



Cyngor Sir Ceredigion County Council

Learning Services

School Admissions Policy 2018/ 2019

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ADMISSION

The School Standards and Framework Act 1998 assigns functions to Admission Authorities, Appeal Panels and Admission Forums in relation to the admission of pupils to school.

For all maintained and Voluntary Controlled schools in Ceredigion the Ceredigion Local Authority (LA) is the Admission Authority

For Voluntary Aided schools (VA School) the Governing Body acts as an admission authority. A VA School is a state-funded school in which a foundation or trust, usually a religious organisation contributes to building costs and has a substantial influence in the running of the school.

Each of these bodies has a statutory duty to “act” in accordance with the School Admissions Code and the Schools Admission Appeals Code.

ADMISSION AUTHORITIES

For Community and Voluntary Controlled Schools

All schools in Ceredigion (with the exception of St. Padarn Roman Catholic Primary School) fall into this category and admissions are controlled by Ceredigion LA and not the Schools or their Governing Bodies. In such cases all applications should be made to the LA and not the School as the LA is the only body that can offer school places.

The contact details for the Admission Authority are as follows:

Admissions Team

Learning Services
Canolfan Rheidol
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UE

Applications should be made using the on-line admission form, accessed via the Ceredigion web-site (www.ceredigion.gov.uk). Alternatively there is a paper form – a copy of which can be downloaded from Ceredigion website.

For Voluntary Aided Schools

St Padarn Roman Catholic Primary School is the only such school in Ceredigion. Admission enquiries should be made to their Governing Body. Although, any forms received (whether on-line or paper) by the LA will be passed to the school. Address details for the school is as follows:

St Padarn Roman Catholic Primary School

Llanbadarn Road
Aberystwyth
Ceredigion
SY23 1EZ

USEFUL INFORMATION

Admission Forum

The Ceredigion Admission Forum meets twice a year to discuss local admission issues. Headteachers, Governors, Parents and Diocesan Authorities are represented.

Parents above and throughout this document should be read to mean not just parents but all person(s) with a legally defined parental responsibility for a child.

Minutes of the meetings are available on the Ceredigion web-site.

Transport

The LA provides free school transport for children of statutory school age (term after their 5th birthday) on the following basis:

- Primary age pupils who live over two miles from the nearest suitable primary school;
- Secondary age pupils who live over three miles from the nearest suitable secondary school.

Distance is measured by the shortest walking route between home and school. From the nearest council maintained road to the property to the main school entrance.

Further information is available from the Transport Unit (01970 633555).

Elective Home Education

Parents may also choose to educate their children at home. This is known as Elective Home Education. The decision to home educate requires careful thought, as it represents a considerable undertaking in terms of commitment, time and cost.

Parents considering this option are advised to contact the LA, and seek guidance from the Elective Home Education Officer on 01970 633651.

1. AGE CHILDREN CAN START SCHOOL

1.1 Nursery Age Children – 3 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
3	31 December 2017 31 March 2018 31 August 2018	Spring 2018 Summer 2018 Autumn 2018

Being a pupil in a Nursery Class does not make a child eligible for admission to the Reception Class. Parent/Guardians will need to make a separate application.

1.2 Primary Age Children – 4 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
4	31 December 2017 31 March 2018 31 August 2018	Spring 2018 Summer 2018 Autumn 2018

Legislation does not require a child to start school until the term after their fifth birthday and the parent may defer entry until that age. However, applications for deferred entry must be submitted by the same closing date (see section 2 for closing date details) as non-deferred applications.

1.3 Secondary Age Children – 11 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
11	31 August 2018	Autumn 2018

Parents of year 6 pupils are invited to express their preference for a Secondary School during the Autumn Term of the year prior to the transfer.

Year 6 pupils attending a Middle School and who intend to remain at that school will not have to apply to the Secondary phase.

See Appendix A for names of Ceredigion School and the type of provision they provide i.e. whether Nursery, Primary or Secondary.

2. ADMISSION TIMETABLE

Provision	Age	Starting School	Closing Date for Applying	Offer/ Notification Date	Appeals Closing Date
Nursery Age Children.	3rd Birthday 1 st Sept 2017 to 31 st August 2018	January, April, September 2018	31st January 2017	17 th April 2017	No Right of Appeal
Primary School Age Children. (There is no automatic transfer from the Nursery age provision – A separate application will be required).	4th Birthday 1 st September 2017 to 31 st August 2018	January, April, September 2018	31st January 2017	17 th April, 2017	10 Working Days from receipt of Refusal Letter.
Secondary School Age Children. (Applications for primary pupils starting Year 7 in secondary schools).	11th Birthday 1 st September 2017 to 31 st August, 2018	September 2018	December 2017 (exact date not yet announced)	1 st March 2018	10 Working Days from receipt of Refusal Letter.

3. ADMISSION PROCESS

3.1 PARENTAL PREFERENCE

While most parents send their child to the nearest school they have a right to state a preference for any Ceredigion school.

Changes to school preferences can be made at any time up to the closing date (see Admission Table in section 2) – parents will need to do this in writing (to the Admission Team) and also submit a new application.

Any change to school preference after the closing date will be treated as a late application.

Three school choices (in order of preference) may be made. If the LA is unable to offer a place at the first choice then the second choice will be considered and so on.

3.2 SCHOOL SELECTION

Whichever school parents decide on, it is recommended that they contact, discuss and visit their school(s) of choice so that they are aware of the facilities and opportunities they are able to offer.

3.3 APPLYING FOR A SCHOOL PLACE

Forms (whether on-line or paper) will need to be completed and submitted as per the closing dates as set out in the Admission Timetable in Section 2. After the closing date, all applications received by the closing date will be processed. All applications received after the closing date will be considered after all applications received by the closing date unless there are exceptional reasons why the application is late

e.g. this can be where the family moved into the LA between the closing date and the offer date (in which case evidence of the change of address will be required) or there are other exceptional reasons which prevented the family from applying on time.

Reasons for late applications must be included in writing with the application incorporating any appropriate supporting documents/statements.

3.4 ALLOCATING PLACES

The LA will admit children up to the **admission number (AN)** of the preferred school. Although, where the final place allocated (up to the admission number) is one of a multiple birth then the LA will also admit the other sibling(s).

The Admission number (AN) specifies the number of pupils who can be admitted to each year group in the school.

The AN for each school is given in Appendix A: School Admission and Capacity Numbers.

The number is calculated using the Welsh Government formula - 'Measuring the capacity of schools in Wales'. This document is available on the Welsh Government website at www.wales.gov.uk.

3.5 OVER-SUBSCRIPTION CRITERIA

In cases where the number of applications exceeds the AN then allocation of school places will be allocated as per the following oversubscription criteria (listed in priority order):

- looked after children and previously looked after children (because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after). Evidence of a previously looked after child will be required;
- the school for which a preference has been expressed is the nearest suitable school and the child has a **sibling** attending the school at the time of admission;
- the school for which a preference has been expressed is the nearest suitable school;
- children for whom the school is not the nearest suitable school but will have a sibling attending the school at the time of admission.

Siblings are defined as: pupils with full, half or step brothers or sisters, or adoptive or foster children, who are attending the preferred school, and are living in the same household at the time of admission.

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted. All distances will be measured by the shortest walking distance (using Google Maps) between the main school gate and the point where the child's home meets the public highway.

3.6 HOME ADDRESS

A pupil's home address is a residential property that is the child's only or main residence. Either:

- owned by the parent(s) or the person with a defined legal parental responsibility for the child; or
- is leased to or rented by the child's parent(s) or the person with parental responsibility under a written rental agreement.

Where there is a shared parental responsibility for a child, and that child lives with both parents or person with a legal parental responsibility, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days).

The LA reserves the right to request proof of address at any time during the admission process.

3.7 MOVING ADDRESS

Where a family is moving and parents apply for admission to a school based on their new address the LA may take steps to verify the arrangements. The LA will accept either:

- a solicitors letter stating that the contract has been exchanged and specifying a completion date;
- a signed and dated tenancy agreement.

If proof of the new address cannot be given then application will be based on the current address.

3.8 FAMILIES OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (including DIPLOMATS)

Above families are subject to frequent movement within the UK and from abroad, often at relatively short notice. As a result, applications for school places for the approaching school year will be considered if accompanied by an official Ministry of Defence or Foreign and Commonwealth Office letter declaring a return date. School places will then be allocated if the applicant would meet the criteria when they move to their new destination.

Unit postal addresses for applications from service personnel will also be accepted, in the absence of a new postal address.

3.9 EXCLUDED PUPILS

If a pupil has already been permanently excluded from two or more schools then, while a parent may express a preference for a school at which they wish their child to be educated, the LA does not have to comply with their preference for a period of two years from the date of their latest exclusion.

4. OFFERING A SCHOOL PLACE (NOTIFICATION OF AN OFFER)

Parents will be advised by letter or e-mail confirming, or otherwise, that a place is available at the school and offering them the opportunity of accepting the place.

Decision letters in respect of **Secondary School** applications will be sent by the **1st March 2018** and for **Primary School** applications the **17th April 2017**.

All offers will need to be accepted in writing (letter or e-mail to the LA).

If the offer is not accepted then the place may be lost and the place offered to another pupil.

4.1 MULTI-SITE SCHOOL

Offers to a Primary School, operating on more than one site will be to the school and not to a particular site.

The site that children attend is a matter for the internal organisation of the school. Appeals cannot be made against the site allocated.

4.2 YEAR GROUPS

Pupils will be admitted into the year group appropriate to their chronologic age.

There is no right of appeal if a place has been offered but not in the desired year group.

4.3 STARTING SCHOOL.

Unless there are exceptional reasons, a child will be expected to start school on the date as specified in the offer. Delays in starting will need to be discussed with the school as it will not be possible to hold the place indefinitely. Decisions on how long the place will be held will be made on a case by case basis and in consultation with the parents and the school. However, it is not anticipated that a place will be held for longer than 6 weeks.

4.4 WITHDRAWING THE OFFER OF A PLACE

The offer of a school place will be withdrawn on the basis that:

- It is subsequently discovered that a fraudulent or intentionally misleading application was made (such as a false address nearer to the school).
- An acceptance of the place is not returned to the LA by the date stated in the offer.

5. UNSUCCESSFUL APPLICATIONS

If parents are unsuccessful in obtaining a place for their child then they will be notified (e-mail/letter depending on source of application) of the reason(s) why a place was not secured and of their right of an independent appeal.

5.1 APPEALS

Letters requesting an appeal will need to be sent by the parents to the Head of Learning Services within 10 days of the date of notification that an application for a place was unsuccessful.

Arrangements for the appeals panel to meet are made through the Legal Services department of Ceredigion County Council.

There is no right of appeal against non-statutory nursery provision.

Refusals are not lightly made decisions and will only be taken where the admission number has been reached and/or where an infant class (i.e. reception year, year 1 and year 2) will breach the 30 mark. The Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils. Admitting further would create class size prejudice, that is to say, prejudice to efficient education or efficient use of resources. Infant class size prejudice would not be found in cases where the school admission number had not been reached.

Exceptions to these regulations (called “excepted pupils”) do however exist which may allow the 30 pupil class limit to be exceeded. A full list of these ‘excepted pupils’ can be found in Appendix B.

5.2 WAITING LISTS

Any child not offered a place at their first choice of school will be kept on a waiting list until the 30th of September of the relevant academic year.

Should places become available then they will be awarded in accordance of the over-subscription criteria rather than the amount of time since the applications was submitted,

6. APPLYING OUTSIDE THE NORMAL ADMISSION ROUND

6.1 MOVING INTO THE AREA

Parents planning to move into the area should apply no earlier than a term in advance of their children's anticipated start date.

e.g. if a place is required in the spring term then the application should be submitted no earlier than the start of the preceding autumn term.

Applications received more than a term in advance will be held until the appropriate time.

Delays in moving into the area may result in offers being withdrawn.

6.2 SCHOOL TRANSFERS DURING THE YEAR

Changing schools requires serious consideration and should be fully discussed with the Headteacher of your child's present school in the first instance.

Should parents still need to transfer their child from one school to another then they must apply through submitting an application (On-line or paper).

6.3 SIXTH FORM PLACES

All Ceredigion Secondary and Middle Schools are responsible for their 6th form admissions and all applications should be made direct to the school of your choice.

APPENDIX A - School Admission and Capacity Numbers

Primary School (3 - 11 School with Nursery Provision)

School	Capacity	Admission Number
Aberaeron	201	28
Aberteifi	421	60
Bro Sion Cwilt	147	21
Cenarth	73	10
Dyffryn Cledlyn	120	17
Llwyn-Yr-Eos	219	31
Plascrug	409	58
Rhydypennau	193	27
T. Llew Jones	177	25
Y Dderi	133	19
Ysgol Gymraeg	370	52

Nursery pupils will need to apply to enter the Primary Phase.

Primary School (4 - 11 School without Nursery Provision)

School	Capacity	Admission Number
Aberporth	159	22
Beulah	41	5
Cei Newydd	98	14
Cilcennin	52	7
Ciliau Parc	68	9
Comins Coch	185	26
Craig yr Wylfa	74	10
Dihewyd	35	5
Felinfach	60	8
Llanarth	86	12
Llanfarian	56	8
Llanfihangel-y-Creuddyn	37	5
Llangwryfon	55	7
Llanilar	113	16
Llanon	59	8
Llechryd	99	14

Myfenydd	91	13
Mynach	51	7
Padarn Sant	134	19
Penllwyn	55	7
Penparc	146	20
Penrhyncoch	110	15
Pontrhydfendigaid	74	10
Rhos Helyg	104	14
- Llangeitho Campus	Rhos Helyg operates on two sites. Offers of school places will be to the school and not to a particular site. The site that children attend will be a matter for the internal organisation of the school.	
- Rhos Y Wlad Campus		
Syr John Rhys	39	5
Talgarreg	55	7
Talybont	127	18
Trewen	58	8

3 - 16 Middle School

School	Capacity	Admission Number
Henry Richard 3 -16		
Henry Richard 3 - 11	120	17
Henry Richard 11 – 16	373	74

Primary aged pupils (4 – 11) who intend to remain at their school will not have to apply to the Secondary Phase.

3 - 19 Middle Schools

School	Capacity	Admission Number
Bro Pedr		
Bro Pedr (3-11)	376	53
Bro Pedr (11-19)	841	150 (Yr. 7 – 11)
Bro Teifi		
Bro Teifi (3-11)	360	51
Bro Teifi (11 – 19)	678	111 (Yr. 7 – 11)

Secondary Schools

School	Capacity	Admission Number (Yr. 7 – 11)
Aberaeron	965	156
Aberteifi	691	115
Penglais	1336	209
Penweddig	1070	170

APPENDIX B - EXCEPTIONS TO THE INFANT CLASS SIZE INITIATIVE

- Children, whose statements of SEN specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
- Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
- Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
- Children admitted outside the normal admission round who:
 - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
 - desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
- Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
- Children of armed forces personnel who are admitted outside the normal admission round.
- Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
- Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. For example, because a non-excepted child leaves the class, an additional infant class is created, or an additional teacher is appointed, then that child ceases to be an excepted pupil. Classes must be organised so as to comply with the limit wherever possible.