

Ysgol Pentrehafod

Pentrehafod School



Admissions Policy

Polisi Derbyniad

Reviewed October 2023

Adolygu ddiw Hydref 2023

Next Review October 2024

Adolygiad nesaf Hydref 2023

Reviewed by Mr M Goulding, Headteacher

October 2023





Admissions Policy



Initial Placement, Parental Preference and Transfer Requests

The Local Authority, the LA, is the admitting authority for all community schools in the area.

Each child about to transfer from primary to secondary education will be invited to apply for a place at the catchment school maintained by the LA.

Parents/carers who request an In Year Transfer will be required to submit an admission application. Parents/carers can either apply on line for a place at the catchment school or express a preference for a placement at an alternative school. Requests will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangements agreed between the Governing Body and the LA.

a) Admission Limits – Community Schools

Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups.

b) Oversubscription Criteria – Community Schools

If more applications have been received for any school than there are places available, the following order of priority will apply:



1. Children who are in the care of the Local Authority (LAC) or are previously looked after*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
3. Children who have a brother or sister attending the school at the date of their admission***. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a partner primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.
5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority**.

*Looked After Child (LAC) / Previously looked after children – a looked after child refers to a child who is looked after by a local authority in England or Wales (as defined by section 22 of the Children Act 1989 and Section 74 of the Social Services and Wellbeing (Wales) Act 2014) at the time the application to a school is made and who the Local Authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after (as defined by the Welsh Government School Admissions Code document no. 005/2013). Evidence will need to be provided for all LAC criteria applications.

**The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The Local Authority GIS computer programme is used when undertaking the measurement.

***A brother or a sister will be defined as a natural or legally adopted child of either parent/carer living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children. Statutory school age is defined as pupils who are



between age 5 and 16 (i.e. students in any year group between and including Reception to Year 11).

Requests for children to transfer between schools at periods other than the normal transfer age will be determined by applying the above admission criteria.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the next nearest school with room if that school is more than 3 miles from the home address.



Children who have a statement of Special Educational Needs

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents/carers to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the Admission Number unless they are placed in a Special Teaching Facility with planned places.

Please note that the information contained in this publication is correct at the time of going to print, but subject to change based on new guidance/legislation being issued which was not available when published.

Voluntary Aided Schools

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the Governing Body.

c) Admission Procedures – Community Schools

Parents/carers will be asked to apply on line or in writing, for a place for their child at the catchment school or to state a preference for an alternative placement using the Admissions Form.

For transfers at other times during the school year an Admissions Application Form must be completed and returned either electronically or by post to the School Support Unit in the Civic Centre.

Requests for admissions will be granted provided there are places available as determined by the published Admission Number.

The school reserves the right to request that in-year admissions take place following the LA 'Managed Move' protocol as appropriate.

Where admission requests exceed the number of places available, places will be allocated by applying the LA's admission criteria.



Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, **24th November 2023**, will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed upon receipt.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing students with or without parents/carers for the purposes of assessing ability or aptitude.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carers who have applied by the **24th November 2023** will be advised whether they have been allocated a place on the **1st March 2024**.

Rights of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Appeal Panel. If they exercise that right, the appeal must be forwarded to the School Support Unit at Civic Centre by **28th March 2024**. The appeal will be considered by an Independent Appeal Panel of 3 or 5 people comprising lay members, and persons with experience in education.

Waiting Lists

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Students names will remain on the waiting list for the whole of the academic year and will only be removed if they are successful at an appeal or if a parent/carer confirms in writing that they no longer wish their child/children's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the admissions criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Note: During this period the LA may undertake a consultation to propose changes to a number of catchment areas.



Schedule of Events for Admission Arrangements – Secondary Schools 2024/2025

Date	Action
2 October 2023	Any parent with a child eligible to start in year 7 in September 2024 may begin the process of applying for a place. The local authority will write to all parents who have a child registered in a year 6 class in a Swansea primary school inviting them to apply for a year 7 place for their child
2 October – 24 November 2023	Deadline for parents to apply and complete the application form online. You should complete one application only with your first, second and third choice of schools clearly stated. Places are allocated in accordance with the over subscription criteria. There is no guarantee of a catchment place.
24 November 2023	Deadline for parents/carers to submit admission application to the school Support Unit, Civic Centre.
1 March 2024	LA notifies parents/carers of secondary school place offered. (All Wales offer date).
2 - 28 March 2024	Parents who have applied on time can appeal against an unsuccessful application by requesting an appeal form from the School Admissions Team .



NB

The school will always liaise with Parents/Carers to respond to their personal wishes which may be a reflection of personal choice, faith or culture and which may require school to put special provision in place to meet the needs of individuals.

This Policy was presented to Governors on **18th October 2023**.

It will be reviewed in **October 2024** or if National and Local Policy or Guideline is updated.

Signed.....

A handwritten signature in black ink, appearing to read 'M Hughes', written over a dotted line.

Mrs M Hughes
Chair of Governors