The remaining places will be allocated (in order of priority) to:
  - i) Children who are resident solely within the ecclesiastical benefice of St. Brides Major and Ewenny (see attached map).
  - ii) Children who are resident some of the time within the ecclesiastical benefice of St. Brides Major and Ewenny and some of the time elsewhere (see attached map).
  - iii) Children resident outside of the ecclesiastical benefice of St. Brides Major and Ewenny
6. In the event of more applications being received than places available,

places will be allocated (within whichever of the above categories the oversubscription first occurs) strictly according to the oversubscription criteria (in order), as follows

- A) Children who have a parent who is a communicant members of the Anglican Church.
  - B) Children who have a parent who is a member of non-Anglican churches and chapels.
  - C) Children whose parents are applying for admissions for other reasons, such as additional learning, social or medical needs.
7. Should the number of applications for places exceed the Admission number of 30, priority will be given in any of the categories above (in order) according to the proximity (measured by odometer from the main entrance of the family home to the main gate of the school by the shortest route) that applicants live to the school. (In the case of a block of flats or apartments the walking distance to the main door of the block shall be the determining factor within that block and the lower numbered flat or apartment will have priority where the distance is equal.)
  8. Where the school is unable to admit all siblings of a multiple birth, none will be admitted.
  9. Firm offers of places for the 2018/19 intake will be sent to parents\* in March 2018 (please contact school for details).

Applications for any year group, at any time of the year (e.g. families who have recently moved into the catchment area), will be considered by Governors for any available places in that year group.

Appeals against the Governors' decision not to admit a child should be sent to the Clerk of Governors c/o the school, within 21 days of the date of the letter of refusal for consideration by an Independent Appeals Panel. Where an appeal is unsuccessful, further applications for a place will not be considered during the same academic year unless there are significant and material changes in circumstances of parents or the school.

10. Parents whose applications are unsuccessful in April can opt to go on a waiting list in case a place becomes available, but any such waiting list will expire on 30th September.
11. The Governing Body will be responsible for the implementation of this policy. As outlined by legislation, it will be reviewed annually. This policy has been accepted by the Governing Body, as outlined in the minutes of the meeting of the full body.

## SCHOOL ADMISSIONS POLICY

St. David's Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. The first priority of the Governors, as the Admissions Authority, is to admit the children of families who choose to have their children educated within a Christian ethos, emphasising the importance of prayer, worship and Christian teaching. This is reflected in the whole life of the school. With this in mind, if the school is oversubscribed, priority will be given to the children of families who can demonstrate this through their active involvement in a Christian community.

It is situated in the beautiful village of Colwinston, midway between Bridgend and Cowbridge. The school serves the parish\* of Colwinston, Llysworney and Llandow. Subject to places being available at the school and with the agreement of the Governing Body, children may be admitted from outside the parishes.

### **NURSERY ADMISSION ARRANGEMENTS**

St David's includes a 28 place nursery unit. (14 morning pupils and 14 afternoon pupils). Children are entitled to a part-time nursery place from the start of the term following their third birthday.

The Governing Body will consider each individual application received by the published closing date. Where the number of applications for admission exceeds the number of places available, places will be allocated applying the oversubscription criteria, in the order of priority set out below, up to the approved capacity.

No account is taken of the particular infant or primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

### **A place in nursery does not secure a place in reception**

Parents should note that children attending a nursery school will not have an 'automatic' right to continued education at the same school when moving to reception class. All parents of children in a nursery class who are due to commence reception class in a following year, whether residing within the catchment area or of a school or outside it, will be required to complete an application form by the published closing date.

**As nursery education is non-statutory provision parents have no right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.**

### **Nursery Oversubscription Criteria**

Morning nursery places are allocated prior to afternoon places. For each criteria, children are admitted in chronological date of birth order, the oldest being admitted first. If two or more children have the same date of birth priority will be given to proximity\* to the school.

*Children with a Statement of Educational Need, when the school is named as the most appropriate setting are given priority ahead of the oversubscription Criteria.*

1. Children who will be three on or before 31 August (September Intake)

- a. *“Looked After”, previously “Looked After” children.*
- b. *Who have a sibling\* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)*
- c. *who live in the school’s parishes, who can demonstrate their active involvement\* in a Christian community.*
- d. *who live in the school’s parishes, who can demonstrate their active involvement in another faith community.*
- e. *who live within our parishes.*
- f. *whose families wish them to be educated in a Church in Wales school, who can demonstrate their active involvement\* in a Christian community.*
- g. *whose families wish them to be educated in a Church in Wales school.*

2. Children who will be three on or before 31 December (January Intake)

- a. *“Looked After”, previously “Looked After” children.*
- b. *who have a sibling\* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)*
- c. *who live in the school’s parishes, who can demonstrate their active involvement\* in a Christian community.*
- d. *who live in the school’s parishes, who can demonstrate their active involvement in another faith community.*
- e. *who live within our parishes.*
- f. *whose families wish them to be educated in a Church in Wales school, who can demonstrate their active involvement\* in a Christian community.*
- g. *whose families wish them to be educated in a Church in Wales school.*

3. Children who will be three on or before 31 March (April Intake)

- a. *“Looked After”, previously “Looked After” children.*
- b. *who have a sibling\* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)*
- c. *who live in the school’s parishes, who can demonstrate their active involvement\* in a Christian community.*
- d. *who live in the school’s parishes, who can demonstrate their active involvement in another faith community.*
- e. *who live within our parishes.*
- f. *whose families wish them to be educated in a Church in Wales school, who can demonstrate their active involvement\* in a Christian community.*
- g. *whose families wish them to be educated in a Church in Wales school.*



## **Nursery Application Forms**

The timetable follows the Vale dates: for September intakes, details will be sent to parents in January each year. These need to be returned for consideration by the school governing body admissions sub-committee by the closing date. Once all applications have been considered, firm offers of places for entry in the September will be sent to parents/carers by the dates detailed below.

*If there are spare places a second intake for 3 year olds would then be offered each term. (After Christmas and after Easter.)*

## **Nursery Late Applications**

Applications received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents/carers' responses to these offers have been received. This means that if the school is over-subscribed and a late applicant fulfils a higher criterion than that under which places have been offered to other applicants, they will still be unsuccessful.

## **RECEPTION ADMISSION ARRANGEMENTS**

**Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school.** In order for children to be considered for a Reception place in September, parents/carers should apply to St David's by completing the appropriate school admission forms.

## **School Admission Number**

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology "Measuring the Capacity of Schools in Wales (MCSW)". As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

## **Infant Class Size Regulations**

The Government introduced a policy to reduce class sizes for children aged five, six and seven year olds as part of its overall aim to improve educational standards in schools.

Section 1 of the School Standards and Framework Act 1988 and the Education (Infant Class Sizes) (Wales) Regulations 1998, which came into force on 1 September 1998, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6 and 7 year olds from September 2001 i.e. children in reception, year 1 and year 2 classes.

Therefore from September 2001 no Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources. Admission authorities can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

Children are admitted in September during the academic year of their fifth birthday (the academic year runs from 1st September 2019 to 31st August 2020).

The Admission Number for pupils entering the Reception class in any given September is **20**. Once the Reception Year applications exceed 20, the governors will consider applicants using the oversubscription criteria set out in this document.

For classes in Foundation Phase the class size must not exceed 30 pupils, unless it includes “excepted pupils” as specified by Regulation. Exceptions include:-

- Multiple birth, if it would mean splitting children because one would be the 31<sup>st</sup> child.
- Within reasonable capacity if military personnel are posted to the area after the due deadline and who have the correct documentation to confirm this.

According to the Governing Body Meeting minutes 16<sup>th</sup> February 2017 and March 2018 the following amendment was agreed to the policy: **When the school has under capacity in other year groups and the total school capacity of 154fte or (Foundation Phase 60fte without nursery) is not reached according to the criteria. Until the proposed new school is built, Governors will accept pupils above the admission number of 20 but will not exceed Foundation Phase class sizes of 30.**

## Equality

Every child is given an equal opportunity to take up a place at St David's, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind towards any protected characteristic is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

A detailed Disability Audit plan outlines the reasonable measures that the school takes to ensure access for all and prevent disabled pupils from being treated less favourably than other pupils. Wherever practicable and within the resources available, the school is prepared to modify the physical environment, the procedures, the teaching materials and other resources (wheelchair ramps and a

toilet for use by the disabled have already been installed), to enable disabled pupils to gain full access to the National and wider curriculum. In exceptional circumstances the school can apply to modify or disapply the curriculum to meet the needs of the child.

### **Oversubscription Criteria:**

Children with a Statement of Educational Need, when the school is named as the most appropriate setting are admitted ahead of the oversubscription criteria.

Where applications are equal to or less than the admission number then **everyone** will be admitted. Should there be insufficient places to accommodate all applicants who qualify under any one of the categories, places will be considered according to the proximity\* that applicants live to the school.

1. "Looked After", previously "Looked After" children.
2. Children who have a sibling\* who is a pupil registered at the school on the date when the applicant child is due to commence school. (In priority order: first siblings in Reception, then Year 1, then Year 2, then Year 3, then Year 4, then Year 5 and finally Year 6)
3. Children who live in the school's parishes, who can demonstrate their active involvement in a Christian community.
4. Children who live in the school's parishes, who can demonstrate their active involvement\* in another faith community.
5. Other children who live within our parishes.
6. Children whose families wish them to be educated in a Church in Wales school, who can demonstrate their active involvement in a Christian community. (Priority will be given to those whose place of residence\* is closest\* to the school, for whom St David's is the closest Church school.)
7. Children whose families wish them to be educated in a Church in Wales school. (Priority will be given to those whose place of residence\* is closest\* to the school, for whom St David's is the closest Church school.)

### **Application Forms**

Admission application forms are available on request from the school and need to be returned no later than the last day of the Spring term for consideration by the school governing body admissions sub-committee for entry in the following September. Once all applications have been considered, firm offers of places for entry in the September will be sent to parents/carers by the dates detailed below.

### **Late Applications**

Applications received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents/carers' responses to these offers have been received. This means that if the school is

over-subscribed and a late applicant fulfils a higher criterion than that under which places have been offered to other applicants, they will still be unsuccessful.

### **Appeals Procedure**

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal committee under the Education Acts. Parents wishing to appeal should complete the appeal form attached to the letter regarding their child's non admittance. The form should be sent to reach the Clerk to the Governing Body Appeal Committee, care of the school, within 15 days of the date of notification of the decision. The appeal will be considered by Governors according to the Welsh Assembly Government's Code of Practice on School Admission Appeals.

The Governing Body will be responsible for the implementation of this policy. As outlined by legislation, it will be reviewed annually.

### **Definitions**

**Definition of a sibling:** *a brother/sister; or step brother/step sister; or half-brother/half-sister adopted or fostered permanently resident at the same address.*

**Proximity:** *distance from school is measured in a straight line from the main entrance of the family home to the main gate of the school, using the system adopted by the Vale of Glamorgan Council for all maintained schools within the county borough.*

**Place of residence:** *the child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.*

**Parish:** *for map see prospectus or appendix 6*

**Waiting List:** *the school operates a waiting list in line with the Oversubscription Criteria. Children are placed onto the waiting list in a position which reflects the criteria, with no reference to the date that they were placed on the list. This is held until 30<sup>th</sup> September.*

**Active Involvement in a Christian Community:** *those who have been Baptised or Christened or attend Christian worship on the majority of Sundays (verified by the parish priest).*

The Governors of St David's CIW VA Primary School will adhere to the Admission Process 2019-20 Timetable as detailed in the Vale of Glamorgan Council Admission Policy. Dates below (based on 2018-9) to be confirmed by LEA.

## **St Helen's R.C. Primary School**

### **Introduction**

St Helen's Catholic Primary School is a voluntary-aided Catholic school situated in the centre of Barry. The school is on two sites. St. Helen's serves the following Parishes in Barry and the Vale of Glamorgan.

St Helen's, Barry including Sully  
Our Lady and St Illtyd, Llantwit Major  
St Cadoc's, Cowbridge

### **Admission Number**

The admission number to the Primary school is 44. In addition to the Admission numbers, Government legislation determines that no child aged 5-7 years will be in a class of more than 30 pupils as outlined in the Schools Standards and Framework Act 1998.

### **Oversubscription Criteria**

If the Governing Body receives applications in excess of the 44 available places, it will apply the oversubscription criteria below in order to determine all applications.

Priority will be given to children who are Looked After by the Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 in each category. Equal priority will also be given to previously looked after children. (School Admissions Code 2013)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Infant & Nursery School.

1. Catholic children who have been baptised in the Catholic Church who will have a sibling on roll at St Helen's Junior School on 1st September 2018. (Baptismal certificate required)
2. Catholic children who have been baptised in the Catholic Church. (Baptismal certificate required).
3. Christian children who have been baptised in another Christian denomination who will have a sibling on roll at St Helen's Junior School on 1st September 2018. (Baptismal certificate or letter from a minister of religion required).

4. Christian children who have been baptised in another Christian denomination. (Baptismal certificate or letter from a minister of religion required).
5. Children from other faiths who will have a sibling on roll at St Helen's Primary School on 1st September 2018 where there is no provision for their children to attend a school of their own faith in the area (letter from minister of religion required).
6. Children from other faiths whose parents wish their children to attend a Catholic school, where there is no provision for their children to attend a school of their own faith in the area (letter from a minister of religion required).
7. Children, who will have a sibling on roll at St Helen's Primary School on 1st September 2018, whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.
8. Children whose parents are seeking a Catholic environment for their child's education and for whom a Catholic education is the prime consideration. Accompanying letter to be written to Governing Body clearly stating this aim.

#### **Tie- breaker**

If the Governing Body is unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied where priority will be given to children who live closest to the school ; as measured by the shortest available walking route. A Geographical System (GIS) is used to calculate home to school distances.

#### **Guidance Notes**

To apply for a place at St Helen's Primary School, a parent/guardian MUST provide the following documentation: Baptism and birth certificates along with the admission application form which is available from the school. Proof of residency should also be provided.

#### **Siblings**

For admission purposes, a sibling is a child who is the brother/sister, half-brother/half-sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

#### **Multiple Births (e.g. twins or triplets)**

If it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place or parents may wish to consider an alternative setting for all children.

### **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School.

### **Waiting List**

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30th of September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30th September in the year of admission. After this time the parents will be expected to make a further application for admission.

### **Right of Appeal**

Details of the procedure to be followed if an appeal against any decision of the Governing Body on admission is contemplated may be obtained from the Admissions Appeal Committee c/o Clerk to the Governing Body,  
St. Helen's Catholic Primary School  
Maesycwm Street  
Barry  
CF63 4EH

[StHelenscps@valeofglamorgan.gov.uk](mailto:StHelenscps@valeofglamorgan.gov.uk)

## St. Joseph's RC Primary School

### Admission Policy

The Governing Body has sole responsibility for admissions to the school. (This policy does not relate to St Joseph's Nursery class.)

The school has a 26 place Reception class. The minimum age of entry of pupils to the Reception class will be 5 years of age between 1st September and 31st August.

The Education Act 1980, Section (6), gives parents the right to express a preference as to which school their children attend. If the number of applications received matches or is below our indicative admissions number then places will be allocated to all applicants. In the event that the applications for places exceed the school's indicative admissions number the following Oversubscription Criteria will be applied:

Priority will be given to children who are Looked After by the Local Authority (LAC) in accordance with Section 22 of the Children Act 1989 in each category. Equal priority will also be given to previously looked after children. (School Admissions Code 2013)

Priority will also be given to an applicant with a Statement of Special Educational Needs (SEN) which names St. Helen's Catholic Infant & Nursery School.

**ORDER OF PRIORITY OF ADMISSION:** The Governing Body will give priority of admission as follows:

1. Baptised Catholic children residing in the Parishes of St Joseph's, Penarth and St Mary's Dinas Powys
2. Baptised Roman Catholic children with a brother or sister currently in the school
3. Brothers or sisters of children already in the school
4. Children whose parents are Baptised Catholics
5. Baptised children from other Christian denominations
6. Non-Catholic children where the parents understand and accept that their child/children will be educated in an environment that reflects Christian values
7. In all categories priority will be given to children who are looked after by the Local Authority
8. In the event of two or more applicants applying for one place and the Governing Body being unable to separate them using the above oversubscription criteria, the place will be allocated on the basis of proximity to the school, determined by the Strategic Planning and Performance Department of the Local Authority.



Unsuccessful applicants have the statutory right of appeal. Any such appeal will come before an Independent Appeals Panel the decision of which will be binding on both parties. Details of the appeal process are available upon request from the School Administration Officer, St. Joseph's RC Primary School, Sully Road, Penarth, Vale of Glamorgan. CF64 2TQ.

### **Attendance at the Nursery Class**

Attendance at the Nursery Class at St Joseph's does not automatically entitle a child to a Reception Class place in the same school. A separate application must be made by the published closing date if the application is to be considered in the first round of allocations.

Admissions Application forms for the Reception Class for September 2019 will be available from the school office from **Monday 5th November 2018**. The deadline for all applications for Reception Class in September 2019 is **Friday 11th January 2019 at 3.30pm**. Decisions will be issued on or by 16<sup>th</sup> April 2019.

### **School Admission Number**

All maintained schools must admit pupils up to their published admission number. The admission number for St Joseph's RC primary School is 30.

The published admission number has been calculated in accordance with the Welsh Government's school capacity calculation methodology "Measuring the Capacity of Schools in Wales (MCSW)".

### **Infant Class Size Regulations**

The Government introduced a policy to reduce class sizes for children aged five, six and seven year olds as part of its overall aim to improve educational standards in schools.

Section 1 of the School Standards and Framework Act 1998 and the Education (Infant Class Sizes) (Wales) Regulations 2013, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6 and 7 year olds, i.e. children in Reception, Year 1 and Year 2 classes. Therefore no Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources. The School can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

## **Supporting Evidence**

To apply for a place at St Joseph's Primary School, a parent/guardian must provide the following documentation:

- Admission application form (available from the school)
- Birth certificate
- Proof of residency. The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends (i.e. nights out of 7).
- If you have indicated that your child is a Baptised Roman Catholic or has been received into the Roman Catholic Church, evidence is required to be submitted with the application. Evidence may include a Baptismal Certificate or written confirmation from a priest.

## **Siblings**

For admission purposes, a sibling is a child who is the brother/sister, half brother/half sister (children who share one common parent), step brother/step sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address. Any sibling connection must be stated in the application.

## **Late Applications**

Only applications received by the published closing date will be considered in the initial round of allocation of places. Application forms received after the published closing date will be processed in the same way, but will be considered only after all the applications received on time. This could mean that there may not be a place available at the School.

## **Waiting List**

Where a place has been refused, the applicant will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the 30<sup>th</sup> September in the year of admission.

Applications received outside of the annual allocation of places for the year admissions will remain on the waiting list until the 30<sup>th</sup> September after the application was received. After this time the parents will be expected to make a further application for admission if they wish to remain on the waiting list.

## **St Richard Gwyn Catholic High School**

## **OVERSUBSCRIPTION CRITERIA FOR ENTRY IN SEPTEMBER 2017**

The Governing Body is the Admitting Authority for St Richard Gwyn Catholic High School. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Our catchment area covers the parishes of Our Lady and St Illtyd's, Llantwit Major, Cowbridge and Rhoose, St Helen's, Barry, St Mary's Dinas Powys, and St Joseph's Penarth. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

All applications must be completed using the school's application form. Completed forms should be returned directly to St Richard Gwyn. If posted please obtain proof of postage. Late applications received after the closing date will only be considered 'when a good reason is given'. School Admissions Code No 005/2013. Otherwise they will be considered after all of the applications received on time.

In the event of oversubscription applications will be placed on a waiting list until 30<sup>th</sup> September. Applications will be ranked in accordance to the oversubscription criteria. The governing body will consider applications received from families of multiple birth children (twins, triplets etc) collectively against the oversubscription criteria. The planned admission number is 163. In the event of oversubscription, applications will be prioritised in the following order:

**AN ORIGINAL BIRTH CERTIFICATE IS REQUIRED FOR ALL APPLICATIONS.**

	Descriptor	Evidence required from parent
1	Looked After Children or previously Looked After.	Local Authority Care Order
2	Baptised Catholic children residing within our feeder parishes.	Original baptismal certificate.
3	Children who attend our designated primary feeder schools.	*No further evidence required.
4	Siblings (defined as brother, sister, half-brother and half-sister residing at the same address as the sibling) of students on roll at the time of admission.	*No further evidence required.
5	Baptised Catholic children residing outside our catchment area.	Original baptismal certificate.
6	Members of other Christian denominations and members of other faiths.	Christening (or other initiation) certificate.
7	Children who attend a faith school.	Supporting letter from current Headteacher.
8	Children of a non-faith background whose parents seek a faith based education.	Supporting letter stating why they wish their child to be educated at St Richard Gwyn.

\*Verified by St Richard Gwyn.

Where there are more applications from children within a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school. (Based on a student walking to school using Google maps.)

The closing date for applications is 28<sup>th</sup> November 2017, complying with the local timetable. Decision letters will be issued by 1<sup>st</sup> March 2018. In the event of refusal, parents will have the right of Appeal to an independent panel of the Archdiocese of Cardiff.

Applications for **transfer to the school from another secondary school** during the academic year should be made using the school's application form. The Governing Body Admissions Panel will consider each application. If the number requesting transfer exceeds available places, the Oversubscription Criteria will be used to determine successful applicants. Where the particular year group is full and after governors have considered the application, unsuccessful applicants will be placed on the school's Waiting List. Applicants will remain on the Waiting List until the end of the academic year. In the event that places become available, the applications on the Waiting List will be reviewed against the Oversubscription Criteria and offers made to fill the available places.

### **Appeals procedure**

In accordance with the requirements of the Schools Standards and Framework Act 1998, the Governors have established an Appeals procedure.

Parent(s)/Carer(s) of a child who has not been admitted to the school may appeal against the decision. The panel is appointed by the Diocese of Cardiff and is entirely independent of the School and the Local Authority. Notice of intention to appeal should be sent to the Admissions Officer at the School who will then inform the Diocesan Office for Education. Appellants will then be contacted directly by the Diocesan Office with details of an appeal hearing.

Notes

- 1 'Looked after children' are children who are registered in the care of the local authority (under section 31 of the Children Act 1989) or who are provided with accommodation by the local authority (under section 20 of the Children Act 1989);
- 2 'Sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, foster children who live at the same address and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation;
- 3 'Proximity' refers to the distance measured by calculating the metres based on a student walking to school using the Councils GIS system.

## Stanwell School

### Admissions Policy

This policy has been drawn up in line with the School Admissions Code of 2013.

Pupils will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2018 will be 299, which is currently under review as the indicated admissions number.

Where applications for admission exceed the number of places available, the following oversubscription criteria will be applied, in the order set out below, to decide which children to admit.

#### Oversubscription Criteria

1. Looked After Children as defined by Section 22 of the Children Act 1989. Priority is given to Looked After Children and previously Looked After Children in accordance with the Education (Admissions of Looked After Children, Wales) Regulations 2009 and the School Admissions Code of 2013.
2. Pupils who are on the register in one of the designated feeder primary schools (Albert, Evenlode, Sully and Victoria). In the event of oversubscription by applicants from the designated feeder primary schools alone, criteria (4), (5) and (6) would be applied to produce an order of preference.
3. Pupils who are not on the register of one of the designated feeder primary schools but whose parents have satisfied the school by the published closing date for receipt of applications that the pupil will be taking up residence within the catchment area of the designated feeder primary schools. Children of UK service personnel posted to the area must provide proof of the posting with their application form.
4. Pupils who have older brothers and/or sisters on roll. The term 'brothers and sisters' is defined for this purpose as a) fraternal relations who have the same mother and/or father b) adoptive brothers and/or sisters c) stepsisters and/or brothers who live at the same address. Due to large cohort numbers, multiple birth children will always be allocated or refused a place together so that the situation will never arise that one child would be admitted and their sibling(s) not admitted.
5. Pupils of whom the Governors judge there are compelling medical or social grounds for their admission. (Positive recommendation from the Health Authority or the Director of Social Services will be required in such cases).

6. In determining applications for admission in respect of other pupils the Governors give particular regard to the degree of proximity of the pupil's home to the school. This will be measured by quickest driving route from the school's main entrance to the pupil's home.

The school has established arrangements for appeals against non-admission in line with the School Admission Appeals Code of July 2013. In the case of an admission being refused, parents have the right to appeal to an Independent Appeal Panel. Anyone wishing to make such an appeal will be advised in writing at the time their application is refused of the procedures to make such an appeal. If an appeal is unsuccessful, parents must wait until the following academic year before re-applying.

For Year 6 – 7 transition, Stanwell operates the same admissions timetable as the Vale of Glamorgan L.A. Pupils in the designated feeder schools will be given an application pack automatically through their primary schools. Parents of pupils from other primary schools can request an application pack by writing to or telephoning Miss S Owen, Admissions tutor, at Stanwell School. Similarly, parents of pupils who wish to make an application outside the normal admission round should also contact Miss S Owen.

### Waiting lists

Following the allocation of places during the normal admissions round, pupils will remain on the waiting list until the 30<sup>th</sup> September in the school year in which they apply. If places become available, the oversubscription criteria will be used to determine the allocation of places.

## **Wick and Marcross Church in Wales Primary School**

Wick and Marcross Church in Wales Primary School is a voluntary aided school with a strong and distinctive Christian character. The Governors, as the admissions authority, admit the children of families who chose to have their children educated within a Christian community where the importance of prayer, worship and Christian teaching is reflected through the whole life of the school.

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until a school's admission number has been reached. The published admission number has been calculated in accordance with the Welsh Governments school capacity calculation methodology 'Measuring the Capacity of Schools in Wales (MCSW)'.

### **Infant Class Size Regulations**

The Government introduced a policy to reduce class sizes for children aged five, six and seven year olds as part of its overall aim to improve educational standards

in schools.

Section 1 of the School Standards and Framework Act 1988 and the Education (Infant Class Sizes) (Wales) Regulations 1998, which came into force on 1 September 1998, placed a duty upon Local Authorities and school governing bodies to limit to 30 the size of classes for 5, 6 and 7 year olds from September 2001 i.e. children in reception, year 1 and year 2 classes.

Therefore from September 2001 no Foundation Phase class will contain more than 30 pupils, except where permitted exceptions apply.

Admission authorities are not required to admit a child to an infant class where to do so would be incompatible with the duty to meet infant class size limits, because the admission would require measures to be taken to comply with those limits which would cause prejudice to efficient education or efficient use of resources. Admission authorities can only refuse admission on the basis of infant class size prejudice if the admission number has already been reached.

Children are admitted in September during the academic year of their fifth birthday (the academic year runs from 1st September to 31st August).

The Admission Number for pupils entering the Reception class in any given September is 18.

Once the Reception Year applications exceed 18, the governors will consider applicants using the oversubscription criteria set out in this document.

For classes in Foundation Phase the class size must not exceed 30 pupils, unless it includes “excepted pupils” as specified by Regulation. Exceptions include:-

- Multiple birth, if it would mean splitting children because one would be the 31st child.
- Within reasonable capacity if military personnel are posted to the area after the due deadline.

### **Equality**

Every child is given an equal opportunity to take up a place at Wick and Marcross, irrespective of gender, ethnicity, attainment, disability, cultural, social or linguistic background. Discrimination of any kind is unacceptable and Governors welcome applications for admission from all sections of the community, providing that applicants meet the Admissions Policy criteria.

A detailed Disability Audit plan outlines the reasonable measures that the school takes to ensure access for all and prevent disabled pupils from being treated less favourably than other pupils. Wherever practicable and within the resources available, the school is prepared to modify the physical environment, the procedures, the teaching materials and other resources to enable disabled pupils to gain full access to the National and wider curriculum. In exceptional circumstances the school can apply to modify or dis-apply the curriculum to meet the needs of the child.

### **Oversubscription criteria**

Where applications are equal to or less than the admission number then everyone will be admitted. Should there be insufficient places to accommodate all applicants

who qualify under any one of the categories, places will be considered according to the proximity\* that applicants live to the school.

Children with a statement of Special Educational Need, when the school is named as the most appropriate setting, will be admitted before applying the oversubscription criteria.

1. Children who are currently or have previously been looked after by the Local Authority as set out in The School Admissions (Infant Class Sizes) (Wales) Regulations 2013 and in accordance with section 22 of the Children Act 1989.

2.. Children whose parents / guardians are practising communicants of the Church in Wales who are in regular attendance at a church within the Rectorial Benefice of Llantwit Major, or whose children regularly attend in the company of others. Clergy references will be used to determine regularity of attendance.

3.. Children whose parents / guardians live within the historical boundaries of the parishes of Wick and Marcross.

4. Children who have a sibling\* who is a pupil at the school on the date the applicant child is due to commence school.

5. Children whose parents / guardians are practising communicants of the Church in Wales living in the Benefice of Llantwit Major but who are in regular attendance at another parish church, or whose children regularly attend another parish church in the company of others.

6. Children whose parents / guardians are practising communicants of the Church in Wales living outside the Rectorial Benefice of Llantwit Major and who are in regular attendance at another parish church, or whose children attend another parish church in the company of others. Clergy references will be used to determine regularity of attendance.

7. Children whose parents / guardians are active and practising members in another faith community. References will be used to determine regularity of attendance.

8. Children whose families wish them to be educated in a Church in Wales school. Priority will be given to those whose place of residence\* is closest to the school for whom St James' is the closest church.

For multiple birth children, when one child (the eldest) would be admitted (for any criteria) and due to oversubscription their sibling/s are not, the siblings would have priority on the waiting list\*, for the next available place (unless a child from criteria 1 or 2 was added to the list within this time, who would then take priority).

### **Application process**

Application forms for admission to the school will be automatically sent to those parents who have recorded their child's details in our registration book during the week commencing 10 November 2017



- Application forms are available on request from the school.
- All completed forms must be returned to the school by 8 January 2018 for consideration by the school's governing body admissions committee.
- Once all applications have been considered by the admissions committee, notification 2018/2019 intake will be sent on 16 April 2018.

### **Late applications**

Applications received after the deadline date will not be considered until offers have been made to those applications made before the deadline, and the parents/carers' responses to those offers have been received. This means that if the school is oversubscribed and a late applicant fulfils a higher criterion than that which places have been offered to other applicants, they will still be unsuccessful.

### **Appeals procedure**

Parents/Carers who are not offered a place for their child have the right to appeal to an independent appeal committee. Parents wishing to appeal should appeal in writing to the reach the Clerk of the Governors within 15 school days of the date of notification of the decision. The appeal will be considered by an independent Admission Appeal Panel, administered by the Llandaff Diocesan Board of Education, according to Welsh Government's Code of Practice on School Admission Appeals.

The Governing Body will be responsible for the implementation of this policy. It will be reviewed annually.

## **DEFINITIONS**

### **Place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

### **Proximity**

Distance from the pupil's home to the school using the shortest available walking route. In line with the Vale of Glamorgan council, the Governing Body uses a Geographical Information System (GIS) to calculate home to school distances.

### **Waiting list**

The school operates a waiting list in line with the oversubscription criteria. Children are placed onto the waiting list in a position which reflects the criteria, with no reference to the date that they were placed on the list. The waiting list for the normal admission round will be maintained until 30th September in the relevant year.

### **'Regular attendance'**

Regular attendance is defined as attendance twice monthly.

**Sibling**

For the sibling criteria to be applicable, one of the following conditions must exist:

- i. a brother and / or sister permanently resident at the same address.
- ii. a stepbrother and / or stepsister permanently resident at the same address.
- iii. a half-brother and / or half-sister adopted or fostered permanently resident at the same address.

## SCHOOL HOLIDAY DATES 2018/2019

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2018	Monday 3 Sept 2018	Monday 29 Oct 2018	Friday 2 Nov 2018	Friday 21 Dec 2018	75
Spring 2019	Monday 7 Jan 2019	Monday 25 Feb 2019	Friday 1 Mar 2019	Friday 12 April 2019	65
Summer 2019	Monday 29 April 2019	Monday 27 May 2019	Friday 31 May 2019	*Monday 22 July 2019	55
<b>TOTAL</b>					<b>195</b>

- i) **Monday 3 September 2018 and \*Monday 22 July 2019** will be designated INSET days for **all** LEA Maintained Schools. The remaining three INSET days to be taken, will be at the discretion of each individual school. **\*It is intended that this INSET day will either be taken on Monday 22 July 2019 or at an alternative time to be decided by individual schools following appropriate consultation with staff i.e. on a weekend, during existing holidays or in the form of twilight sessions.**

All schools will be closed on **Monday 6 May 2019** for the May Day Bank Holiday.

Significant dates:    Christmas                      Tuesday 25 December 2018

                                 Easter                                      Good Friday 19 April 2019  
    Easter Monday 22 April 2019

                                 May Bank Holidays Monday 6 May 2019  
    Monday 27 May 2019

### SCHOOL HOLIDAY DATES 2019/2020

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2019	Monday 2 Sept 2019	Monday 28 Oct 2019	Friday 1 Nov 2019	Friday 20 Dec 2019	75
Spring 2020	Monday 6 Jan 2020	Monday 17 Feb 2020	Friday 21 Feb 2020	Friday 3 April 2020	60
Summer 2020	Monday 20 April 2020	Monday 25 May 2020	Friday 29 May 2020	*Mon 20 July 2020	60
<b>TOTAL</b>					<b>195</b>

- ii) **Monday 2 September 2019 and \*Monday 20 July 2020** will be designated INSET days for **all** LEA Maintained Schools. The remaining three INSET days to be taken, will be at the discretion of each individual school. **\*It is intended that this INSET day will either be taken on Monday 20 July 2020 or at an alternative time to be decided by individual schools following appropriate consultation with staff i.e. on a weekend, during existing holidays or in the form of twilight sessions.**

All schools will be closed on **Monday 4 May 2020** for the May Day Bank Holiday.

Significant dates:    Christmas                      Wednesday 25 December 2019

                                 Easter                                      Good Friday 10 April 2020  
    Easter Monday 13 April 2020

                                 May Bank Holidays    Monday 4 May 2020  
    Monday 25 May 2020