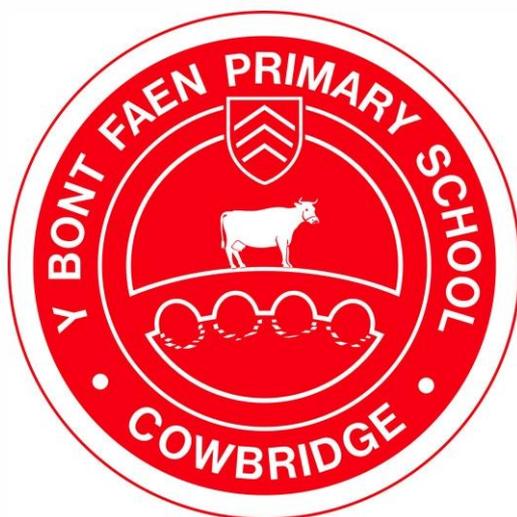


Y Bont Faen Primary School



Admissions Policy **Polisi Mynedfa**

October 2017

DOCUMENT INFORMATION – MANYLION DOGFEN

Created by: Creuodd gan:	A staff member to complement LA policy guidance	Date: Dyddiad:	22 September 2017
Reviewed by: Adolygodd gan:	Governor – H. Harbour		
Review cycle: Proses adolygu:	Every 2 years or sooner as directed by LA		
Next review: Adolygu nesaf:	October 2019		
Accepted by F.G.B.: Derbyn gan Ll.Ll.:	October 2017		
SIGNATURES – LLOFNODION			
Chair Governors: Cadeirydd:	of	T. Williams (electronically signed)	
Headteacher: Pennaeth:		J. Adams (electronically signed)	

Admissions Policy Document Dogfen Polisi Mynedfa'r Ysgol

N.B. For updates, information, admissions process and queries please check the following website:
<http://www.valeofglamorgan.gov.uk/en/living/schools/admissions/School-Admissions.aspx>

Introduction - Cyflwyniad

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 guide gives you all the information you need about our admission arrangements, but you might find it helpful to visit us, and to check the school prospectus (available on the school website). The Welsh Government site "My local school" is also informative (<http://mylocalschool.wales.gov.uk/School/6732151?lang=en>), and you may also wish to read recent ESTYN inspection reports (<https://www.estyn.gov.wales/provider/6732151>).

How to become a member of the Y Bont Faen family Sut i ddod rhan o'r Teulu Y Bont Faen

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 at Provincial House, Kendrick Road Barry. As a school, Y Bont Faen Primary follows and has accepted the full Admissions Procedures as created and stated by the Vale of Glamorgan.

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 catchment as detailed in the oversubscription criteria. For further information and details concerning the catchment area of this school, please refer to the Vale of Glamorgan website or our prospectus. All parents are required to express a preference for a school they wish their child to attend, which can be done by completing a form online to register their interest. 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.

No place can be allocated to pupils to attend their catchment school, or any other school, unless a preference is made by completing an application form.

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 complete and return an application form by the closing date, you may find that we are already full and your child could be denied a place at the school.

Please note that only the Council's 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.

In addition attention is drawn to the new School Admissions Code which now gives admission authorities the opportunity to vary their determined admission arrangements so that they comply with the statutory provision of the code without determination by the Minister (School Admissions Code s.2.20)

On line Admissions **Mynedfa'r Ysgol 'ar lein'**

The Vale of Glamorgan has a centralised, online admissions process for applications to the nursery and reception classes of primary schools, and to secondary school.

This service 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
- The system is secure and has a series of security features that will prevent others from seeing your information
- You will be able to view your child's offer of a place on your online account on the published offer day rather than waiting for a letter in the post.

This process is very secure and data is protected at all times as parents can only access information relating to their child by using a unique user name and password. The council receives approximately 4,000 school admission applications to the county's schools every year and the online system will assist in ensuring that parents receive the best service possible. 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 in the autumn term on the launch of the admission round for this academic year.

For more details please view the web page at

<http://www.valeofglamorgan.gov.uk/en/living/schools/admissions/School-Admissions.aspx.uk>, or email admissions@valeofglamorgan.gov.uk.

Admission Numbers **Cyfrif Mynedfa**

Each school has an admission number which indicates the number of pupils a school is able to admit to a 'relevant age group'. In the case of Y Bont Faen, this is 30 pupils per year group from

Reception to Year 6. In Nursery, the admission number varies, but typically is 52 (split into 26 morning places and 26 afternoon places).

An admission cannot be refused to any school 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.

In addition to Admission numbers, the Government has committed that from September 2001 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 further 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.

Limitations are also in place on the powers of appeal panels to allow appeals against the refusal to admit a child to a school for infant class size reasons i.e. to ensure that infant classes do not exceed 30 children.

In the Vale of Glamorgan there are 36 nursery units attached to primary schools and 3 nursery schools. Y Bont Faen has a nursery unit attached.

Children are entitled to a part-time place of five half day educational sessions from the start of the term following their third birthday.

This provision may be either at a nursery school, nursery unit of a school or an education provider registered with the Vale of Glamorgan. It is the Headteacher's decision whether a morning or afternoon place will be offered.

N.B. 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.

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 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.

Please note, regardless of how young your child is when you register their details with a school or the admissions team, catchment children will always take priority over those pupils who reside

outside the catchment area of a school to which they have expressed an interest. This will be the case even if you have an older child/children in attendance at the school, or your childcare arrangements are in the area of that school. All applications will be processed by applying our Admissions Arrangements and closing dates and using the Admission criteria as below.

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 in a following year, whether residing within the catchment area or outside it. Parents will be required to complete an application for their chosen school (see Primary Education Admission Arrangements section). As nursery education is not a statutory provision parents should note there is no right of appeal against a decision to refuse a place for a child at a particular school.

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 parents have shared responsibility for a child, and the child lives with both parents 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 school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Failure to return your form by the closing date will mean your application will be regarded as late, and will not be processed along with the first cohort. Similarly, if you wish to change your preferences after the closing date, you will need to re-apply and your application will be treated as late.

Nursery Admission criteria

The Council 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 following admission criteria, in the order of priority set out on the website: <http://www.valeofglamorgan.gov.uk/en/living/schools/admissions/Nursery-Admissions.aspx>

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. 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.

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

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 for that school accordingly (see Primary Education Section).

As nursery education is not a statutory provision parents have no right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

Admission to Reception Mynedfa'r Derbyn

The Council's policy allows all children who have attained their fourth birthday on or before the 31st 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. 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 2018 would be of compulsory school age for the September 2018 term; a child who became five on 1 September 2018 would not be of compulsory school age until the January 2019 term.

As mentioned previously within this document, our admission number is 30 - which is in line with the Welsh Government requirement for Infant Class Size.

Admission criteria in event of Oversubscription

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 who are looked after by a local authority in accordance with section 22 of the children Act 1989 and whom the LA has confirmed will be looked after at the time of the child's application and subsequent admission to the school.

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 oversubscription 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 special education reasons. Evidence from an appropriate medical professional must be supplied by the closing date to qualify.
- (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 council's 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. Evidence of permanent residence of a child must be supplied if required.

3. Children not currently permanently resident within the designated catchment area of the school whose parents have satisfied the Council, 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. In the event of oversubscription 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 special education reasons. Evidence from an appropriate medical professional must be supplied by the closing date to qualify.
- (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 special education reasons. (Evidence from an appropriate professional person will be required in such cases, and must be provided by the closing date). 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 an elder 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 must be supplied if 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 a child permanently lives at two addresses over the course of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). 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 information, evidence from Social Services or Health 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 reserves the right to withdraw the offer of a place.

Appeals **Apêl**

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 Directorate of Learning & Skills, 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.

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 desired. 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.