



Ysgol Gymraeg

Penalltau

Admissions

Policy

School Admissions Policy

This policy is written in line with the School Standards and Framework Act 1998, Schools Admissions Code 2009. and section 40 of the Education and Inspection Act 2006. This policy should be read in conjunction with Caerphilly L.E.A. 'Starting School' Booklet and LA admissions policy.

The entry of children to schools is controlled and administered by an 'Admissions Authority'. In the case of Ysgol Gymraeg Penalltau this is Caerphilly County Borough Council (the LA). Within the County Borough, each school has an area that it traditionally serves called the "catchment area".

Each school has a limit to the number of children it is able to admit. Once this limit has been reached, no further children can be admitted to that school. The Standard Number (admission level/limit), which has been set by the local authority is currently 34.

The normal ages for admission to CCBC schools are:-

- Age 3/4 in Nursery;
- Age 4/5 in Infant and Primary Schools; ■
- Age 7/8 in Junior Schools;.
- Age 11/12 in Secondary Schools.

Every child is required by law to receive full time education from the beginning of the school term after his/her fifth birthday. In CCBC, however, all children are able to start school full time at the beginning of the school year (September) in which they become five i.e. between the 1st September and the 31st August. Parents are able to defer the start of a child until the term following their fifth birthday.

However, in CCBC all children are also able to attend school on a part-time basis in the September following their third birthday. Pupils are admitted to our Nursery class at Ysgol Gymraeg Penalltau on a funded part-time basis in the September following their 3rd birthday.. Pupils who are admitted to a nursery year will **not** have an "automatic" right to continued education within that school. A formal application must be made for entry into the following year at the appropriate time (see timetable later in policy). Please note that, with the exception of recognized physical or medical needs, children should be toilet-trained before starting at our school.

Pupils attending Ysgol Gymraeg Penalltau will normally transfer to Ysgol Gyfun Cwm Rhymni in the September following their 11th birthday. Admission or attendance of pupils at the feeder junior / primary school does not provide automatic entry to the chosen secondary school. All parents are required to complete admission forms at the appropriate time.

Unlawful Discrimination

This Council will work actively against discrimination and seek to create equal access to its services for all, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified. Although Ysgol Gymraeg Penalltau is a Welsh-medium school, admission to Welsh medium primary schools is not dependent upon the parents or pupils being Welsh speakers.

Criteria for Admissions

In line with legislation, LA's must allow all parents the opportunity to express a preference for the school they wish their child to attend. Pupils who reside within a defined catchment area of a school do not have an automatic right to attend that school. A written application must be made and the placements will be allocated in accordance with the LA's admissions procedure. A child will normally be offered admission to the school of the parents' preference unless applications exceed the admission number, when this occurs all applications for that school will be assessed against the oversubscription criteria. Parents may exercise their right to express a preference at the following times:

- On admission to an infant school or the infant department of a primary school.
- On transfer from infant to junior school or infant school to junior department of a primary school.
- On transfer from junior or primary to secondary school.
- When parents wish to transfer their child from one school to another.

The LA must comply with any preference, which is expressed, provided there is room within the school. However the decision to admit pupils, must take account of:-

- The overall provision of efficient education and efficient use of resources.
- Whether it is a co-educational or single sex school.
- Section 87 of the School Standards and Framework Act 1998 (and subsequent legislative updates and WG's School Admissions Code) which also allow an admission authority to refuse to comply with parental preference for a period of two years following a second or subsequent exclusion.
- Where to admit would be incompatible with the duty to meet Infant class size limit of 30 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's catchment area is currently Penpedairheol, Glyn Gaer, Penybryn, Glan y Nant, Tir y Berth and Cwm Calon, however, the Governing Body accepts the right of parents to express a preference for the school of their choice and will seek to comply with this.

The following extract has been taken from the LEA's Admission Arrangements 2019-20

Oversubscription Criteria *(these apply to all admissions to oversubscribed schools)*

- 1] Looked After Children (children in public care) and those who were previously Looked After Children.
- 2] Those children who live in the school's catchment area on or before the published closing date.
- 3] Children with siblings (brothers and sisters) living in the same household attending the school in September 2020. The sibling must be of statutory school age. A sibling is a child who is the brother/sister, half brother/sister (children who share one common parent), step brother/sister where two children are related by marriage. This definition also includes adopted or fostered children living at the same address.

4] After taking account of the above categories, priority will be based on the closeness to the school measured by the LA's G.I.S (Geographical Information System) database. Distance is measured from the nearest entrance or gate of the home to the nearest gate or entrance of the school. If the LA has the situation where any home addresses calculate the same distance then a trundle wheel will be used to establish the nearest address. When considering whether

a child lives in a school's catchment area, the address considered is that of the parent or legal guardian, irrespective of a family's domestic arrangements. i.e. the address of another relative or childminder etc. must not be given. In certain cases it may be necessary to provide evidence relating to the child(ren) in question, to show the home address of the child(ren).

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

Pupils from outside the school's catchment area will be admitted in accordance with parental preference if the Admission Number of the school, class or unit has not been reached and, if selection is necessary, the criteria shown above will be used.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the home address will be determined as the address where a child lives for the majority of the week (e.g. 3 out of the 5 school days). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Multiple Birth Children (e.g. twins or triplets).

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth e.g. twin or triplet then the LA will also admit the other sibling(s).

Waiting Lists

Following the allocation of places during the normal admission round any pupil that is refused admission to an oversubscribed school will remain on a waiting list for placement until the 30th September of that school year and should a placement become available, the placement will be allocated in line with the authority's oversubscription criteria. After the 30th September parents will need to make a new application for admission to their preferred school.

Applying for a place at Ysgol Gymraeg Penalltau

If you would like to apply for a place at Ysgol Gymraeg Penalltau you must complete an online application form. These are available at schooladmissions@caerphilly.gov.uk.

You must ensure that the LEA, receive your application by the closing date stated on the form. Late applications will be processed but you may find that your preferred school is full and the LA may be unable to offer you a place.

Applying for a Place

When you apply for a place at a particular school, you must complete the relevant application form, which is available at <https://www.caerphilly.gov.uk/Services/Schools-and-learning/Admissions-and-appeals/Primary-and-secondary-school-admissions> . You must apply by the closing dates shown in Annex 1. The LA will inform you whether or not it is possible for your child to attend your preferred school.

Each school produces a prospectus, which contains relevant information including school aims and educational beliefs, the organization of the school and curriculum opportunities, including out of school activities. This school prospectus is available from the Head teacher and on our school website at www.ysgolpenalltau.com .

Late Applications

Any applications that are received after the closing date for admission will be refused if the school is oversubscribed unless the family has just moved into the catchment area and the application is received before the offer of places are made. If the application is received after the places have been offered and documented evidence is provided to demonstrate that the family have moved into the catchment area of the school the pupil will be given higher priority on the waiting list.

Withdrawing Offers of Places

The offer of a school place will be withdrawn on the basis of a fraudulent or intentionally misleading application being received (e.g. falsely claiming to reside within a catchment area of a school)

Changing Schools: Primary Education.

Changing schools during primary education is a significant step for your child to take. In the case of moving the family home, such a decision may well be a necessity and you will need to contact your local school or the Directorate of Education and Lifelong Learning for assistance. If, however, you would like your child to transfer from one school to another, please contact your present Headteacher first. Should you still wish to proceed with these transfer arrangements; you can apply at www.caerphilly.gov.uk or obtain an application form from your local school.

If there is a suitable vacancy, your child will be admitted to the school. Parents should note, however, that classes may include more than one age group and the Headteacher will have the task of locating your child in the most appropriate class.

Pupils with Additional Needs

(Please also refer to the school ALN Policy-available on request or on our website.)

National Context

The Welsh Government (WG) and National Government have issued a range of guidance relating to special educational needs some of which has statutory status, which Local Authorities, schools, early years and other educational settings need to have regard to. In January 2018 the Additional Learning Needs act was given Royal Assent. This outlines a new statutory framework for supporting children and young people with additional learning needs

(ALN). Caerphilly Local Authority's SEN policy and practises will be reviewed in line with this new legislative process to comply with Welsh Government timescales for implementation.

Local Context

The Policy supports the aims and objectives identified in strategies, policies and procedures produced by CCBC in particular the Inclusion Strategy and Accessibility Strategy. The Local Authority (LA) recognises that children and young people with special educational needs are not a readily defined or discrete group. However, for the purposes of this policy the LA adopts the legal definition of special educational needs provided by the 1996 Education Act. (SEN Code of Practice for Wales 1:3).

The LA and Ysgol Penalltau is committed to an effective and inclusive education system in which all children and young people are: Valued equally.

Treated with respect.

Given equal opportunities.

All children and young people should have access to an appropriate and high quality education, which will inspire them to participate in lifelong learning. For the 'vast majority of children their mainstream setting will meet all their special educational needs' (SEN Code of Practice for Wales 1:2).

Exceptionally it is recognised that for a small minority of children and young people with severe and complex needs, alternative provision arrangements will need to be identified. Within CCBC there is a continuum of specialist provision that includes Trinity Fields School and Resource Centre, which is a special education centre of excellence, and specialist resource bases attached to mainstream schools. These facilities are appropriately resourced to meet the needs of children and young people with more significant special educational needs. Central Support Services also provide a wide range of peripatetic specialist services to meet particular special educational needs.

Disability Discrimination

The Council has in place an Accessibility Strategy, which details how the Council will meet its duties under the Equality Act 2010 and preceding Disability Discrimination legislation. The Strategy covers access to premises for staff, visitors and pupils. The strategy contains the Council's plans to improve physical access to school premises across the borough to minimise the barriers to disabled pupils accessing education. In a number of cases due to the topography of a school site, it may not be deemed accessible for a child with a physical disability. In such cases parents/guardians will be provided with the details of the nearest accessible school which is able to meet the child's needs.

Admissions forms are screened by Education in order to highlight any children with medical condition/physical disability. Parents will be contacted at the earliest opportunity to discuss the child's needs and a suitable school placement will be considered. The School and Officers of the Council work closely with parents to ensure that detailed assessments are in place to support the inclusion of pupils, where possible within their chosen school.

Admission Appeals

In the vast majority of cases children are offered places at their parents' first choice of school. If, however, your child is unable to gain admission, you will need to decide whether you are willing to accept a place offered at a different school, or whether you wish to continue with your first application. If you choose the latter course, you may appeal to an Independent Appeal Panel. This Independent Appeal Panel will judge whether the school is full and, should that be the case, whether the parent's application is so strong that the child should still be offered a place. Before you appeal, please consider the LA's admissions criteria (outlined previously). **It should be noted that Nursery age pupils have no right of appeal.**

You may make a formal appeal against the LA's decision, but this must be received within 28 calendar days of you being notified of the decision not to admit your child to your chosen school. You should forward this appeal in writing to the Directorate of Education, Lifelong Learning & Leisure. The LA will refer the appeal to the Council's Legal Department who will arrange for the appeal to be heard by an Independent Appeal Panel and will set a time and place for the hearing. The Panel will afford parents an opportunity of appearing and making their representations (oral and/or written). Parents are advised that agencies such as SNAP & ACE are available to provide assistance in making appeals.

For further information about school admissions and appeals please refer to the Starting School Booklet (available from the school or at www.caerphilly.gov.uk)

Signed: (Chair of Governors)

Date:

Review date: Annually or subject to any legislation changes.