

Date/Dyddiad 20th September 2024
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Your Ref/Eich Cyf
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Dear Parent/Guardian

SECONDARY EDUCATION: ADMISSIONS IN SEPTEMBER 2025

As your child will be starting secondary education in September 2025, it is now time for you to apply for a place in your chosen school. You can view the Authority's arrangements for offering places in Year 7 classes in the school admissions section, secondary school admissions, of our website at the following link [Secondary School Admissions \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk) and by reading the Parental Guide to School Admissions. Please read the guide before making your application as it provides all the relevant information on the admissions process, including the oversubscription criteria used to offer places when a school is oversubscribed. If you do not have internet access, you may request a hard copy of the guide from the council or your child's school. Your application must be made by the closing date of **22nd November 2024**. You will then be informed of the outcome on **3rd March 2025**. If you fail to apply for a place in one of the council's community schools by the closing date, and if the places are oversubscribed, there is a risk that your child would not secure a place in their local school.

On the application form, parents will be required to submit three preferences for secondary schools in order of priority. In most cases we are able to offer you your first choice, however this isn't always possible. By putting three preferences on your application you are more likely to get a place at a school that you want rather than receiving an offer to a school that may be some distance away or not one of your preferences. You are required to use all the preferences available to you in order to secure a secondary school place for your child for September 2025 as places were very limited last year. **Please note that if you are applying for Welsh Medium, there is no requirement for more than one preference.**

St Richard Gwyn's participation in the Councils co-ordinated admissions arrangements scheme

In addition to Vale of Glamorgan Community Schools you can also apply for a place in St Richard Gwyn Catholic High School by using the online application service. Please ensure that you have read and clearly understood the admission criteria for St Richard Gwyn. Barry residents or those pupils attending a faith primary school are encouraged to ensure that St Richard Gwyn is one of the preferences listed on their application.

STANWELL SCHOOL

Stanwell School became a community maintained school from September 2024. This means that the Council will be the admission authority for the school. All applications will need to be made via the councils On-Line Admissions Process.

As a consequence of Stanwell School's change from a Foundation School to a community maintained School from September 2024, the Council has committed to establishing transition arrangements for children in attendance at one of Stanwell's designated feeder primary schools prior to the change of status. The designated feeder schools are Albert, Evenlode, Sully and Victoria primary schools. These transition arrangements now form part of the Councils admissions policy. The Council will retain the feeder primary school link to Stanwell for those children in attendance at a designated feeder primary school during the academic year 2023/2024. All children in the reception to year 6 age group of a designated feeder school during the 2023/2024 academic year would retain their feeder status. The transitional arrangements and feeder link do not apply to children who enter Albert, Evenlode, Sully and Victoria primary schools from September 2024 onwards. In these cases, the Councils oversubscription criteria would apply.

The transitional arrangements will cease for the year 6 transfer process to Secondary education in September 2030 when the last child eligible under transitional arrangements leaves their feeder primary school.

ON-LINE ADMISSIONS PROCESS

You can apply via our on-line admissions process. This is quick and easy to use and makes it much easier for parents to apply. Before registering and making an on-line application, you must register using a valid e-mail address. The council's Online Education Portal on our website contains instructions on how to do this, please follow the 'Apply Now' link on the Secondary Admissions page [Secondary School Admissions \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk/secondary-school-admissions).

Although it is safer for you to apply online and you'll receive electronic acknowledgement that your application has been received, there are paper application forms available for those without internet access. If you'd like a paper application form, please contact us via e-mail or telephone so that we can send you one. Please remember that the closing date is the same, whichever type of application you make.

Applying for a place at The Bishop of Llandaff Church in Wales High School

Applications for The Bishop of Llandaff Church in Wales High School must be made via the school as the Governing Body are the Admissions Authority. If you wish to apply for The Bishop of Llandaff C/W High School, please contact the schools direct as soon as possible to arrange this as their closing dates may differ.

If you have any queries, please contact the School Access Team using the above contact details.

Yours sincerely

**School Access and Organisation
Directorate of Learning and Skills**